

## Course Description

Using project-based instruction, students are introduced to the basics of the banking system, bank operating procedures, negotiable instruments, and the deposit and credit functions of banks. Methods used for measuring the financial performance of banks are analyzed. Current issues and future trends in banking are examined. Students explore the major functions of bank employees by completing a flow-of-work simulation. Students formulate business and individual investment decisions by comparing and contrasting a variety of investment options. Students analyze annual reports, predict growth rates, and chart trend lines. Business partnerships with community banks, investment firms, stock market simulations, guest speakers, field trips, and work-based learning activities will be incorporated in this course. Competencies for the co-curricular student organization Future Business Leaders of America (FBLA) are integral components of the performance standards. FBLA activities should be incorporated throughout instructional strategies developed for the course. This means that FBLA activities will be conducted during class time; therefore, all students are expected to join FBLA.

# Banking and Investing Syllabus

## Grading Assignments

### Class Grade

Projects	30%
Test	25%
Daily Assignments	30%
Final Exam	15%

## Instructor Information

Mrs. Stacey Bennett  
Rutland High School  
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Macon, GA 31216  
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## High Expectations

**Attendance:** Attendance is extremely important. If you miss class time, it will be extremely difficult to capture that day of information. You are responsible for all make-up work from excused absences. The work will be made up within three days of the absences or will result in a zero. It is the responsibility of the student to find out what was missed during absence. All papers and handouts can be found in the tickler file in the classroom. You will be expected to be in your appropriate area when the bell rings and will be expected to stay in your area until Mrs. Bennett dismisses you, NOT the bell. You will be expected to be on time everyday.

**On Task:** You will be expected to work on all assignments as given during class time. There should be no “down time”. If this does occur for you, you are expected to read something quietly at your area. All students are expected to go to visit the counselors, and make visits to the main office before school, between class changes, or during your lunch break.

**Best Work:** You will always be expected to do your personal best in terms of academic performance and citizenship with in the classroom. You should create a personal calendar and record all Banking and Investing and other class assignments and commitments on your calendar. If you are having difficulty with any assignment, please make an appointment with Mrs. Bennett. Mrs. Bennett is always willing to assist each student to master challenging assignments and to develop more productive learning habits. If you desire an appointment after school hours, please make an appointment with Mrs. Bennett.

**Behavior:** You will be expected to behave in a manner that is conducive to an atmosphere of decency and respect in a classroom or place of business. Everyone is in here to learn. Any behavior that interferes with the learning in the classroom will be removed immediately.

**Attire:** Everyone will meet the dress code of the school BEFORE you enter the classroom door.

# **Banking and Investing Standards**

## **Banking Basics**

BCS-BI-1. Students will demonstrate an understanding of basic banking concepts, terminology and operating procedures.

BCS-BI-2. Students will compare and contrast various types of negotiable instruments.

BCS-BI-3. Students will analyze credit creation and its impact on financial institutions.

BCS-BI-4. Students will interpret and measure financial performance of banking institutions.

BCS-BI-5. Students will describe the effects of E-commerce on banking.

## **Investing**

BCS-BI-6. Students will demonstrate an understanding of basic investment principles.

BCS-BI-7. Students will identify the importance of investment planning and establishing financial goals.

BCS-BI-8. Students will demonstrate an understanding of various investment instruments.

BCS-BI-9. Students will identify and describe employee retirement benefit package concepts.

BCS-BI-10. Students will predict future investment trends.

## **International Finance**

BCS-BI-11. Students will explain the concepts, role, and importance of international finance.

## **Careers in Banking and Investing**

BCS-BI-12. Students will identify banking and investing career opportunities.

BCS-BI-13. Students will provide customer service in banking.

BCS-BI-14. Students will describe skills needed for bank operations and management.

BCS-BI-15. Students will perform financial planning responsibilities.