NOTE: This course is not designed for transfer credit.

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:


I. Week/Unit/Topic Basis:

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

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.