



Financial Operations

Finance Academy

Course Syllabus

2014-2015

Room 202

Mrs. Crystal Shuchart

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Rigor and Relevance Happen Here!

Course Description:

This course presents basic topics in macro and microeconomics, and the principles and practices of banking, credit, and consumer lending in the United States. Additional 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 will 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. Students are also introduced to credit functions, principles of credit risk evaluation, loan creation, debt collection, and stocks and bonds. Students will also learn how to successfully coordinate the day-to-day operations of a business through hands on experience operating the Pack Shack. *At the end of this course, students will have gained the financial knowledge needed to be successful in the "real world". * It is expected that each student will complete industry certification in Microsoft Word 2013, Microsoft PowerPoint 2013, and Microsoft Outlook 2013 and work towards earning Microsoft Excel 2013 and Microsoft Access 2013.**

Course Objectives:

1. Students will demonstrate financial goal setting.
2. Students will demonstrate employability skills.
3. Students will the banking concepts used in America.
4. Students will identify terminology unique to the finance and finance-related industries.
5. Students will develop skills in interpreting the financial section of the newspaper.
6. Students will describe the role of consumer credit in today's society.
7. Students will identify the principles of saving and borrowing.
8. Students will define risk and consumer lending.
9. Students will outline the procedures utilized in processing credit application.
10. Students will compare the differences between the various economic systems.
11. Students will explain the profit motive in our economic systems.
12. Students will demonstrate an understanding of the different types of business organizations.
13. Students will outline the role the Federal Reserve System plays in our money, credit, and banking processes.
14. Students will summarize how economic growth and stability impact the business cycle.

Course Website:

<http://sites.leeschools.net/CrystalPS>

Required Materials:

3-Ring Binder with Tabs, Pencils, Loose Leaf Notebook Paper, and Flash Drive (optional)

Grading Policy:

Tests (includes Certification)	35%
Class Assignments (includes writing)	25%
Projects	20%
Quizzes (includes Pack Shack)	15%
Bell Ringers/Homework	5%

Computer Use:

The use of computers is required. Any destruction, vandalism, accessing inappropriate websites, accessing gaming websites and/or accessing your fellow classmates' student accounts will be reported to administration. No gum, food, or drinks are permitted at the computers. In addition, purses, bags, and binders are not permitted at the computer.

Attendance & Make-up Work Policies:

Career Education classes are by definition production classes. Your grade depends greatly on attendance, preparedness, and the timely completion of assignments. Don't waste time or get behind. All assignments are required, late work will not be accepted without an excused absence. It is your responsibility to make up work when absent.

Classroom Expectations & Procedures:

- Students are expected to be at their assigned seat when the tardy bell rings and prepared with the required supplies.
- Use appropriate language. Students are expected to treat their classmates and teacher with respect and courtesy. Mocking, rudeness, talking back, poor language, raising your voice, etc. is not acceptable behavior.
- No food or drink allowed in classroom.
- No electronic devices of **ANY** kind to be used during class time. This includes, but is not limited to: **cell phones, iPods, mp3 players, and cameras.**
- Make sure all trash is placed in either waste basket or appropriate recycling bin.
- Students should use their time between classes wisely. Leaving class to use the restroom, go to your locker, or see another school official will be kept to the bare minimum and excessive requests will be denied. **Reminder: 3 passes per quarter.**
- Students are to operate the computer and software with the teacher's permission only.
- Students are expected to stay on task throughout class and complete all assignments.

Discipline:

1 st Offense	Warning and/or Call Home
2 nd Offense	Detention
3rd Offense and thereafter	Referral

I am looking forward to a great year! Please let me know if there is anything I can do to help you.