



BE FUTURE READY

LANCASTER HIGH SCHOOL ACADEMY OF FINANCE

COURSE DESCRIPTION GUIDE 2020-2021





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Benefits of graduating from the Academy of Finance

Students graduating from the Lancaster High School Academy of Finance receive:



Top national and global companies provide a promise to give special consideration to NAFTrack certified graduates with guaranteed interviews, priority hiring and a potential higher starting salary.



Academy of Finance students are eligible to earn up to 15 transferable credits from SUNY: Erie in addition to other possible credits offered throughout LHS.



The Career and Technical Endorsement is issued by New York State on a Regents (or Advanced) Diploma which verifies fulfillment of rigorous and integrated instruction of academic and industry-specific content.

Academy of Finance - NAF Highlights

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. [Lancaster High School's Academy of Finance \(LHSAOF\)](#) has taken the rigor and relevance of the NAF design to ensure our students are receiving the very best educational experience and are future ready.



NAF is a national network of education, business, and community leaders who, since 1982, have worked together to ensure high school students are college, career, and future ready. **Lancaster's Academy of Finance** began in 2005 and has earned NAF's highest level of recognition each year since 2011, joining only 3 other academies nationwide to have earned this distinction as often.

NAF serves over 100,000 students in 644 academies throughout 36 states including D.C. and the US Virgin Islands. The **LHSAOF** has graduated over 550 students since 2008. The graduating class of 2018 earned 561 transferrable college credits with 94% pursuing a 4-year degree and 6% pursuing a 2-year degree upon high school graduation.

NAF Approach to Work Based Learning

NAF Academy students complete an intentional sequence of work-based learning activities which prepares them to make informed college and career choices and enables them to acquire necessary college and career readiness skills. Activities begin with **career awareness** (*guest speakers, career mentors*), continue with **career exploration** (*mock interview, job shadows, informational interviews*) and culminate with **career preparation** and the 120-hour paid internship.



NAFTrack Certification

NAFTrack Certification is achieved through an online system created by education and business leaders to assess college and career readiness. NAF uses a multi-method approach to assess students on a broad range of skills. Student performance is measured through career-related coursework, a qualifying internship, and high school graduation. Upon successful completion of NAFTrack Certification, students are eligible for NAFTrack Certified Hiring.

NAFTrack Certified Hiring

[NAFTrack](#) is a certification earned by students within the LHS AOF. NAFTrack certification is a promise by NAFTrack Partners to provide a true difference in the hiring process by specifically recognizing NAFTrack graduates. Students achieve certification through Career Coursework, a Qualifying Internship and High School Graduation.



Benefits of certification

- ✓ Pre-interview support
- ✓ Guaranteed Interviews
- ✓ Priority Hiring
- ✓ Higher Salary Potential
- ✓ Paid Internships
- ✓ Post Interview Feedback

NAFTrack Partners (as of 2018)

- | | |
|--------------------|------------------------------|
| ★ AT&T | ★ Promontory Financial Group |
| ★ Capital One | ★ Hewlett Packard Enterprise |
| ★ Cisco | ★ WorldWide Technology |
| ★ SAP | ★ Skadden |
| ★ JP Morgan Chase | ★ Travelers |
| ★ Juniper Networks | ★ Verizon |
| ★ KPMG | ★ Xerox |
| ★ Lenovo | ★ Moody's |

Business Advisory Board and Community 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 and parents maximize work-based learning activities essential to preparing our youth for college, career and future success. In addition, they provide strategic planning, curriculum review, fundraising and professional support. Lancaster's advisory board meets six times per school year and allows board members to become involved in a variety of ways based on personal expertise and their desired degree of commitment and engagement. Typical activities of the advisory board include being guest speakers, career coaches or project judges and providing job shadows, workplace tours and paid internships

NAFTrack Internship Program

To earn NAFTrack certification, students must complete a 120-hour paid internship, typically during the summer between their junior and senior year. However, internships may be completed at any time during the year with a deadline of March 1 of their senior year. Students and advisory board members seek internship placements based upon student interest and businesses have the opportunity to interview candidates. Businesses then work with the school's internship coordinator to develop a training plan and the intern's supervisor evaluates performance at 60 and 120 hours. *(Students must pass both evaluations to earn NAFTrack Certification)*. High Quality work is rewarded by paying a rate no less than the federal training minimum wage. Options include payroll, stipend or scholarship via 501c3 donation.



LHS 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

Career and Technical Education Endorsement

The Lancaster Academy of Finance is an 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. Students apply academic concepts to real-world situations with:

- Internships
- Mentorships
- Job shadowing

- Industry-based certifications
- Opportunity to earn college credit
- Other work-based learning opportunities



SUNY: Erie (ECC) – Advanced Studies

The Academy of Finance has partnered with [SUNY Erie](#) and offers college courses at our school through the Advanced Studies Program. Students are eligible to earn college credit for many classes taken during the normal school day. These classes are SUNY approved transferable courses with a C or better





AOF Graduation & NAFTrack Certification Requirements

★ Specific Details regarding graduation and NAFTrack provided during parent/student orientation held each September

Students that meet all LHSAOF graduation requirements are eligible to participate in an additional graduation ceremony held before high-school graduation. These students are awarded the Academy sash to be worn at high-school graduation. The specifics are provided during Academy Information Night or on the [Academy of Finance webpage](#).

In addition to AOF graduation, students that complete NAFTrack will earn NAFTrack certification. This certification provides many hiring advantages whenever (during college or beyond) a graduate applies to a NAF Track company. To earn this certification a student must successfully complete four end-of-course NAF assessments, four NAF course projects and receive a favorable 120-hour online internship supervisor evaluation.

