

AGMG 1444
Agricultural Records Management
Western Texas College

- I. Basic Course Information
 - A. Course Description: Examination of the principles of agricultural records and bookkeeping with emphasis on utilization and interpretation of farm and ranch accounts.
 - B. Prerequisites: None

- II. Student Learning Outcomes
 - A. Describe the various kinds of physical and financial records
 - B. Construct records and reports for production management
 - C. Interpret data collected for use in the decision-making process

- III. Major Course Requirements
 - A. Internet iCEV Lessons
 - B. Demonstrations
 - C. Presentations
 - D. Reading
 - E. Field Trips and Field Works

- IV. Information on Books and other Course Materials
 - A. None Required

- V. Other Policies, Procedures and Important Dates: Please refer to the WTC Course Catalog for the following:
 - A. Campus Calendar
 - B. Final exam schedule
 - C. How to drop a class
 - D. Withdrawal information
 - E. Student Conduct/Academic Integrity
 - F. Class Attendance
 - G. Students with disabilities

VI. Course Organization and Schedule

Week	Topic
Week 1	Course Introduction
Week 2	Basic Record Keeping Identification
Week 3-4	Understanding Inventory Needs
Week 5-6	Developing Records Data Base for Farm or Ranch
Week 7-8	Identifying Basic Market Analysis Functions
Week 9-10	Economics of Farm and Ranch Industry
Week 11-12	Role and Use of USDA and NRCS Agencies
Week 13-14	Buying and Selling Farm and Ranch Commodities
Week 15	Integration in the Agricultural Industry
Week 16	Review & Final

*Disclaimer: Schedule, content and grading percentages are subject to change at the instructor's discretion.