

Overview of Academy of Finance (AOF): The purpose of this program is to prepare students for employment in the financial industry and in the finance area of other industries as well as personal financial literacy. Possible entry level job include: cashier service clerk, inventory service clerk, customer service representative, loan interview clerk, loan processing clerk, credit clerk, credit assessment assistant, financial advisor assistant. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the financial industry: planning; management; finance; economics; technical and production skills; underlying principles of technology; labor issues; community issues and health, safety, and environmental issues; risk management liability; and health, life, and disability insurance.

The AOF courses that you will take over the next four years are:

- Introduction to Information Technology
- Financial Operations
- Accounting Applications
- Financial Internship (usually summer after Junior year)
- Personal Financial Planning

Academy Faculty:

Mrs. Holloway, AOF Director

Mrs. Grusauskas, Business

Mrs. Harms, Business

Mrs. Waligroski, English

Mrs. Deutch, English

Mrs. Prospect, English

AOF Events and Happenings:

| | |
|--------------------|--|
| September ____ | School's Open House |
| September _____ | Parent Meeting at 7pm |
| October ____ | Corporate Car Wash Fundraiser |
| November _____ | Rummage Sale (Optional) |
| January _____ | Begin Golf Tournament Fundraiser Preparation |
| February ___TBA___ | Etiquette Field Trip |
| March _____ | Complete Golf Tournament Fundraiser |

Course Description: This course is designed to provide a basic overview of current business, finance and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with fundamental 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 databases, spreadsheets, presentation applications, financial and tax software applications and the integration of these programs using software that meets industry standards.

During this course, students will:

- Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
- Demonstrate Comprehension and communication skills.
- Use technology to enhance the effectiveness of communication skills.
- Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles.
- Practice quality performance in the learning environment and the workplace.
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
- Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
- Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
- Demonstrate human relations/interpersonal skills appropriate for the workplace.
- Participate in work-based learning experiences.
- Perform e-mail activities.
- Demonstrate knowledge of different operating systems.
- Demonstrate proficiency navigating the internet, intranet, and the WWW.
- Demonstrate proficiency using HTML commands.
- Demonstrate proficiency in page design applicable to the WWW.
- Demonstrate proficiency using specialized web design software.
- Develop an awareness of the information technology industry.
- Develop an awareness of microprocessors and digital computers.
- Develop an awareness of programming languages.
- Develop an awareness of emerging technologies.
- Demonstrate an understanding of the seven layers of the Open Systems Interface (OSI) model.
- Demonstrate proficiency using common software applications.
- Demonstrate proficiency using specialized software applications.

Course Overview

- First Quarter: basic communication skills including touch-typing and word processing.
- Second Quarter: advanced communication skills including letters, memos, reports and formatting using Word and Publisher.
- Third Quarter: computation and finance skills including mathematical processes and financial planning strategies used in the workplace. We will also cover business etiquette.
- Fourth Quarter: organizational, report making and presentation skills including web pages and presentation slides.

Assessments and Grading

- There should never be question of what your grade is or how you are getting it. Grades are usually entered on the Pinnacle System within five school days. Students are expected to keep current with all grades via Pinnacle System. Class time will be provided to check Pinnacle System.
- I keep grades using the point system. To figure your grade all you do is add your total number of points and divide by total points possible.
 - Professional Dress days 10-20 points per day
 - Written/Oral Reports 100-200 points per assignment
 - Projects 100-200 points per project
 - Tests 100 points per test
 - Homework/Classwork/Quizzes Usually 20 points each
- Grading scale:
 - 90%+ A;
 - 80%+ B;
 - 70%+ C;
 - 60%+ D;
 - below 60% an F
- Tests are announced at least 3 days in advance. If you are present the day of the test and at least one of the three days prior to the test, you are expected to take the test.
- Late work will be penalized. Expect to lose 50% of your grade for your work that is turned in more than 3 days late.
- Student participation in fund-raising activities is required for AOF students and participation grades are given.
- AOF students will wear professional clothes once a month and business casual clothes once per week. This is a graded assignment. Please talk with me individually if you need assistance with finding or purchasing clothing.

Beginning the Class Period

All students are to enter the classroom and be seated in their assigned seat by the time the bell rings. You are expected to collect your disks and start your computer upon entering. Immediately note the assignment posted and begin working.

