

## AGED 150 FFA Record Book Project

### Objectives:

1. Understand how to load software.
2. Learn how to install and use the electronic FFA Record Book.

**Your Mission:** For this mission you will pose as a new Ag teacher known for your computer prowess. You have been asked to evaluate the electronic FFA Record Book for use in your Ag program. Your usually reliable technical support wizard "S" will not be available. However, your fellow agents (classmates) are available to help you so you are not on your own.

You will download and install the FFA Record book file on your home computer. You can find the software on the calaged.org web site or it can also be found on in the AGED 150 Blackboard site under course documents. Our intelligence network reports that directions on how to load and use the software may be found in the handouts provided in class.

To do so you must have an internet connection. If you don't have a home internet connection see Plan "B" below.

Once you have loaded the file use the handout for information and complete the following:

1. Create a new record book
2. Enter the personal information
3. Enter enterprises
4. Enter Enterprise Agreements.
5. Make entries in the calendar for Oct. to Dec.
6. Enter the budget
7. Enter Journal for Oct. to Dec.
8. Make end of year entries in the Depreciable and Non-Depreciable Property pages.
9. Visit the other record book pages and enter data as desired.

**Plan B** Utilizing a computer in either Ag 101 or 229 download the record book file. The file should fit on a standard diskette or USB drive. Once you have saved the file on your disk, take it home and save it to your home computer.

**Mission Report:** **Email Record Book File to Dr. Rocca for Credit**

- Include your name in the record book file name
- Email to [srocca@csufresno.edu](mailto:srocca@csufresno.edu)
- Due by **March 10<sup>th</sup>**