Business Services Technology/Academy of Finance Syllabus
Level One

Teacher Ed Leszczynski **Voice** 465-2161 ext. 131

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***please note:** add the words **"Parent Note"** in the subject line of any Email to ensure delivery

Course Description:
This course is designed to introduce students to a variety of career opportunities in the business services industry and to use business-related computer software to accomplish career-related tasks that will serve them both in their professional and personal lives.

Course Objective:
Level One students will be introduced to business practices through the study and application of key business components, including: accounting; advertising; business development; business management; communications; customer satisfaction; economics; finance; human resources; marketing; and, strategic planning. They will also be taught MSOffice applications, (Word, Excel and PowerPoint) and they will be given an overview of the Financial Services industry with an emphasis on Personal Financial Planning. Students will be involved with the operations of school store as well as yearbook sales.

Course Requirements:
Students are required to pass all quizzes and tests, complete all projects in accordance with stated specifications, and demonstrate a competency in using the business software for which they have been trained.

Criteria for Assessing Student Performance:
- Attendance – 5%
- Class Participation – 15%
- Homework – 5%
- Quizzes – 25%
- Tests – 40%
- Projects – 10%

Textbooks, Software:
- Glencoe's *Introduction to Business* text (accessible online) and accompanying support tools
- National Academy Foundation online curriculum
- National Endowment for Financial Education High School Financial Planning Program
- Pearson's *Learning Microsoft Office* text and accompanying software

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Level Two

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Course Description:
This course is designed to continue the introduction of students to a variety of career opportunities in the business services industry and to use business related computer software to accomplish career-related tasks that will serve them both in their professional and personal lives.

Course Objective:
Level Two students will continue to study business practices including: accounting; advertising; business development; business management; communications; customer satisfaction; economics; finance; human resources; marketing; and, strategic planning. They will undertake projects related to the real-life applications of business practices. They will apply the skills they learn through involvement with the school store and annual yearbook sales. They will also master the MSOffice applications Word, Excel and PowerPoint, demonstrating this mastery through their achieving official Microsoft Certification in these applications. Students will be taught Microsoft Access and Publisher as well as be introduced to Microsoft Sharepoint and explore how various online webinar meeting and presentation programs may be used to achieve business success.

Course Requirements:
Students are required to pass all quizzes and tests, complete all projects in accordance with stated specifications, and demonstrate a competency in using the business software for which they have been trained.

Criteria for Assessing Student Performance:
- Attendance – 5%
- Class Participation – 15%
- Homework – 5%
- Quizzes – 25%
- Tests – 25%
- Projects – 25%

Textbooks, Software:
- Glencoe's *Introduction to Business* text (accessible online) and accompanying support tools
- National Academy Foundation online curriculum
- National Endowment for Financial Education High School Financial Planning Program
- Pearson's *Learning Microsoft Office* text and accompanying software

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Business Services Technology/Academy of Finance Syllabus
Level Three

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Course Description:
This course is designed to continue students awareness of career opportunities in the business services industry and to use business related computer software to accomplish career-related tasks that will serve them both in their professional and personal lives.

Course Objective:
Level Three students will apply their understanding of business activities through their operation of the school store, including: inventory maintenance; inventory purchasing; advertising; sales; and financial planning and accounting. They will be involved with yearbook sales and use business software to manage yearbook sales and commercial ad sales. Level Three students will also be introduced to and gain a full knowledge of all components of a strategic business plan. This will culminate in a senior project in which each student will create a business plan specific to a business of his/her choosing. Resume writing and interview skills will also be taught.

Course Requirements:
Students are required to pass all quizzes and tests, complete all projects in accordance with stated specifications, and demonstrate a competency in using the business software for which they have been trained. Specifically, the writing of a full strategic business plan will be their senior project.

Criteria for Assessing Student Performance:
- Attendance – 5%
- Class Participation – 15%
- Homework – 5%
- Quizzes – 25%
- Tests – 25%
- Projects – 25%

Textbooks, Software:
- Glencoe's *Introduction to Business* text (accessible online) and accompanying support tools
- National Academy Foundation online curriculum
- National Endowment for Financial Education High School Financial Planning Program
- Pearson's *Learning Microsoft Office* text and accompanying software