Note: Students are expected to adhere to all policies and procedures presented in the Student Handbook. Any rule of Spruce Creek High School is also a rule of mine.

Tardy Policy

Any student not in his/her assigned seat at the time of the bell will be considered tardy. On the 3rd tardy, I will contact your parents. On the 4th tardy, and every tardy thereafter, you will be given either a referral or a detention to be served in my classroom.

Academic Dishonesty

- Cheating will not be tolerated. Copying work, copying/pasting information without citing a source, talking during a test or quiz, and looking on another person's test paper are some forms of cheating. Asking a classmate where to find the print command is acceptable and encouraged. Asking a classmate to do all or part of an assignment for you is viewed as cheating. I will take up your work as well as the other person's work and both will get a zero on the assignment.
- Disks, CD's and other media are to remain in classroom at all times.
- Consequences for academic dishonesty may include a zero on the assignment, notification of your parents, and/or a report to your file. Second offenses are an administrative matter.

Group Work

Working in pairs or groups involves some specific rules:

- *Quiet* - Speak in a low voice. The noise level gets too high if everyone is talking. Your group will lose points if I have to remind your group of this.
- *Focus* – Work quickly and efficiently on the assigned task.
- *Work* – Everyone works. Document evidence of individual input or points will be lost.

Announcements over the Public Address System (PA)

No matter what is going on in class, it must be quiet for these announcements.

Getting Around in the Classroom

You do not need to ask permission to throw something in the garbage, to get a tissue or to sharpen your pencil. Just use your common sense and be respectful as to when you do these activities. (i.e. not during lectures or group presentations)

Students are allowed three passes per nine weeks: they cannot be given to other students and do not accrue. Instructional time should not be disturbed to ask to use the restroom. Passes will not be given in the first ten minutes, or during the last ten minutes of class. You must have your SCHS id with you to use a pass. Each unused pass will earn two extra credit points at the end of the term.

We share the classroom environment. I expect that if you take something out, you will put it away. Let's keep it neat and clean!

Classroom Etiquette

The classroom is a place for learning, not grooming. If you need to floss your teeth, apply make-up, spray perfume, mousse your hair, put on lotion, clip your nails, etc, please, oh please, use one of your passes to the restroom to do your grooming in private. There are tissues and hand sanitizer in the classroom; please use them as necessary.

Eating in the Classroom

Soda + Keyboard = Soggy Mess! **The computer lab is a food-free and drink-free zone.** If you choose to chew gum, you must dispose of it properly. Gum that is placed anywhere on the furniture or equipment will earn an afternoon detention cleaning the lab.

Dismissal of Class

The bell does not dismiss the class. The bell is a signal to me that the instruction time has ended. All students are to remain seated until the teacher dismisses the class. If there has been group work, the chairs will need to be replaced before class is dismissed.

Presentation Equipment, Teacher's Desk, Podium, Chair & Computer

- Off limits to you unless I directly give you permission.
- I do not like a crowd of people around my desk. One person at a time at my desk is fine, but no more than that.

Citizenship

These consequences directly relate to your citizenship grade. Please note that any student with a conduct grade that is below a 1 may not be able to participate in certain activities as outlined in the student handbook.

| Conduct Grade : 1 | Conduct Grade : 2 | Conduct Grade: 3 |
|---|---|--|
| Criteria: No contact needed | Criteria: Parent contact required At least one referral issued | Criteria: Parent Contact required Two or more referrals issued |
| Student is: <ul style="list-style-type: none">• On time• Prepared• On task• Positive• Self-monitoring• Following directions• Respectful• Courteous• Honest | Student is a combination of: <ul style="list-style-type: none">• Occasionally disruptive• Frequently tardy• Continually unprepared• Occasionally off task• Cheating (minor, ie homework)• Disrespectful | Student is a combination of: <ul style="list-style-type: none">• Consistently disruptive• Excessively tardy• Often disrespectful• Frequently off task• Vandalizes school property• Out of area• Cheating more than once or a major incident |

Most discipline issues are handled within the classroom. Sometimes lunch or after school detentions are given as consequences.

Please note that even one referral or multiple detentions will lower your conduct grade to a 2 or 3. This includes referrals written for cell phone use, tardies or skipping class.

