



**WEST SENECA CENTRAL SCHOOLS  
BUSINESS DEPARTMENT**

**NAF ACADEMY OF  
BUSINESS & FINANCE  
(AOBF)**

A National Academy Foundation Program

This academy is sponsored by the National Academy Foundation (NAF) and is one of over 650 academies nationwide. The National Academy Foundation model was developed with leading industry and education representatives to ensure that the curriculum and activities are both current and relevant. Students completing the Academy will receive a Regents Diploma and a certificate of Business and Financial Studies issued by the National Academy Foundation.

Students will learn transferable business skills and knowledge with a focus on the Business and Financial Industries. Academy members will have a vast array of industry sponsored activities including field trips, shadow days, classroom speakers, paid internships, and earn college credit. Students will also be a customer service representative at our student run branch of Financial Trust Federal Credit Union.

The Academy is supported by an active Advisory Board.



**NAF Academy of Business & Finance**

**\*\*\*CTE Certified Program**

**Three Year Program**

NAF Academy students are required to take the following courses in addition to their Regents courses.

<u>Grade Level Courses</u>	<u>Total Units</u>
<b><u>Tenth Grade</u></b>	
Microsoft Office	1.0
Career & Financial Management	.5
<b><u>Eleventh Grade</u></b>	
Accounting**	1.0
College and Career Portfolio	.5
<b><u>Twelfth Grade</u></b>	
Personal Finance**	1.0
<b><u>Paid Internship</u></b>	<b>.5</b>
(Completed during Junior and/or Senior year)	

**College Course**  
(Completed during Junior and/or Senior year)

**Graduation** – NAF Certificate in addition to Regents Diploma, Regents Diploma with Advanced Designation, or Regents Diploma with Technical Endorsement. Business and Finance Academy Graduates can also receive MOUS certification.

**Business and Finance Academy Graduates earn transcribed college credits to: Bryant & Stratton, D’Youville, SUNY Erie, Hilbert, Medaille, and Trocaire.**

**\*Meets Social Studies Requirement**

**\*\*SUNY Erie Advanced Studies College Credit Available**

**\*\*\* CTE Certificate NYS Technical Endorsement.**



## NATIONAL ACADEMY FOUNDATION ACADEMY OF BUSINESS & FINANCE

**\*CTE Certified Program**

### **Accounting**

Credit: 1 unit      Length: 40 weeks  
Prerequisite: Acceptance into the Academy  
"Accounting is the language of business."

The first year accounting course provides a thorough background in the basic accounting procedures used to operate a business. Students will have a basic understanding of accounting procedures, payroll records, basic debits and credits, cash and special journals, worksheets, adjusting and closing entries, financial statements and checking accounts. The student is introduced to computerized accounting applications, such as Microsoft Excel and more.

### **College and Career Portfolio**

Credit: 1/2 Unit      Length: 20 Weeks  
Prerequisite: Acceptance into the Academy

"This portfolio allows you to leave high school with not only an edge on others in the world of work and college, but also with a sense of pride and a record of your accomplishments."

This hands-on course will introduce students to the application of multimedia technology in the workplace. The course will explore evolving technologies including electronic presentations, Internet exploration, and desktop publishing while highlighting the interpersonal skills vital to a successful career. The College and Career Portfolio, an electronic portfolio, will be compiled highlighting the student's exemplary work and extracurricular activities during high school. The student's career exploration, personal profile and academic records will also be included in the portfolio.

This portfolio can be used for college applications and interviews, for scholarship applications and for workforce interviews. Students will also be assigned a free web site location until graduation enabling the electronic transfer and viewing of their portfolio. This portfolio is essential for all students. Students, upon completion of their portfolio, can receive 3 college credits from SUNY Erie through the Advanced Studies Program. This credit can be used at any SUNY school and has the ability to be transferred.

### **Personal Finance**

Credit: 1 unit      Length: 40 weeks  
Prerequisite: Acceptance into the Academy

Do you want to be financially independent? Do you want to live your life without financial concerns? Personal Finance will help you achieve those goals. This course will provide students with the knowledge of the financial planning process and the components of saving and investing. Students will learn to set and reach financial goals by creating budgets, exploring various investment vehicles such as stocks, bonds, mutual funds, IRA's and planning for retirement. Students will also learn the facts about trading on-line, purchasing insurance and understanding some basic concepts of investing including "buying low and selling high," "not putting all your eggs into one basket" and the "Rule of 72."

### **Microsoft Office**

Credit: 1 Unit      Length: 40 weeks  
Prerequisite: Acceptance into the Academy

Computer skills are NOT a bonus anymore; they are an EXPECTATION in the workforce and college! This course is a necessity for all students. Course emphasis is on word processing, spreadsheet, presentation and database applications utilizing Microsoft Office software.

We'll take the guesswork out of preparing documents your teachers and college professors require. Students can earn Microsoft Office certification. These certificates are issued by Microsoft and testing can occur during class.

### **Career & Financial Management**

Credit: 1/2 Unit Length: 20 Weeks

What do you want to do to earn a living? Come and explore your options! You will identify your strengths and weaknesses, investigate career interest areas, and research different occupations. Examine job leads, prepare a resume, and learn job interview techniques.

Once your occupational goal has been identified, discussion will be focused on becoming an independent adult. Learn how to handle your finances including budgeting, banking, income tax preparation, credit and consumerism. Don't waste time and money in college trying to determine your major. Plan your future now!!

### **College Course**

Credit: 3 college credits      Length: 16 weeks.  
Prerequisite: Acceptance into the Academy

All Academy students MUST take and successfully pass a college course. College courses are offered every semester including summer to fit a student's schedule. Courses can be taken on-site at a West Seneca High School or off-site at the campus location. Courses usually are offered one day per week after school, evenings or Saturdays. All courses are tuition free requiring only a textbook expense. Currently courses are offered through the following college partners: Bryant & Stratton, Hilbert, Trocaire, SUNY Erie, Medaille. Students may elect to take more than one college course.

### **Paid Internship**

Credit: 1/2 to 1 unit      Length: Varies  
Prerequisite: Acceptance into the Academy

Students will be placed in paid internship situations with members of our Academy Advisory Board. Students will gain on-the-job experience while at the same time exploring career opportunities.

### **CO-CURRICULAR ACTIVITIES**

Business & Finance Academy students will participate in the student run bank as Managers and Tellers. This is a branch of Financial Trust Federal Credit Union.

Business & Finance Academy students should also participate in DECA, a Business club.

**\*CTE Certified Program.** Students receive a technical endorsement and NYS Ed. Dept. seal of rigor and relevance on their diploma.