



KATHERINE BLASIK

**DISTINGUISHED
ACADEMY**

*LANCASTER HIGH SCHOOL
ACADEMY OF FINANCE*

ACADEMY OF FINANCE

PROGRAM GUIDE

2024-2025



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Benefits of the Academy of Finance

Students in the AOF pursue one or both of the following certifications:



NAFTrack Certification

NAFTrack Certification, designed by education and business leaders, is an employability credential that serves as NAF's seal of college and career readiness. NAF assesses student performance through the completion of career-focused courses, internship assessments, and high school graduation.



NYS Regents: Career & Technical Endorsement (CTE)

The Lancaster Academy of Finance is a NYSED accredited CTE program with pathways for students seeking Regents and Advanced Regents diplomas. Students learn "hands-on" career skills while earning a Regent's Diploma in order to prepare for college or other higher education studies.

Additionally, students can earn the following:



BUFFALO STATE
The State University of New York

Buffalo State Dual Enrollment

The Academy of Finance has partnered with Buffalo State University and offers dual enrollment college courses through the [College Access Program](#). **Students are eligible to earn up to 24 transferable college credits.**



Microsoft Office Specialist Certification

AOF students earn Microsoft Excel certification, a credential necessary for Business and Finance careers plus others. Additionally, students can earn Microsoft Word and PowerPoint certifications.



About NAF

NAF and the Lancaster Academy of Finance (AOF)

[NAF](#) solves some of the biggest challenges facing education and the economy by bringing education, business, and community leaders together to transform the high school experience. Since 1980, NAF has grown from one NAF Academy of Finance in NYC to 604 NAF academies focusing on growing industries today. **NAF partners with some of America's top companies who seek to employ NAF certified graduates.**



[Lancaster High School's Academy of Finance \(LHSAOF\)](#) is a member of [NAF](#), the recognized national leader for career academies. Since its inception in 2008, the LHS AOF has graduated nearly 1000 students.

Our academy is structured as a small, focused learning community that fits within our high school. Our program spans three years' worth of industry validated curriculum, project-based learning and a robust work-based learning program which culminates with a paid internship. Students earn [Microsoft Certification](#) as well as the [Career and Technical Education Certification](#) on their Regents or Advanced Regents diploma from [NYSED](#). Additionally, students are eligible to graduate from the LHS AOF with 24 transferable college credits.

Student career preparation is supported by volunteers of the [Academy of Finance Business, Community & Alumni Partnership](#), a separate board that falls under the umbrella of the Lancaster Education Alumni Foundation (LEAF), a 501(c)3 organization.

Academy of Finance (AOF) Highlights

★ The LHS AOF is also referred to as NAF: Academy of Finance

Academy of Finance Application

Freshmen apply to the Academy of Finance each January. The application is open to all freshmen and detailed instructions are provided on the Lancaster High School website and at Academy Information Night.

A successful candidate demonstrates:

- Motivation to Participate
- Positive Attitude
- Potential to complete program
- Seriousness about career readiness
- Readiness for relevant & rigorous work

These attributes are illustrated through.

- Teacher or Counselor Recommendations
- Student Writing Sample
- Discipline/Attendance Record

If the number of applicants exceeds available positions, a review of the student's academic record may also be considered



Business, Community and Alumni Partnership

Advisory Boards are the essential bridge between schools and the workplace. Partnering with the Lancaster High School Academy of Finance, local businesses, community leaders, parents and alumni maximize work-based learning activities essential to college, career and future success. Typical activities guest speakers, career coaches, project judges, job shadow providers, and paid-internship providers. The Business, Community & Alumni Partnership operates under the umbrella of LEAF (Lancaster Education Alumni Foundation) as a 501(c)3 non-profit organization.

Internship Program for NAFTrack and CTE Certifications

To earn NAFTrack and/or CTE certification, and therefore graduate from the Academy of Finance, students **MUST** complete a qualified paid internship or work experience. To become qualified, all experiences must be approved by a NYSED certified internship coordinator in advance of the experience. The internship or work experience is typically completed during the junior-senior summer, but may also be completed throughout the school year. Students seek internship placements based upon their career interest and must interview for the position. Businesses then work with the school's internship coordinator to develop a training plan. Internship credit is given to students that are able to receive a favorable, formal evaluation of their employability skills by their workplace supervisor using the NAFTrack evaluation system at the conclusion of the internship.



