

ACADEMY OF FINANCE

FINANCE AND BUSINESS TECHNOLOGY

2013-2014

Instructor: Ms. Sherry Beth Virgadamo
Room 3-129

Course Description

This course is designed to provide an overview of current business, finance and information systems and trends and to introduce students to the foundations required for today's business environments. Emphasis is placed on developing proficiency with computer applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using word processing, spreadsheets, and presentation applications using software programs that meet industry standards. Prerequisite for Accounting I and Financial Operations (second and third year classes).

In-class activities will include instruction in word processing, spreadsheets, and presentations. Additional instruction is presented in a variety of basic business skills needed to prepare students for entry-level job skills. Banking and financial literacy will be the main focus of the curriculum. Research skills, filing, telephone skills, and multitasking will be integrated through the year to educate the student as a future member of the work force. This will be achieved on a basic foundation level of tasks and assessments. Students will be involved in a number of practical experience activities, learning the need for flexibility in completing varied tasks.

Instructional Materials

MicroSoft Office 2010 (Word, Excel, PowerPoint)
Personal Financial Literacy
FDIC Finance Curriculum
Working, Career Success for the 21st Century
DVD Presentations on Finance
Community guest speakers

Assessment

Grades will be earned in the following categories:

Daily Classwork/Homework	40%
Assessments	30%
Projects	30%

Daily Classwork/Homework: Assigned class/homework.

Assessments: Upon completion of a unit of study, students will be evaluated on what they have learned and how they are able to apply the information that was taught. In keeping with the emphasis on vocabulary, students will receive constant integration of new vocabulary to enhance lesson presentations. Students will also be given the opportunity to practice good writing techniques in relation to the material presented.

Projects: In addition to written assessments, students will be receive grades in equal weight as an assessment, but will apply knowledge learned in a hand on application using the computer. Examples will be spreadsheets and PowerPoint presentations. Also, various group or partner projects as related to our lessons.

Attendance: Daily attendance and participation is required to maintain an average above 75%.