

FINANCIAL SERVICES (Finance 3-4)

Employee Hand Book

2009-2010

Welcome

Welcome to Financial Services. This program is designed to expose you to the skills and knowledge needed in financial careers and for home use. This class will give you a higher level of experience than most first time job applicants in this field. You will gain basic record keeping skills used in business and you will have a sound background for employment in office jobs.

Because this class operates like a business, your grades and behavior will be managed as if this were an actual office. As you are students who are serious about this industry as a career, the level of expectation for behavior is very high.

Office Requirements

- There is no gum chewing at any time in this class area.
- All broken equipment must be reported to the instructor, following appropriate protocol for documentation.
- If you are ill or absent, you will need to call or email your instructor by 8:00 a.m. 623-478-4327 kitty.robinson@tuhsd.org Indicate your name, date of absence, and reason. You will still need to notify the attendance office of your home school. Standard 4.0 (Develop Employability Skills) will be partly measured by this activity. Students that do not inform the instructor of their absence prior to 8:00 a.m. will lose points in this standard for that day's grade.
- Books, equipment, materials, etc. must be placed in their designated spot. All trash should be thrown away.
- Work stations should be left in a neat and orderly condition every day.

Dress Code Requirements

- Students are expected to follow TUHS dress code policy.
- Students may earn extra credit by dressing "business like."
- Students will be expected to dress "business like" on days of interviews, guest speakers, and as assigned by the instructor.

Behavior Requirements

- Language should be professional and courteous at all times. No profanity or inappropriate language is allowed towards fellow students, guests, student managers, or the teacher. Use of this language may result in removal from this class.
- Weekly work assignments are not negotiable and non-transferable. You cannot switch assignments without prior approval of your instructor.
- Total cooperation is required. When you are asked to do something by the teacher, student manager, or another student, you are expected to follow the request while having a positive attitude.
- All established school policies and rules normally associated with classroom management will be enforced.

Reasons for Immediate Referral or Withdrawal from this Class

You will be permanently removed from this class with loss of credit for the following offenses:

- Failure to comply with any of the above guidelines or the spirit in which those guidelines were written
- Your behavior or presence in the technology lab is disruptive to fellow students or guests
- Intentionally damaging, or trying to damage school equipment, files, books, or any property owned by the school or fellow students.
- Actions as outlined in the school's student discipline policy manual

With that being said, this class above all, is meant to be fun, interesting, and way to learn by doing. Do not be afraid to step out of your comfort zone. You will never be penalized for trying something new and failing, rather not trying at all or not learning from your mistakes. We are all human and mistakes do happen.

Fees and Expenses

This program requires a \$20 fee. Payment of this fee is required before you will be allowed to participate with labs, workbooks, and any other supplemental materials. If your family is unable to pay this amount, please contact the teacher immediately!

Grading Procedure

Your grade in this program will be mostly determined by your performance evaluated by the teacher. There are 34 standards taught in this program. How well you attain each standard will determine your grade. You may redo standards until you obtain at least 70% performance level.

What to Expect...

This class is primarily a hands-on class. Basic recordkeeping skills and financial concepts will be taught first semester. Second semester will be comprised of simulations. Math will be an integral part of the class. You MUST know how to do basic math—add, subtract, multiply, divide, basic algebra, percentages, and decimals. The academy is not intended to teach you these skills! Please talk to your instructor if you believe you are deficient in these math skills.

After School Functions

In addition to classroom performance, you will be required to complete the first level of the Business Achievement Award. All students in the class will be expected to join the local chapter of FBLA—membership dues are \$1.00. Students can opt to join the national organization--\$11.00 membership fee (total \$12). (See FBLA Packet for more information)

FINANCIAL SERVICES/FINANCIAL SERVICES
Course Syllabus 2009-2010

	FINANCIAL SERVICES	FINANCIAL SERVICES
DEPARTMENT:	Business Education	Business Education
PREREQUISITE:	Word Processing, Basic Math Skills	Financial Services
COURSE LENGTH:	Two Semesters	Two Semesters
COURSE FEE:	\$10.00 per semester	\$10.00 per semester
COURSE LEVEL:	B	

PROGRAM OVERVIEW: Courses are part of the six semester Accounting program or Financial Services Program. These programs are designed to prepare students with skills and knowledge for employment and continuing education in business and personal finance. Students who successfully complete either programs of instruction will be adequately prepared to understand personal business-economic issues and solve problems, and enter the labor market with skills which are transferable across financial institutions. Instruction is designed, planned, and delivered as a coherent sequence utilizing formal, technical instruction, experiential learning, supervised cooperated work experience, and leadership development through the Career and Technical Student Organizations (Future Business Leaders of America (FBLA)). Students completing these programs will possess critical thinking, career development, applied academics, life management, business, economic and leadership skills required for advanced training and entry-level employment in Accounting or Financial related occupations.

