STUDENT/PARENT

PROGRAM INFORMATION

Financial Services II Program

Senior Year

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2015-2016

Eastland Career Center

4465 South Hamilton Road

Groveport, OH 43125

(614) 836-5725

**FINANCIAL SERVICES PROGRAM**

Units of Study for Fall 2015

* Accounting
* Banking
* Business Law
* Communication Skills
* Economics
* Entrepreneurship
* Financial Analysis
* Financial Services Fundamentals
* Information Management (Technology)
* Management
* Marketing
* Money Management
* Professional Development *including membership in Business Professionals of America student organization*
* Project Management
* Real Estate
* Risk Management
* Securities and Investments

If you have any questions, please feel free to contact:

Mrs. Jane Briggs, Instructor

(614) 836-4521, Ext. 1365

E-mail jbriggs@efcts.us

**FINANCIAL SERVICES PROGRAM**

Program Guidelines for Fall 2015

* **Dress Code:** All students in the Financial Services Program follow a specific dress code Monday through Friday. See attached dress code (purchased from Cintas).
	+ The purpose of the dress code is to parallel a business-type wardrobe, one that can be worn on internships or possible job placements.
	+ In addition, on certain days, business professional dress will be required as students interact with business professionals on field trips or compete in Business Professionals of America student organization activities.
	+ Please note that students failing to follow the dress code will be removed from lab and sent to the In-School Reassignment Room during their lab periods.
	+ Special dress down or jeans days are schedule by the Administration and communicated to students.
	+ Temperatures in the Eastland building fluctuate often as does the weather. Each student needs to purchase a fleece to wear in class. See attached fleece ordering information (purchased from Goodman’s). Hoodies, coats, and sweatshirts are not permitted in class.
* **Computer Usage:** All students in the Financial Services Program follow certain rules and guidelines regarding desktop computer usage along with all students in the building.
	+ Internet usage - A form called the “Authorized User Policy” will be sent home at the beginning of the school year for parent signature. This stipulates certain rules will be followed for computer and Internet usage or the privilege will be removed.
	+ Behaviors that are unacceptable include chat rooms, sending/receiving messages (unless a part of class use), games, or visitation of any other inappropriate websites.
	+ No downloading of other software is permitted.
	+ No pass wording of documents or directories is permitted.
* **Supplies:** All students in the Financial Services Program are expected to furnish the following supplies in addition to paying their school fees for the program:
	+ notebook paper
	+ pencils
	+ pens - blue and black
* **Lab Guidelines:** Although reviewed again at the beginning of the year, certain policies are in place to maintain student safety throughout the building. These include:
	+ No coats permitted in class
	+ One restroom or locker break per lab
	+ No cell phones to be used in lab; they must be placed on "silent"
	+ No food or drink in classrooms or labs other than water in a bottle with a cap
* **Assignments:** All lab and class assignments are to be turned in when deadline is given. Assignment sheets on ProgressBook are used to track assignments given and grades earned. Parent access will be set up at the beginning of school year.
* **Student Organization:** All students are members of our student organization, Business Professionals of America. Activities include leadership and recognition activities including contests, fund-raisers, and other professional development-types of activities that help students achieve additional competencies.
* **Job Placement:**  During the senior year, eligible students (must have good work ethic, good behavior, and B or better in lab and academics, no outstanding fees), may be provided with the opportunity to work in a paid position for an area business.  Job Placement provides work experience for a student's resume and often leads to continued employment following graduation.

**FINANCIAL SERVICES PROGRAM**

Dress Code for Fall 2015

**Category A: Business Daily (Monday through Friday)**

Business Daily clothing is purchased through a uniform company called **Cintas** (see order form enclosed with this packet of information).

Women: Men:

*Slacks* *Slacks*

Style: Susan (390) or Cathy (395) Style: Comfort Pant–plain (945) or pleated (865)

Color: Navy (20), Khaki (62) Color: Navy (20), Khaki (62)

Cost: $27.99 Cost: $27.99

*Shirts* *Shirts*

Style: Katie (65744) - ¾ sleeves Style: Kenton (65107) - long- or short-sleeved

Color: Light Blue (80), Burgundy (16) Color: Light Blue (80), Burgundy (16)

Cost: $27.99 Cost: $27.99

*Socks:* navy or brown *Socks:* navy or brown

*Shoes:* shoes appropriate for business with *Shoes:* men’s business casual shoes

 short comfortable heel or flat

**Note: No scarves, tennis shoes, athletic shoes, moccasins, slipper-style or black skater’s shoes permitted.**

**Category B: Business Professional (for special occasions as designated by teacher—guest speakers, field trips, contests, interviews)**

|  |  |
| --- | --- |
| Women: Suites (with skirt or pants)Professional blouse (not cut too low), dresses, hosiery, dress shoes | Men: Dress pants, collared shirt (tucked in), tie or suit/sports jacket/blazer or dress vest/sweater,dress socks and dress shoes |

**Note: No tennis shoes, athletic shoes, moccasins, slipper-style or black skater’s shoes permitted.**

**Category C: Jeans Days (for days specified by the Administration)**

On specified days (by teacher or administrator), students are permitted to wear the following: Denim clothing, sweatshirts, and tennis shoes. (No sweats, sweatpants outfits, jogging suits, or athletic attire.)

