PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

TRUST BUSINESS
BKG 2350

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Spring 00

Catalog Course Description:
A study of trust management. Topics include the trust department, trust investments, tax administration, and real estate administration.

Entry Level Standards:
None

Prerequisites:
None

Textbook(s) and Other Reference Materials Basic to the Course:
The Trust Business, latest edition, American Bankers Association

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction and history of Trust Relationships</td>
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<td>2</td>
<td>Trust markets and their regulators</td>
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<td>3</td>
<td>Key Concepts: Assets and their ownership</td>
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<td>4</td>
<td>The Consumer Marketplace Personal Agencies and other Services</td>
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<td>5</td>
<td>The Trust and other Fiduciary Services</td>
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<td>6</td>
<td>Estate Settlement</td>
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<td>7</td>
<td>Mid Course Review; Mid Term Exam</td>
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<tr>
<td>8</td>
<td>The Corporate Market Place and Employer Benefit Trust</td>
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<td>9</td>
<td>Corporate Trust and Agencies</td>
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<tr>
<td>10</td>
<td>Charitable Trust and Agencies</td>
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<tr>
<td>11</td>
<td>Organizational Structure and Techniques</td>
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II. Course Objectives*:

A. Become familiar with the knowledge and skills a trust officer should bring to the job. I,II,III
B. Understand how trust departments are regulated and supervised. I,II,III
C. Exhibit knowledge about the range of personal, corporate, institutional and charitable trust products and services offered by bank trust departments. I,II,III
D. Exhibit knowledge about the purpose and scope of the various trust and agency tasks performed by trust departments. 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 judgments 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 difference between a trust and an agency. B, D
2. Describe the basic trust products for individuals, Institutions and Corporations. D
3. Understand the regulatory requirements that must be satisfied in order to receive a charter or permit to engage in trust activities. B
4. Define an agency relationship and differentiate between general and specific agencies. A, D

5. Cite duties of a trust department in acting as a safe keeping custodial, management, or escrow agent. A, D

6. Enumerate the steps in an estate settlement process, and of each step, describe the trust officers responsibilities. A

7. Identify kinds of fiduciary and agency functions banks provide for cooperate and institutional trust customers. C

8. Explain how defined contributions, defined - benefits, and fully trusted pension plans are set-up and administrated. C

9. Explain the role of a trust department in establishing and administering charitable trust accounts. C

10. Define the responsibilities of personal, employee benefit and corporate trust Account Administrators. A

11. Describe the basic operation of the primary and secondary securities marketplace. B

12. Explain how a trust department processes asset transactions, settle securities trades, and safeguards assets. D

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

V. Evaluation:

A. Testing Procedures:

   Midterm Exam 30%
   Unannounced Quizzes 30%
   Final Exam 30%

B. Laboratory Expectations:

   N/A

C. Field Work:

   N/A

D. Other Evaluation Methods:

   Attendance 10%

E. Grading Scale:

   90 - 100  A
   80 - 89   B
   70 - 79   C
   60 - 69   D
   Below 60  F

VI. Policies:
Attendance Policy:

Pelissippi 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.