COURSE OVERVIEW: Students in this two-semester course will gain technical skills and knowledge in budgeting, buying bargains, dumping debt and staying out of debt, careers and extra jobs, relating with money, saving, smart shopping, basic record keeping skills, financial statements for small businesses, and operating a 10-key calculator as well as computerized financial application. Specific areas of instruction can be found in the competency section of this syllabus.

The program will integrate software packages, guest speakers, simulations, videos, job shadowing, job mentoring, and class discussions to complete the competencies listed on the Accounting and Financial Services Level III Competency Task List from the Arizona Department of Education/Career & Technical Education. These competencies are listed below: **(The first nine competencies are the same for both Accounting & Financial Services programs)**

FINANCIAL SERVICES

CAREERS & EMPLOYMENT

- 1.0 Explore Careers in Financial Services/Accounting
- 2.0 Develop Job Search Skills
- 3.0 Integrate Strategies for Life & Career Success
- 4.0* Develop Employability Skills
- 5.0 Examine Responsibility for Personal Wellness
- 29.0 Develop a Career Plan for Employment in the Financial Services Industry
- 30.0 Prepare for Employment in Financial Services Institutions

PERSONAL FINANCIAL MANAGEMENT

- 6.0 Develop Personal Financial Management Skills** (bulk of the curriculum for Year 1)
- 18.0 Analyze Banking and Related Financial Services
- 19.0 Examine Security Systems and Procedures
- 20.0 Analyze Types of Securities and Related Investment
- 22.0 Analyze Insurance Services
- 23.0 Analyze Credit and Lending

LEADERSHIP

- 7.0 Participate in Leadership Activities
- 9.0* Practice Problem Solving & Critical Thinking Skills
- 8.0* Apply Technology to Perform Financial Service Tasks
- 12.0 Explain the Legal & Ethical Environment
- 28.0 Evaluate Leadership Styles Appropriate for the Financial Services Workplace
- 32.0 Participate in Leadership Activities such as Those Supported by CTSO (FBLA).

ACADEMIC SKILLS

- 14.0 Demonstrate Cash Handling Skills
- 15.0* Demonstrate Oral Communication Skills
- 16.0* Demonstrate Written Communication Skills
- 17.0* Demonstrate Technology Skills to Support Financial Services Operations

FINANCIAL INSTITUTIONS

- 10.0 Understand Security Procedures of Financial Institutions
- 11.0 Prepare Financial Records
- 13.0 Explore Operations & Management Principles

*standards embedded in activities/projects/assignments

FINANCIAL SERVICES. Students in this class will be required to work in the student store.

Financial Services will build upon the standards introduced in Financial Services while focusing on the standards below:

- 21.0 Analyze the U. S. Market Economy in a Global Economy
- 24.0 Demonstrate Customer Service Skills for a Financial Service Organization
- 25.0 Develop Business & Financial Management Practices Needed for Entrepreneurs
- 26.0 Evaluate the Role of Small Business in Financial Services Industry
- 27.0 Analyze Business Financial Management Information
- 28.0 Evaluate Leadership Styles Appropriate for the Financial Services Workplace
- 31.0 Participate in Financial Services Work-Based Learning Experiences (school store, simulations)
- 33.0 Analyze Types of Real Estate Investments

EVALUATION PROCEDURES FOR FINANCIAL SERVICES & FINANCIAL SERVICES:

Performance Tasks include, but are not limited to, daily work, simulations, projects, workbook activities, etc.

Assessments include, but are not limited to, unit exams, quizzes, project tests, and final exam.

Work Skills include collaborative work skills, punctuality and attendance, attitude, demonstration of positive interpersonal behaviors, and demonstration of positive work behaviors.

- 100% --- 90% = A
- 89% --- 80% = B
- 79% --- 70% = C
- 69% & below = F

Competency of Level of Proficiency

- 70% - 79% = attained
- 80% - 89% = exceeded
- 90%- 100% = mastered

Grading will be calculated as follows:

- Tests & Assessments: 40%
- Learning Activities: 30%
- Work Place Standards: 20%
- Communication: 10%

Assignments must be completed by students at the 70% level or above before successfully exiting this class.