AOF Program Graduation Requirements

★ Graduation details provided during parent/student orientation held each September.

Students must earn CTE or NAFTrack certification. (both are possible)

Required Core Classes – Academy of Finance

All students in the Academy of Finance must take these courses AND complete annual Work Based Learning requirements.

Dual Enrollment is optional.

Course	Buffalo State University Dual Enrollment Option		
✓ AOF Success Strategies	0.5 credits	Grade 10	UNC100: Mastering the Academic Envir. (3 credits)
✓ AOF Principles of Finance	0.5 credits	Grade 10	
✓ AOF Financial Services	0.5 credits	Grade 10	
✓ AOF Microsoft Office	0.5 credits	Grade 10	CIS101: Computer Fundamentals (3 credits)
✓ AOF Principles of Accounting	0.5 credits	Grade 11	
✓ AOF Internship & Ethics	0.5 credits	Grade 11	
✓ AOF Financial Planning	0.5 credits	Grade 12	FIN110: Personal Finance (3 credits)
✓ NAFTrack Paid Internship*	0.5 credits	Grade 12	

*This class is an independent study and not part of the daily schedule

Pathway Option 1: CTE (NYSED Career & Technical Endorsement)



All AOF Core classes plus

- ✓ Freshmen Foundations 0.5 credits

And any TWO

- | | | |
|---|-------------|--|
| <input type="checkbox"/> Advanced Accounting | 0.5 credits | BUS212: Introduction to Accounting (3 credits) |
| <input type="checkbox"/> Business & Personal Law | 0.5 credits | BUS334: Business Law I (3 credits) |
| <input type="checkbox"/> Principles of Marketing | 0.5 credits | BUS320: Principles of Marketing (3 credits) |
| <input type="checkbox"/> Start it Up (Entrepreneurship) | 0.5 credits | BUS365 Entrepreneurship (3 credits) |

Pathway Option 2: NAFTrack



All AOF Core classes plus any TWO

- | | | |
|---|-------------|---|
| <input type="checkbox"/> Advanced Accounting | 0.5 credits | BUS212: Introduction to Accounting (3 credits) |
| <input type="checkbox"/> Business & Personal Law | 0.5 credits | BUS334: Business Law I (3 credits) |
| <input type="checkbox"/> Principles of Marketing | 0.5 credits | BUS320: Principles of Marketing (3 credits) |
| <input type="checkbox"/> Start it Up (Entrepreneurship) | 0.5 credits | BUS365 Entrepreneurship (3 credits) |
| <input type="checkbox"/> Sports & Entertainment Mktg | 0.5 credits | BUS368: Sports Management & Marketing (3 credits) |
| <input type="checkbox"/> Business Planning | 0.5 credits | |
| <input type="checkbox"/> Keyboarding & Word | 0.5 credits | |
| <input type="checkbox"/> School Credit Union | 0.5 credits | |



Academy of Finance Course Descriptions

AOF: Success Strategies

9075 (Fall) Grade 10

½ credit

Success Strategies orients students to the world of work and school by addressing the need for students to develop good habits. Students explore their strengths and weaknesses as well as understanding the diversity of others, group dynamics, effective time management, setting priorities and engaging in meaningful conversations. Students become aware of career and college options and develop solid interpersonal skills as they prepare for the world beyond the classroom.

↔ **DUAL ENROLLMENT OPTION AVAILABLE**

UNC100 Mastering the Academic Environment (3 credits)



BUFFALO STATE
The State University of New York

AOF: Principles of Finance

9084 (Fall) Grade 10

½ credit

This course introduces students to the financial world. Students develop financial literacy as they learn about the function of finance in society. They study income and wealth; examine financial institutions; learn how businesses raise capital; and study key investment-related terms and concepts. They also research how innovations have changed the financial services field. Finally, students explore careers that exist in finance today.

AOF: Financial Services

9076 (Spring) Grade 10

½ credit

⊗ Prerequisite: AOF: Principles of Finance

This course gives students an overview of banks and other financial services companies. It introduces students to the origins of money and banking and examines the early history of banking in the United States. Students study the financial services industry and the types of companies it includes in depth. They learn about the services offered by such companies and analyze the ways these companies earn profits. Finally, students examine careers in financial services.

AOF: Microsoft Office

9083 (Spring) Grade 10

½ credit

This course focuses on the entire Microsoft Office Suite to include Word, Excel, PowerPoint and Access. Students are introduced to the preferred productivity software for businesses and culminates with students earning Microsoft Office certification in Excel. Additional certification may be earned in PowerPoint.



