

ACADEMY OF FINANCE

FINANCIAL OPERATIONS

2013-2014

Instructor: Sherry Beth Virgadamo
Room 3-129

TEXT: Century 21 Accounting, Eighth Edition, Cengage Publishing

WORKBOOK: Chapters 17 through 24

AUTOMATED SIMULATIONS: Zenith Global Imports

MICROSOFT EXCEL 2010

QUICKBOOKS PRO 2012

ADVISORY BOARD GUEST SPEAKERS

Emphasis is placed on money, credit and banking, economic growth and stability, use of limited resources, characteristics of different economic systems and institutions, taxation and budgeting, labor management relations, and sales. Students become familiar with the major functions of banks and other financial intermediaries, central banking by the Federal Reserve System, and modern trends in the finance industry. The students are also introduced to credit functions, principles of credit risk evaluation, loan creation, debt collection, and stocks and bonds.

Instruction in Quickbooks will be a major factor in the curriculum working toward achieving industry certification. Time permitting, industry certification will be sought in MicroSoft Excel.

Students will be involved in the accounting processes of a service-oriented business as well as a merchandising business. They will also learn the basics of payroll preparation, employee and employer payroll taxes, and the preparation of the corresponding forms necessary for completing payroll records. Discussion will also take place on the structure and mechanics of personal taxes, so that the relationship between wages, deductions, write offs, etc. will be understood.

Throughout the quarter, discussions will be included to inform students of their credit and how to protect and raise it; the three major credit reporting bureaus, budgeting and maintaining personal files.

In addition to the concepts, theory, and practice of the class, students are required to perform their daily accounting work in a neat and legible manner appropriate for accounting requirements. Pencils, rulers, and calculators are required and are to be used at all times, unless otherwise instructed.

GRADING:	Assessments	30%
	Daily class work and assigned homework in the workbooks	40%
	Projects	30%

In keeping with the literacy reading and writing goals of Sunlake High School, students will have daily integration of chapter-oriented vocabulary to enhance lesson presentation.

Members of the Finance Academy Advisory Board will be invited into the classroom throughout the year to enhance topics of instruction.

All students will be required to join the co-curricular club, the Future Business Leaders of America. Participation in a district competitive event of their choice is also required.

Field trips appropriate to our financial learning goals will be planned, funds and district approval permitted.