Students have five school days to make up work missed with an **excused** absence. Lectures will not be repeated and certain classroom activities can't be repeated because of the nature of the activities. Students must make prior arrangements with the instructor to schedule makeup work in the business labs.

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Instructors may modify assignments, the calendar, and the syllabus, as deemed necessary.

Academic Dishonesty: Plagiarism and cheating are considered serious offenses and may result in failure on the assignment or exam in question, and a disciplinary referral. For more information, refer to these policies in the student handbook.

Materials: Blue or Black pen, pencil, college ruled 8 ½ by 11 paper.

Technology: Students will be using technology to complete assignments and projects. Microsoft Word, Excel, Publisher, and PowerPoint, are some of the application software programs that will be incorporated into the class. Students will learn how to use an electronic adding machine/calculator. Students are expected to follow district policy and guidelines regarding computer and Internet usage. The Technology Agreement and the District Internet Users Agreement must be on file with appropriate personnel. It is the student's responsibility to ensure paperwork is completed and turned in.

Textbooks and Resources:

- Calculators; Printing & Display,** Southwestern Publishing: Jobs 1 - 30
- Financial Peace University,** The Lampo Group: Videos & Student workbooks
- Careers & extra jobs Super Savers Budgets Relating with Money Investments Insurance Dumping
- Debt
- Personal Financial Literacy:** Southwestern Publishing
- Financial Fitness for Life:** National Council on Economic Education, Supplemental activities & test questions
- NEFE:** Student workbooks
- Into to Business**
- "On Your Own"** Simulation, Southwestern Publishing
- Guest Speakers**

FINANCIAL SERVICES TIMELINE 2009-2010

This course covers business concepts that help students become knowledgeable about their daily financial encounters, as well as business financial applications. The course will also provide a substantial review of basic math skills, including arithmetic, fractions, statistics, ratios, and proportions. Through practical applications, students learn fundamental mathematics concepts, including calculator use and problem solving. Students will develop attitudes relative to basic mathematics and its importance in their lives, acquire skills which enable them to process information, analyze data, and draw conclusions essential to sound decision making. Enrichment activities will be assigned for each unit; these assignments must be completed outside of class.

Time line is subject to change without prior notification. Dominant competency is bolded
Standards 4.1-4.6 are evaluated weekly.

Standard 9.0 will be evaluated in simulations and projects.

All standards must be compiled into an electronic portfolio, which will count as part of the final exam.

You MAY work ahead—look at the time line and determine what you need to do to prepare for the due date.
ALL documents submitted for grading MUST be checked for accuracy and MUST follow standard writing rules.
Workplace standards will be evaluated weekly.

Saving documents to M Drive: pd ___ last name first name standard number __ or activity name

WEEK	Measure & Indicator
<p style="text-align: center;">1</p> <p>Aug 3-7 Pretests Last day accepted: August 7</p>	<p>Exam View JumpStart Coalition Financial Literacy Test http://arizona.financialfootball.com/games/trainingcamp/ff/ Get with a partner and play the game. Keep a list of the questions you missed and the correct answers. You can take the standard and advanced tests. http://www.practicalmoneyskills.com Games: Smart Money Quiz, Road Trip to Savings, Take the test; write down the questions and answers of any question you miss. Games: Road Trips to Savings Take the test; write down the questions and answers of any question you miss. Grading: Workplace standards</p>
<p style="text-align: center;">2</p> <p>Aug 10-14 In class</p> <p>All other work needed will be done on your own time.</p> <p style="text-align: center;">Last day accepted— August 21.</p>	<p>12.0 Explain the legal and ethical environment of the financial services industry. You are to have information from the internet, interviews of business owners/entrepreneurs and/or from employees in the financial services industry, and citations from magazines, newspapers, or textbooks. You are to type your citations following MLA format.</p> <p>Create a PowerPoint presentation, Newsletter, or other document that will detail each of the standards below. You are to cite your source on the same page or section!</p> <p>12.1 Explain the basic concepts involved in consumer credit and protection. 12.2 Define ethics in a financial service environment 12.3 Discuss the relationship between ethics and the law 12.4 Identify workers' rights regarding workplace issues including safety, drug testing, harassment, discrimination, privacy, etc. 12.5 Identify resources that provide information on laws and regulations</p> <p>You are to create a Frequently Asked Questions document on which you will type at least two questions and answers for each indicator. Questions should be high-quality questions. Save research document in M drive: Financial Services 09 10 folder. 12.0 Ethics and Legal Environment</p> <p>This activity will be scored in the following standards: 12.0 3.4 Practice research skills 8.0 Apply Technology 9.2 Practice methods of establish priorities in the workplace 16.0 Demonstrate Written communication skills Communication, Workplace Standards, Tests, Learning Activities</p>