↔ **DUAL ENROLLMENT OPTION AVAILABLE**

CIS101 Computer Fundamentals (3 credits)



BUFFALO STATE
The State University of New York



AOF: Principles of Accounting

9077 (Fall) Grade 11

½ credit

⊗ Prerequisites: AOF: Principles of Finance, AOF: Financial Services

Principles of Accounting provides students with an understanding of the accounting process and how it facilitates decision making by providing data and information to internal and external stakeholders. Students learn that accounting is an integral part of all business activities. They learn how to apply technology to accounting by creating formulas and inputting data into spreadsheets. Students also examine career opportunities and the professional certifications and designations earned by individuals in the accounting profession.

AOF: Internship & Professional Ethics

9142 Grade 11

½ credit

⊗ Required: All previous work-based learning: Career Coaching, Mock Interview, Job Shadows

▶ *NOTE: The NAFTrack Paid Internship may be completed prior to this course*

This is the culminating work based learning course. Students consider the range of dilemmas faced in the workplace and learn about the qualities of effective leaders and the tools modern professionals use for effective communications, presentations, teamwork, networking, motivation, self-discipline and work-place etiquette. The course culminates with a business strategic plan presented to advisory board members and potential to interview for a paid internship.

NAFTrack: Paid Internship

9146 Grade 12 NOTE: This course is an independent study and not part of a student schedule

½ credit

⊗ Required: Internship coordinator approval of all employability requirements.

⊗ Required: All previous work-based learning: Career Coaching, Mock Interview, Job Shadows

★ Recommended: AOF: Internship & Professional Ethics or concurrent enrollment

▶ *Credit Issued (1) Pre-internship paperwork, (2) proof of compensation, and (3) positive NAFTrack supervisor evaluation.*

An internship is substantive for the student and productive for the employer, linked to curriculum beyond basic career exploration, directed and overseen by the employer and provides outcomes or consequences that impact beyond school. NAFTrack certification and AOF graduation requires the completion of a paid internship. Students secure an internship in one of two ways (a) Apply for an advisory board assisted internship or (b) Self-secure an internship in a career field of their choice. Internships can be completed anytime but most during the Jr-Sr summer for a duration of approximately 6-8 weeks.

AOF: Financial Planning

9072 (Full year, alternating days) Grade 12

½ credit

⊗ Required: AOF: Principles of Finance, AOF: Financial Services, AOF: Principles of Finance

↔ DUAL ENROLLMENT OPTION AVAILABLE

FIN110 Personal Finance (3 credits)



Financial Planning provides students with an overview of the job of a financial planner.

Students learn to consider how all aspects of financial planning might affect a potential client, and learn about the importance of financial planning in helping people reach their life goals. This course includes lessons on saving, borrowing, credit, and all types of insurance, and covers various types of investments. Students also examine careers in financial planning.



Academy of Finance Elective Choices

Consider electives based on CTE or NAFTrack certification pathways.

★ Refer to the Business Course Descriptions for additional course information

School Credit Union

9028 Grades 10, 11, 12

½ credit

⊗ Required: Student must be available for 1 class period every Thursday for the entire school year



GoodNeighbors
CREDIT UNION

This fully functional branch of the [Good Neighbors Credit Union](#) provides financial services to its members and delivers financial literacy lessons throughout the district. Students are taught and perform the job of teller alongside credit union staff.

Advanced Accounting

9031 Grades 11,12

½ credit

↔ **DUAL ENROLLMENT OPTION AVAILABLE**

Business and Personal Law

9035 Grades 10,11,12

½ credit

↔ **DUAL ENROLLMENT OPTION AVAILABLE**

Keyboarding & Microsoft Word

9012 Grades 9,10,11,12

½ credit

Entrepreneurship

9038 (Fall) Grades 10,11,12

½ credit

↔ **DUAL ENROLLMENT OPTION AVAILABLE**

Business Planning

9041 (Spring) Grades 10,11,12

½ credit

Principles of Marketing

9037 (Fall) Grades 10,11,12

½ credit

↔ **DUAL ENROLLMENT OPTION AVAILABLE**

Sports and Entertainment Marketing

9040 (Spring) Grades 10,11,12

½ credit

↔ **DUAL ENROLLMENT OPTION AVAILABLE**