Factors for Success

We will maximize our opportunities for success by agreeing to the following:

- If you do not understand something, let me know by raising a hand, writing a note, sending an e-mail or making a phone call. It does NOT mean that you are not capable but it does mean the material needs to be presented to you a different way. It is OK to make a mistake. Like most things that are new or different, there will be some frustrating times.
- You are ultimately responsible for your own learning. I cannot make you do anything if you really do not want to do it. It is up to YOU.
- Come to class ready to learn. Paper, pencil, notebook, *a willing attitude*, etc.
- Be honest- if you forgot your homework, show it to me the next day. If you did not study for a test and messed it up, tell me. If you are honest with yourself (and me), we can usually work a problem out.
- I want you to be successful. Yes, that is correct; I want you to be successful! I am willing to put extra effort helping you but I can't do it for you.

Supplies

Individual Supplies:

- A willing attitude
- 3 prong folder or section of a notebook
- Pencils or pens
- USB drive to remain in classroom
- \$25 Lab fee — covers AOF shirt and paper

Please send in at least one item from this list for classroom use:

- All purpose cleaning wipes
- Glass cleaning wipes
- Swiffer-type duster refills
- Tissues
- Individually wrapped candy

Donations of these supplies are **greatly** appreciated

Please Sign *BOTH* Sides and Return

Students,

This is to verify that I have read the CLASSROOM POLICIES AND PROCEDURES online for Mrs. Grusauskas' class and that Mrs. Grusauskas has reviewed the contents with me. [www.sprucecreekhigh.com/AOF/classes.htm]

I understand and agree to observe all policies and rules stated in the Spruce Creek High School Student Handbook as well as the CLASSROOM POLICIES AND PROCEDURES for Mrs. Grusauskas' class.

Student's Printed Name _____

Student's Signature _____ Date _____

Class Period _____

AOF Parents/Guardians,

Please feel free to contact me at any time if you have any questions or concerns about this class, these CLASSROOM POLICIES AND PROCEDURES, the Academy of Finance or your child's education. You can leave me a message at Spruce Creek High School at 386.322.6272 x38096 or email me and/or schedule a conference. My email address is **cbgrusau@volusia.k12.fl.us** and is the best way to reach me. I do hope you take advantage of the Pinnacle Online Gradebook. It is an amazing tool that can help you track your child's progress.

Thank you,

Christy Grusauskas

This is to verify that I have read the CLASSROOM POLICIES AND RULES handout for Mrs. Grusauskas' class.

I understand that my child has signed this document to indicate agreement to observe all policies and rules stated in the Spruce Creek High School Student Handbook as well as the CLASSROOM POLICIES AND RULES for Mrs. Grusauskas' class.

Parent/Guardian
Signature _____ Date _____

Parent/Guardian
E-mail Address _____

Please send in at least one item from this list for classroom use:

- All purpose cleaning wipes
- Glass cleaning wipes
- Swiffer-type duster refills
- Tissues
- Individually wrapped candy

INTERNET CONTRACT

ACCEPTABLE ON-LINE BEHAVIOR

Name: _____

Class: Finance and Business Technology

Date: _____

Instructor: Mrs. Grusauskas

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students read, accept, and sign the following rules for acceptable on-line behavior.

1. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
2. Network and computer storage areas may be treated like school lockers. Network administrators or the teacher may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, or attacking others
 - Damaging computers, computer systems, or computer networks
 - Violating copyright laws
 - Using another's password
 - Trespassing in another's folders, work, or files
 - Accessing sites containing pornographic material or other material deemed by the instructor as not suitable for the educational environment.
 - The downloading or installing of any files or programs unless instructed to do so. This includes Internet toolbars, skins, browsers, game links, etc.
 - Playing computer games during instructional time.
 - Playing online or interactive games at any time in the lab.
 - Reading, writing or checking email from personal accounts
 - Revealing the personal address or phone number of yourself or any other person without permission from your instructor

Violations may result in a loss of access as well as other disciplinary action.

I have read the rules for acceptable on-line behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose computer privileges at my school.

Student Signature: _____ Date: _____

As the parent or legal guardian of the minor student signing above, I grant permission for the above student to access networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet use both inside and outside of the school setting, and for conveying standards for the above student to follow when selecting, sharing, or exploring information and media.

Parent or Guardian Signature: _____ Date: _____