	Assessment: no online test, but you will be accountable for knowing the terms and facts.
<p>3 Aug 17-21</p> <p>TEST: August 28</p>	<p>18.0 Analyze banking and related financial services Watch the video, <i>In Plain English, Making Sense of the Federal Reserve</i>; take notes.</p> <p><i>Personal Financial Literacy</i> book. Chapter 5 Read, taking notes which include vocabulary terms or any word you DON'T know. Identify the notes by sections—5.1, 5.2, 5.3, etc.</p> <p>Grading: Learning Activities Standard 18.0, 11.1 Tests</p> <p>Complete Chapter 5 workbook (pages 61-79). Do NOT write in the workbook. Recreate documents using Word. Save to M Drive—18.0 folder. Assessment: online test</p>
<p>4 Aug 24-28 OUTSIDE OF CLASS TIME!</p> <p>FBLA EVENT</p>	<p>19.0 Examine Security Systems and Procedures for Financial Institutions 24.0 Demonstrate Customer Service Skills for a Financial Service Organization Each student is to make an appointment with a bank or credit union branch manager and ask the following questions:</p> <ul style="list-style-type: none"> • Identify ways check and balance systems protect financial institutions from monetary loss—such as dual control. • How is customer privacy protected? • What would you recommend to someone to help them protect themselves against fraud? • Identify some procedures to prevent identify theft. • How do you train your employees in regard to customer service skills? • What are the techniques used to interview and conference with customers/clients? How do you maintain customer privacy in these situations? • What are the procedures to resolve a customer's complaint? • Explain the financial impact on business of a satisfied customer. • Analyze the relationship of customer service and customer satisfaction on the success of a business (26.4) • <p>As you visit the financial institution, walk around and identify security systems and procedures. Could be posters, signs, etc. You might ask the branch manager if there are any he could share with you – what is done during a bomb threat, robbery, etc.</p> <p>Type a written report. Cite the question and answer given. Give the date and time of the visit and attach a business card of the individual who gave you the interview. You'll have to schedule ahead—research the organization you will visit, call, identify yourself, and make an appointment. No more than two students may go at one time and no more than two students can visit the same branch. You must turn into Mrs. Robinson by Aug 24 the branch, date, and time of your appointment. You are to wear business attire for your appointment and presentation! I recommend scheduling an hour with the representative.</p> <p>August 28—student presentations citing your findings. No online assessment, but you are responsible for knowing the data in your findings. Grading: LEARNING ACTIVITIES 19.0 2.5 review interviewing skills</p>

<p>IN CLASS</p> <p>Last day accepted:</p> <p>September 4</p>	<p>5.0 Examine responsibility for personal wellness in a financial services operation</p> <p>6.0 Participate in Leadership Activities</p> <p>15.0 Demonstrate oral communication skills</p> <p>Class discussions</p> <p>School Store activities</p> <p>Financial reports—balance sheets, income statements, expense reports, etc.</p> <p>11.0 Prepare Financial Records</p> <p>27.0 Analyze Business Financial Management Information</p> <p><i>Keeping Financial Records for Small Businesses</i></p> <p>Chapter 14—Financial Statements</p> <ul style="list-style-type: none"> • Create a vocabulary list as you go through the chapter of ALL terms • Using Excel, do the problems in the chapter (if mathematical) <p>Put each problem on a separate worksheet in the workbook. Rename the worksheet to identify the problem number.</p> <p>Save in the 27.0 folder.</p> <p>Do the following reinforcement activities on page 578 – 579</p> <p>*Word document:</p> <ul style="list-style-type: none"> *Check Your Reading *Discussion *Critical Thinking *Communication *Reviewing What You Have Learned <p>Excel Document: Mastery problem Page 580</p> <p>GRADING:</p> <p>Learning Activities</p> <p>Mastery Problem will count as a TEST, but you may work with a partner on the assignment.</p> <p>Work Standards</p> <p>Communication</p>
<p>5</p> <p>Aug 31-Sept 4</p> <p>FBLA EVENT</p>	<p>See Week of August 24</p> <p>Financial Statements</p> <p>TEST: FBLA EVENT.</p>
<p>6</p> <p>Sept 7-11</p> <p>LAST DAY ACCEPTED SEPT 11.</p>	<p>21.0 Analyze the U. S. Market Economy in a Global Economy</p> <p><i>Contemporary Economics</i></p> <p>Using the index, research each of the following indicators</p> <ul style="list-style-type: none"> • Describe the U. S. Market Economy • Define Globalization • Describe the Global Market <p>Do further research using the internet and other textbooks (<i>Introduction to Business</i>, etc.)</p> <p>Using MLA format, write a five paragraph report on each indicator! Cite your sources using end notes.</p> <p>Learning Activities: 21.0, 3.4 Practice research skills, 8.0 Apply Technology</p> <p>16.0 Demonstrate Written communication skills</p> <p>You are to create a Frequently Asked Questions document on which you will type at least two questions and answers for each indicator. Questions should be high-quality</p>

