

Academy of Finance Program of Study

Students wishing to complete the Academy of Finance (AOF) Program of Study must take the courses listed below. Additionally, students completing AOF are required to complete a six-week internship during the summer prior to their senior year of high school.

Principles of Business Administration and Management - 5000

Program Description: Principles of Business Administration and Management is the introductory course in all four business pathways. It is also the course that is a pre-requisite for Advanced Business Management, Course No. 5160, and the Management Capstone course, which are the two courses required to complete the CCPS **Management** pathway. The Management Pathway is designed to prepare students for Business Administration and Management studies in college. **Business Administration and Management is the No. 1 College major in the United States.** Students will have the opportunity to take the CLEP exam in *Principles of Management*. If students obtain the required score, they may earn 3 college credits.

Students Will Learn:

- The roles and work of managers.
- The historical development of management.
- Major management theorists and theories.
- Effective supervision.
- The importance of leadership.
- The planning function.
- The organizing function.
- The implementing function.
- The controlling function.
- The social and ethical environment of business.
- Economic environment of business.
- International environment of business.

- The forms of business ownership.
- Legal aspects of managing a business.
- Technology and information management.
- Business communications.

Principles of Accounting - 5050

1. Recognize and define basic accounting principles, concepts, and terminology using Generally Accepted Accounting Principles (GAAP) as it applies to assets, liabilities, and owner's equity.
2. Explain the forms of businesses and the purpose of all steps of the accounting cycle for the different types of business entities.
3. Apply basic accounting principles to analyze and record financial transactions for a sole proprietorship.
4. Generate financial statements for different types of business operations and ownership structures.
5. Use Microsoft Excel and other software for simple accounting.
6. Apply internal controls to maintain and protect cash within the organization, including accurately preparing checks, deposits slips and bank reconciliations.
7. Assess the financial condition and operating results of a company by analyzing and interpreting balance sheets, income statements, and other information to make informed business decisions.
8. Discuss ethical and legal issues in business and accounting such as the Federal Sentencing Guidelines for Organizations (FSGO) and the Sarbannes Oxley Act (SOX).
9. Discuss careers in accounting and identify the role that accountants play in business and society.

Principles of Finance and Financial Planning -5070/5075

1. Explain the origin of money and banking including the early history of banking in the United States.
2. Identify the organization of the Federal Reserve System and explain how it influences banks and the economy.
3. Describe the services and accounts offered by various types of depository and non-depository institutions.
4. Compare and contrast the functions and purposes of alternative types of financial services companies.
5. Describe the money supply, how it is measured, and how it circulates in the United States.
6. Evaluate contemporary issues in the financial services industry, including the level of personal savings, the effect of the financial services industry on communities and families.
7. Describe how technological and global innovations have changed the financial services industry through the years.
8. Identify strategies for successful financial planning and understanding the importance of good credit, as well as the components of FICO scores.
9. Explain important concepts in financial planning, including ethics, time-and-money relationships, and tax reduction.
10. Explain different types of insurance and summarize their purpose.
11. Evaluate the rewards and risks of borrowing and investing and compare most of the popular types of investments, including traditional bank accounts.
12. Explain the importance of insurance in financial decisions and understand risk management.
13. Identify the check-writing, check depositing/signing, and reconciling bank accounts processes.
14. Describe investment strategies and compare some of the most popular types of investments, including traditional bank products, stocks, bonds, mutual funds, and housing.

Economics – 5080

Economics is a social science that analyzes the production, distribution and consumption of goods and services and the allocation of scarce resources. This course will focus on microeconomic issues such as scarcity, supply, demand, market structures, competition, the profit motive, and the types of economic systems found in most nations of the world today. Macroeconomic issues such as gross domestic product, inflation, unemployment, the role of government in the economy, fiscal policy, and monetary policy will also be explored. The course follows the 20 standards in economics as defined by the National Council on Economic Education. Students will also delve into global economic issues. This course helps students improve their decision making, become more informed citizens, and they will understand the complex issues surrounding them in the world today.