

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

**PRINCIPLES OF BANKING**  
**BKG 2020**

**Class Hours: 2.0**

**Credit Hours: 2.0**

**Laboratory Hours: 0.0**

**Date Revised: Spring**  
**00**

**Catalog Course Description:**

A study of the language and documents of banking, check processing, teller functions, deposit functions, trust services, bank loans, and investments.

**Entry Level Standards:**

Basic competencies in logic, reading, and English are presumed.

**Prerequisites:**

None

**Textbook(s) and Other Reference Materials Basic to the Course:**

*Principles of Banking*, Carrubba, Paul A., latest edition, American Bankers Association.

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	The History of Banking; Bank Organizational Structure
2	Federal Reserve System; The Deposit Function
3	Quiz on 1-4; Instruments; The Payment Function
4	Payment of Checks: The Bookkeeping Function
5	Mid-Term Exam
6	The Credit Function: Funds Management & Loan Categories; The Credit Function: Policy, Credit Principles, and Bank Investments
7	Quiz on 8 & 9; Measuring & Reporting Financial Performance
8	Specialized Products and Services; Marketing & the Sales Support Function
9	Quiz on 10; Current Issues & Future Trends
10	Final Exam

**II. Course Objectives\*:**

- A. Explain the importance of full-service commercial banking as it affects the economy, community, business, and the individual. I,II,III
- B. Discuss the various products and services banks offer governments, businesses, individuals, and correspondents. I,II
- C. Identify various banking regulations and regulatory agencies. I,II,III

\*Roman numerals after course objectives reference goals of the Business and Community Services department.

### **III. Instructional Processes\*:**

Students will:

- 1. Use critical thinking skills to interpret and evaluate the financial statements of existing companies and make informed judgements about these statements to facilitate in decision making and problem solving strategies. *Problem Solving and Decision Making Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Active Learning Strategies*
- 2. Discuss the impact of social, political, economic, and environmental issues on the financial statements of selected companies. *Communication Outcome, Problem Solving and Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Active Learning Strategies, Transitional Strategy*
- 3. Use electronic mail to correspond with the instructor and other students enrolled in the course. *Communication Outcome, Technological Literacy Outcome*

\*Strategies and outcomes listed after instructional processes reference Pellissippi State' s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

### **IV. Expectations for Student Performance\*:**

Upon successful completion of this course, the student should be able to:

- 1. Explain the major legislative acts impacting the banking industry. C
- 2. Identify the differences between American banking and the systems of foreign countries. B
- 3. Understand the basic objectives of the Federal Reserve. C
- 4. Name the requirements of negotiable instruments. A
- 5. Explain the basic types of endorsements. A
- 6. Identify the significance of deposits, the different types of deposits, and the terms associated with deposits. A,B
- 7. Explain the importance of identity, capacity, and authority in account relationships. C
- 8. List the risks a teller assumes in check cashing. A,C
- 9. Distinguish between paying and cashing a check. A,C
- 10. Name the objectives of the check processing system. A

11. Explain the concept of Fed availability versus bank availability. C
12. List the advantages and disadvantages of a check posting system. B
13. Distinguish between a bank's bookkeeping unit and its general ledger. B
14. List the objectives of funds management. B
15. Explain the different types of loans and the legal restrictions of loans. B,C
16. Name the components of a bank's investment portfolio. B
17. Describe the various services provided by banks to foreign customers. A,B
18. Explain the major bank regulations - both State and Federal. C

\*Letters after performance expectations reference the course objectives listed above.

## **V. Evaluation:**

### A. Testing Procedures:

Three quizzes will be given; however, the lowest score will be dropped. No make-up quizzes will be given. Make-up exams are given at the discretion of the instructor. You must have an excused absence to request a make-up exam.

Mid-Term Exam 35%

Final Exam 35%

Quizzes 20%

### B. Laboratory Expectations:

N/A

### C. Field Work:

N/A

### D. Other Evaluation Methods:

Participation 10%

### E. Grading Scale:

90 - 100 A

80 - 89 B

70 - 79 C

60 - 69 D

Below 60 F

## **VI. Policies:**

### Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.