	<p>questions.</p> <p>Communication, Workplace Standards, Tests, Learning Activities Assessment: no online test, but you will be accountable for knowing the terms and facts.</p>
<p>7 Sept 14-18</p> <p>Work can be done in and out of class.</p>	<p>10.0 Understand Security Procedures Sept 14: Guest Speaker! Teri Alexon (TUHS) (This is a repeat from last year but worth hearing again).</p> <p>http://www.azinvestor.gov home site http://www.nasaa.org/Investor_Education/FSI/ this is the link you want to get to—found under Youth Money Matters Sites for Kids Fraud Scene Investigator Click on the Badge to begin the program. Go through the Student portion, taking notes on information unfamiliar to you or on info you need to review.</p> <p>Once completed, go through the simulation again, this time using the teacher portal. Review the Key Terms—ensuring you know them all. Create Flash Cards if that will help!</p> <p>Using a Word document, Identify the Chapter and Answer the classroom discussion questions. You may do this as a group, but everyone must turn in their own work.</p> <p>Review the Chapter Documents, ensuring you understand each.</p> <p>Take the quizzes for each chapter. Record the questions and answers on a Word Document—ensure that you have identified each section with the Chapter #. You may work with a partner but both of you must turn in your own document. Last Day Accepted: Sept 18.</p> <p>Learning Activities Tests (each chapter will count as a separate test). Chap 1: 20.0 Chap 2: 27.0 Chap 3: 19.0</p>
<p>Wk 8 – 9 Sept 21-29 FBLA EVENT</p> <p>Presentation Tuesday, Sept 29.</p> <p>Practice the presentation before you give it in class!</p>	<p>25.0 Develop Business and Financial Management Practices Needed for Entrepreneurs. The class will be divided into teams, each researching one item below. That team must then teach the class on their topic. EVERY member of the team must present! Business wardrobe is to be worn on the day of the presentation.</p> <p>RESOURCES: http://www.asba.com/ and links from this site http://www.sba.gov/localresources/district/az/index.html textbooks Internet research Interviews of business owners</p> <p>Each team must submit FAQ on their topics.</p> <p>Using this site, answer the following questions. 25.1 What criteria is needed to start a business. Create a list of professionals that help you start a business.</p> <p>25.2 Identify legal matters that effect business finances Labor laws Contracts Licensing</p>

	<p>Intellectual property Zoning and tax law</p> <p>25.3 What types of registrations are needed: business names, articles of incorporation, EIN, transaction privilege tax, vendor license</p> <p>25.4 Explain basic income tax laws and government regulation of financial services</p> <p>25.5 Explain business risk and insurance</p> <p>25.6 Compare owning vs leasing of property and/or capital</p> <p>Learning Activities, Communication, Tests</p>
<p>9 September 30 – Oct 2</p> <p>Last Day Accepted Oct 2</p>	<p>Standard 33.0 Analyze types of real estate investments</p> <p>You are to contact a realtor, research on the internet, talk to the owner of rental properties, or use the Robert Kiyosaki materials to find information on the following: (You may interview someone with a partner. Business attire Must be worn).</p> <p>What are the types of real estate investments (commercial and residential)? What are the responsibilities and liabilities of owning rental properties.</p> <p>Write a report (MLA format) describing your answers. The report should include a paragraph indicating your interest or disinterest in owning rental properties and a thorough explanation of your answer.</p> <p>Cite your sources and include a business card if you spoke to a “live” person.</p> <p>Learning Activities, work place standards, communication.</p>
<p>10 Oct 12 – 16 Last day accepted: Oct 16</p>	<p>Standard 26.0 Evaluate the Role of Small Business in the Financial Services Industry</p> <p>26. 1 Evaluate the role of small business in the economy? (Do you remember what Dave said about this?) MLA paper: five paragraphs</p> <p>26.2 List the factors, including personal traits, which contribute to the success and failure of small business Word document: Create the list</p> <p>26.3 Compare/contrast the advantages/disadvantages of sole proprietorships, partnerships, and corporations. Venn Diagram</p> <p>Using the resources in the classroom, including the internet, research and locate the answers.</p> <p>Learning activities, test</p> <p>You are to create a Frequently Asked Questions document on which you will type at least five questions and answers for each indicator. Questions should be high-quality questions.</p>