If a student is unable to complete a 120-hour paid internship for any reason except termination, he/she may still be considered for graduation provided that all other LHS AOF graduation requirements plus a 60-hour unpaid internship (verified by the internship coordinator) have been completed. These students are considered to have completed the AOF, but not the NAF program, and may graduate with their class. A local LHS AOF graduation certificate is issued

NAFTrack Eligible Courses

NAFTrack Eligible Courses

Students must earn certification in FOUR of the following courses.

Certification is achieved by passing the NAF end of course exam and the culminating project

Principles of Finance

Financial Services

Principles of Accounting

Internship and Professional Ethics

Financial Planning

AND

a qualifying 120-hour PAID internship

requires proof of payment & favorable supervisor evaluation completed within NAFTrack system.

NAFTrack Internship (paid internship)



AOF Curriculum Requirements

Course Requirements

⊗ Students may schedule a review meeting with their school counselor to ensure all curriculum requirements can be met. Any changes to these requirements must receive special approval.

★ Students will earn the 5.0 credit CTE endorsement and CDOS credential

⊙ Students will earn NAFTrack Certification upon successful completion of the NAFTrack end of course exam & project

LHS AOF COURSE REQUIREMENTS★

AOF: Success Strategies (.5)

NAF: Principles of Finance (.5) ⊙

NAF: Financial Services (.5) ⊙

AOF: Microsoft Office Certification (.5)

NAF: Principles of Accounting (.5) ⊙

NAF: Internship and Professional Ethics (.5) ⊙

NAF: Financial Planning (.5) ⊙

NAFTrack Internship (paid internship) (.5) ⊙

AND ANY TWO OF THE FOLLOWING BUSINESS ELECTIVES (1 full credit needed)★

Digital Communications (.5)

Applied Digital Skills (.5)

Start it Up! (Entrepreneurship) (.5)

Make it your Business (Business Planning) (.5)

Business and Personal Law (.5)

Principles of Marketing (.5)

Sports and Entertainment Marketing (.5)

Advanced Accounting (.5)

School Credit Union (.5)



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..



SUNY ERIE: GS111 – College Success Skills - 3 Credit option available for this course.

AOF: Principles of Finance

9084 (Fall) Grade 10 **NAFTRACK CERTIFICATION COURSE**

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 **NAFTRACK CERTIFICATION COURSE**

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 plus PowerPoint and/or Word.



SUNY ERIE: DA106 – Intro to Microcomputer Applications - 3 Credit option available



AOF: Principles of Accounting

9077 (Fall) Grade 11 NAFTRACK CERTIFICATION COURSE

½ credit

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

▶ *May serve as a third Math credit required for graduation when paired with Advanced Accounting*

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.



SUNY ERIE: BU120 – Introduction to Accounting - 3 Credit option available

AOF: Internship & Professional Ethics

9142 Grade 11 NAFTRACK CERTIFICATION COURSE

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 class prepares students for the culminating work-based learning experience as they pursue NAFTrack certification. A solid understanding of why ethics is important in every profession is achieved by introducing several philosophies that inform ethics today. Students consider the range of dilemmas faced by managers and employees 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 portfolio presentation to advisory board members and potential to interview for a paid internship



NAFTrack: Paid Internship

9146 Grade 12 NAFTRACK CERTIFICATION COURSE

½ credit

▶ NOTE: This course is not part of a student schedule

⊗ Required: All employability requirements must be satisfied and submitted to the internship coordinator before enrollment in the course is approved.

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

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

▶ Credit Issued upon (A) proof of compensation for 120 hours submitted to the AOF director, (B) positive evaluation by the internship supervisor provided in the NAFTrack system and (C) submission of the internship reflective digital story.

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 120-hour paid internship.

Students secure an internship in one of two ways (a) Apply for an advisory board assisted internship (60 training hours + 120 paid hours) or (b) Self-secure an internship in a career field of their choice (120 paid hours only). Internships can be completed anytime during the year but are most often completed during the Jr-Sr summer for a duration of approximately 6-8 weeks.



AOF: Financial Planning

9072 (Full year, alternating days) Grade 12 NAFTRACK CERTIFICATION COURSE

½ credit

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

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.



SUNY ERIE: BU233 – Consumer Finance - 3 Credit option available





Academy of Finance Elective Choices

Choose any TWO of the following courses.

★ Refer to the Business Course Descriptions for additional course information

School Credit Union

9028 (Fall) / 9029 (Spring) Grades 10, 11, 12

½ credit

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. Open Mon, Thurs & Fri



GoodNeighbors
CREDIT UNION

Advanced Accounting

9031 Grades 11,12

½ credit

Business and Personal Law

9035 Grades 10,11,12

½ credit

Digital Communications

Formerly: Keyboarding and Computer Integration

9012 Grades 9,10,11,12

½ credit

Applied Digital Skills

Formerly: MOS Word, Excel, PowerPoint, Access

7523 Grades 9,10,11,12

½ credit

Start it Up! / Entrepreneurship

9038 (Fall) Grades 10,11,12

½ credit

Make it your Business / Business Planning

9041 (Spring) Grades 10,11,12

½ credit

Principles of Marketing

Formerly: Marketing 1

9037 (Fall) Grades 10,11,12

½ credit

Marketing: Sports and Entertainment

Formerly: Marketing 2

9040 (Spring) Grades 10,11,12

½ credit