

BUS 398 Online Syllabus

Objective: The purpose of this syllabus is to guide the participant in the requirements, demands, logistics and expectations of this course.

Getting Help:

To receive technical assistance on issues related to WebCT contact:

Academic Instructional Technology Help Desk

ES 102

Monday-Thursday 8:00 a.m. - 9:00 p.m. Friday 8:00 a.m. - 5:00 p.m.

(719) 587-7371

ascwebct@adams.edu

Instructor Information

Zena Buser, PhD

Office: BUS 234

719-587-8166

zenabuser@adams.edu

Office Hours: 10:00 – 11:30 AM, Monday and Wednesday, 1:00 – 2:00 PM Monday and Tuesday, or by appointment. These are my physical as well as virtual office hours, so feel free to visit in the manner that helps you most. I am in my office quite a bit, so feel free to call or email as questions arise – I will reply as soon as possible.

Required Text

To order textbooks or obtain information about book titles you may go to www.exstudies.adams.edu and click on the “ASC Bookstore” icon.

Use **Section Number: 1108** to order books from Bookstore site.

Farm Management, 6th ed., 2008, Ronald Kay, William Edwards, and Patricia Duffy. The power-point slides accompanying this course are based on information from the text.

Welcome

Welcome to BUS 398, Farm & Ranch Management. This is a very practical and applicable business course for those interested in or already involved in production agriculture and/or those businesses supporting production agriculture. This course encompasses a variety of topics and issues, just as agriculture does. Each module includes the lecture and notes for the chapters included in the module. Time management will be important in obtaining greater value from the information presented, so please contact me in a timely fashion if you have any questions.

Introduction

This course is fully online, so you are in control of your schedule to meet the deadlines expressed in the following outline. You will be expected to read the chapters in the text as assigned as well as use the posted presentation slides and lecture notes to benefit your individual learning style. There is no face-to-face contact with the instructor in a completely online course, but you should not feel alone in this learning endeavor as I will be available by phone and email. You should also make use of networking with your fellow students in the WebCT chat room associated with the course.

I would like to stress the importance of organization and avoidance of procrastination with this course. This syllabus outlines the pace of the course and my expectations of you as a student in this course. Deadlines exist to help keep everyone on schedule, if you are having trouble with a subject please contact me in a timely fashion so that you do not fall behind and become overwhelmed.

Credit Hours

3

Catalog Description

The application of economic and business principles to the management and operation of farms and ranches for decision making purposes.

Prerequisites

Bus 103 Intro to Business or instructor consent. Bus 105 Intro to Agribusiness or instructor consent. Bus 207 Intro to Accounting I or instructor consent. Bus 361 Principles of Management or instructor consent.

Course Objective

The objective of this course is to prepare the student in the application of economic and business principles to the organization and operation of farms and ranches for decision making purposes. The purpose of this syllabus is to guide the student through the requirements and evaluation criteria of the course, as well as aid in time management.

Student Learning Outcomes

At the end of this course, you should be able to:

1. identify and apply business management skills necessary to farming and ranching.

2. understand the functions of management and explain the steps of the decision making process, understand general accounting terms and methods used in agricultural enterprises, understand and calculate depreciation, create and analyze a balance sheet and income statement, understand enterprise, partial, and cash flow budgeting, and describe the different forms of farm business organization.
3. understand the basic risk management, income tax management, investment and farm business analysis, capital and the use of credit, control and use of land, human resources management, and machinery management.

Classroom Decorum: As this class is 100% online, decorum in the classroom should not be an issue. However, regarding discussion boards, classroom chats, email, phone, and all other communications; mature, tolerant, and respectful behavior is expected. ***Rude, disrespectful behavior toward other members of the class or myself will not be tolerated in this course. Plagiarism is not tolerated and will result in a failing grade.***

Assignments

- **Written Assignments:** Assignments should be submitted through the assignment link in WebCT, and I should receive them by midnight on the date of the deadline. Prepare your assignment using Microsoft Word or Excel, as appropriate, and attach in the appropriate assignments link. Please name your assignment as follows: last name, first name, homework number (ex. smithjohnhmk1). **Assignments for this course are the *Questions for Review & Further Thought for each chapter*.** It is important to do all the assignments, as they will prepare you for the exams as well as contribute to your grade. If you have questions on an assignment, please contact me in a timely fashion to allow you to submit the completed assignment on time. ***Assignments submitted late will incur a 5 point per day penalty.***
- **Exams:** Exams will be made available through the Assessments tab in WebCT on the day each exam is scheduled (see outline). You will have 5 days to answer the questions (hopefully correctly!) and submit your exam back to me. I will post your exam grade in the grade book when all exams are graded. ***Exams cannot be taken late.*** If you experience a situation that will prevent you from taking the exam during the week it is scheduled, please contact me to make arrangements prior to that specific week. Failure to contact me and make those arrangements will result in a grade of 0 on that exam, which will be damaging to your overall course grade.
- **Discussions:** Please use the Discussions tab to network with other students in the course and myself. The discussions tab allows members of the class to post messages which everyone can read and discuss anytime. I will check the discussions board weekly (at the least, if possible I will check daily) to be available for clarification and contribute to conversations as appropriate. This may help you with your assignments and exams, but is for networking and clarification purposes - you will not be graded on your discussions. That said - ***all communication should be respectful, meaningful, and related to the course.***

Grading:

Exams (3 @ 200 points each)	600 points
Assignments (22 @ 20 points each)	440 points
Final	<u>260 points</u>
	1300 points

Grading Scale:

A =	90 – 100
B =	80 – 89
C =	70 – 79
D =	60 – 69
F =	below 60