<p>11 October 19-30 Last day accepted October 30.</p>	<p>28.0 Evaluate Leadership Style</p> <p>28.1 Research personal characteristics of effective leaders. Create a PowerPoint presentation explaining what you believe are the ten most important characteristics.</p> <p>28.2 Research leadership styles: authoritarian or autocratic, participative or democratic, and delegative or free reign. Add to your Power Point slide that will explain each style and offer a work-place example of this style in action. Be sure to cite your URL!</p> <p>You are to create a Frequently Asked Questions document on which you will type at least five questions and answers for indicator 28.2. Questions should be high-quality questions.</p> <p>Describe how cultural/ethnic differences affect leadership styles within a group. Write a five-paragraph report—MLA style. http://unpan1.un.org/intradoc/groups/public/documents/apcity/unpan007373.pdf</p> <p>www.testcafe.com all tests leadership test read description and take test What is your weak leadership skill? Do you agree—why or why not? What is your strongest leadership skill? Do you agree—why or why not?</p>
	<p>KEEPING FINANCIAL RECORDS You are to complete the chapter and check your answers using the answer key. The key MAY NOT be removed from the room and must stay in the designated area. All learning activities needs to be completed at 70% level—redo any work missed if you fall below this level. Once work is at 70% or above, you are then to take the chapter test.</p>
<p>12-13 Nov 2 – 13</p>	<p>Keeping Financial Records & corresponding workbook Chapter 1 Jobs 1-7 Basic Record Keeping Skills</p>
<p>14-15 Nov 16-25</p>	<p>Keeping Financial Records & corresponding workbook Chapter 2 Jobs 8-11 Budget Records</p>
<p>16-17 Nov 30-Dec 11</p>	<p>Keeping Financial Records & corresponding workbook Chapter 3 Jobs 12-15 Comprehensive Project (Test)</p>
<p>18 Dec 14-17</p>	<p>Semester Exams</p>

SECOND SEMESTER	
1-2 Jan 4-15	Keeping Financial Records & corresponding workbook Chapter 4 Jobs 16-21 Cash receipts records
3-4 Jan 18-29	Keeping Financial Records & corresponding workbook Chapter 5 Jobs 22-30 Checking account records
5-6-7 Feb 1 - 26	Keeping Financial Records & corresponding workbook Chapter 9 Jobs 43-48 Record keeping for Accounts Receivable Clerks Comprehensive Project 3 (test)
8-9-10 March 1 - 26	Keeping Financial Records & corresponding workbook Chapter 13 Jobs 61-97 Record keeping for small businesses
11-12-13 March 29- April 16	Keeping Financial Records & corresponding workbook Chapter 15 Jobs 73-79 Record keeping for payroll clerks: computing gross pay
14-15-16 April 19-May 7	Keeping Financial Records & corresponding workbook Chapter 16 Jobs 80-86 Record keeping for payroll clerks: computing net pay
17 May 10-14	Final Exam Written Project
18 May 17-20	Final Exam CRT

Orientation Checklist

Last Name, First Name (please print)

- Welcome**
- Syllabus and Time Line**
- Dress Code Requirements**
- Behavior Requirements**
- Reasons for Immediate Referral or Withdrawal from this Class**
- Fees and Expenses**
- Professionalism**
- Class Work**
- Grading Procedure**
- Daily Routines**
- Classroom Maintenance and Housekeeping**
- Attendance and Academic Probation**
- Disclaimer**

I have been explained the above listed items and the consequences for not adhering to these guidelines.

Student Signature

Date

Career Interest

Parent Signature

Date

Parent Email

Home _____

Work _____

I, _____, parent of _____
give permission for the instructor to email me regarding school performance, assessments, etc.

Parent/Guardian Signature _____

Date _____