

ABF Professional Development

Course description

Agricultural Business Foundations (ABF) introduces students to business management in agriculture. Mathematics, reading, and writing components are woven in the context of agriculture and students will use the introductory skills and knowledge developed in this course throughout subsequent CASE courses. Throughout the course are practical and engaging activities, projects, and problems to develop and improve employability skills. The *Agricultural Business Foundations* course is an elective course from the AgSTEM menu. The course is structured to enable all students to experience an overview of agricultural business management either as a stand-alone course or within a sequenced pathway of instruction.

Course Topics

- Writing a business plan
- Financial management
- Financial health analyses
- Risk management
- Opportunity costs
- Pitching a business plan

Proposed Professional Development – Teacher Certification

The professional development session requires 4-6 hours led by CASE-trained facilitators and will culminate with the completion of course task checksheet. For maximum benefit, CASE recommends no fewer than 10 and no more than 30 participants per session. Multiple sessions may be offered concurrently or back-to-back according to CASE facilitator availability.

For Internal Use – Budgeting

The following budget for a maximum size group of 30 participants. Adjust numbers according to participant registrations and local expenses. CASE recommends a registration cost between \$200-350 per participant.

	Expenses	Description	Total	Per Participant
CASE	Facilitation fee	Fixed cost: administration and facilitator stipends	\$1500.00	\$50.00
	Certification fee	\$100 per participant	\$3000.00	\$100.00
Local	Expenses	Description		
	Facility	Room with internet access, projector, tables, etc.	\$600.00	\$20.00
	Food	Meal(s), snacks, beverages	\$600.00	\$20.00
	Miscellaneous	Local admin fees, staff labor, and other expenses	\$600.00	\$20.00
	Course supplies	List provided by CASE prior to PD session	\$300.00	\$10.00
Estimated Participant Cost (based upon 30 participants)				\$220.00

Host Responsibilities

- Fill out host site application and submit to CASE staff (available by spring 2019).
- Purchase participant supplies and equipment necessary for each session.
- Collect participant registrations including contact information for certification records.
- Collect registration payments from participants.
- Organize logistics (facilities, supplies, and registrations).
- Work with CASE facilitators to provide a comfortable environment for each session.
- Submit participant certification list and payments to CASE.



Support for the development of the CASE *Agricultural Business Foundations* course is provided by Farm Credit East and the New Jersey Agricultural Leadership Fund, in memory of former employee Joshua Geary.

PD Session Supplies

Participants will be expected to furnish a computer with internet, word processing, spreadsheet, and presentation software. The host should provide the following items in addition to the facility, snacks, and beverages.

Qty/20	Qty/30	Unit	Item Specifications
120	180	Each	Tab dividers with label inserts
20	30	Each	Two-inch, three-ring binder
20	30	Ea	Calculator
60	60	Ea	Colored pencils, assorted colors including red and green
20	30	Each	Highlighters, assorted colors including pink and green
5	8	Each	Markers
5	5	Sheets	Poster paper
10	15	Pads	Sticky notes
10	15	Each	<i>How Did That Get in My Lunchbox? The Story of Food</i> children's book
1	1	Each	Die
Assorted		Advertisements and circulars for complementary products and services for lawn mowers	
10-20		Copies of 2 or more entry-level résumé samples	
8-10		Entry-level help wanted advertisements or job descriptions appropriate for students	