**Overall School Dress Code Rules as stated in the Student/Parent Handbook always apply.**

**FINANCIAL SERVICES PROGRAM**

Cintas Business Daily Purchasing Information for Fall 2015

**Category A: Business Daily** clothing is purchased through a uniform company called **Cintas**.

To order, use the form enclosed with this packet.

For questions, call Dustin Schorr at Cintas at 740-687-6230/1-800-869-8252 or email SchorrD@cintas.com.

Be sure to tell them you are ordering for the **Financial Services Program at Eastland Career Center.**

Payment:

Payment in full is required when placing orders.

Cintas accepts cash and check.

Deadlines:

Orders must be placed by **July 20, 2015** to be guaranteed for completion on or before the first day of school. Business Daily clothing is required on the first day of school, so order as early as possible.

Business Location and Hours:

Cintas Corporation

Attn: Dustin Schorr

2250 Commerce Street

Lancaster, OH 43130

Hours are 8 a.m. to 5 p.m., Monday through Friday. The office is closed Saturday and Sunday.

Directions to Cintas:

Follow St. Rt. 33 East toward Lancaster

Turn left on Main Street

Continue approximately 3 miles

Turn right on Quarry Road SE

Turn right on Commerce Street

Cintas is located about 1/4 mile on the left.

Fitting:

Samples will be available to try on. Please note that it is important to try the uniforms on as they are customized with your Program Name and cannot be returned.

Delivery Information:

*Option 1* Pick up the clothing at the Cintas location (see address and directions above)

*Option 2* Direct UPS Delivery for an additional $5 delivery fee

**CINTAS CORPORATION**

**Uniform Order Form for 2013-2014**

**Phone: (740) 687-6230**

**Phone: 1-800-869-8252**

**Email: SchorrD@cintas.com**

Juniors & Seniors

|  |
| --- |
| *Student Information* |
| Name: |  |
| Address: |  |
| City/State: |  |
| Zip: |  |
| Phone: |  |
| Alternate Phone: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Description** | **Size and Style****(Male or Female)****Color for Shirts** | **Cost per Item** | **Total Cost** |
| 2 | Pants: Navy or Khaki\*\*\*Women - Cathy or Susan StyleMen - plain or pleated style |  | $27.99 | $55.98 |
| 2 | Shirts: Light Blue (#80) orBurgundy (#16)Women - Katie (65744)Men - long- or short-sleeved style |  | $27.99 | $55.98 |
|  |  |  | Subtotal | 111.96 |
|  |  |  | Sales Tax |  $7.89 |
|  |  |  | Other: Shipping |  $5.00 |
|  |  |  |  | $124.85 |

\*\*\*Female pants come in a Cathy fit (more figured cut for a more curvy body shape) and Susan fit (straighter cut for a straighter body shape).

Payment Information: (Orders must be placed at least three weeks prior to the first day of school.)

Check (with check #) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cash \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Sized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Ordered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goodman Uniforms & Costumes**

**1390 West Broad Street**

**Columbus, Ohio 43222**

**(Approx. 1 1/4 Miles from Downtown)**

**Phone: (614) 351-9800 Fax: (614) 351-0890**

**Email mike@goodmanuniform.com**

**These prices are for sizes Small – 3 X-Large**

|  |  |  |  |
| --- | --- | --- | --- |
| QTY | DESCRIPTION | COST PERITEM  | TOTALCOST  |
| 1 | Fleece Jacket - Charcoal, Navy or Black (Your choice of one of these 3 colors.) W/Eastland Logo – Both Ladies and Men’s Styles. All students must have a fleece.*(Only needs replaced from junior year if necessary)* | $ 24.99 |  $ 24.99 |
|  | Embroidery Name on Fleece Jacket is optional, however we strongly encourage that you print the first name of your student for loss prevention purposes. The charge for name is an additional $5.99. | $5.99 | Optional |
| Sub Total |  $ 24.99 |
| Sales Tax 7.5% |  1.87 |
| Total Payable to Goodman Uniform  |  $ 26.86 |

|  |  |
| --- | --- |
| **DIRECTIONS:** | 71 North to 70 West – exit at West Broad – turn right – just past 3rd light on left side – second building from the corner of Broad and Central **or** 62/Harrisburg Pike which turns into Central – to Broad – turn right on Broad – 2nd building on left. Park on side by used car lot – enter by using the side door. |
| **PAYMENT:** | Payment in full when placing order. We accept MasterCard, Visa, American Express, check debit cards and cash. |
| **WHEN:** | Orders must be placed by **July 20, 2015** to be guaranteed for completion on or before the first day of school. |
| **HOURS:** | 9:15 a.m. to 5:15 p.m. Monday through Friday10:30 a.m. to 2:30 p.m. SaturdayThere will be several Saturdays when we will be closed during the summer. Please telephone for a schedule before you come. |
| **fitting:** | Fleece samples will be available to try on starting June 10, 2013. Please note that it is important to try the fleece on as they may be customized with your program name and student name and cannot be returned. Please bring program information when placing your order. It will take approximately ten to fifteen minutes for your fitting and placing your order. |
| **contact:** | No appointment for fitting is needed. You do not need to telephone in advance. However please feel free to contact Mike Goodman at (614) 351-9800 with any questions or concerns. Be sure to have the name of your program when calling. |