CASPER COLLEGE COURSE SYLLABUS
BANK -1500 Sec. 01 Principles of Banking

Semester/Year: Spring 2015

Lecture Hours: 3 Credit Hours: 3

Class Time: 6:00-9:00 P.M. Days: Monday Room: BU 217

Instructor's Name: Mark Steinle Ph.D.

Instructor's Contact Information: Office Phone: 268-2411 Email: msteinle@caspercollege.edu

Office Hours: Current schedule on office door or by appointment

Course Description: An introduction to the banking services, Includes history and evolution, the documents and language of banking, the deposit function, check processing, and collection, bank bookkeeping, bank loans and investments, trust department services specialized services to foreign traders and other bank sand bank regulation and examination

Statement of Prerequisites: None

Goal: Explain the importance of full-service commercial banking as it affects the economy, the community, business, and individual. Describe the three major functions of commercial banks and their interrelationship. List the various products and services banks offer governments, businesses, individuals, and correspondents. Contrast between demand and time deposits. Illustrate the various types of bank loans and investments. Explain the concepts of liquidity, safety, and income. Identify various banking regulations and regulatory agencies.

Institutional Outcomes
☐ Demonstrate effective oral and written communication
☐ Use the scientific method
✓ Solve problems using critical thinking and creativity
☐ Demonstrate knowledge of diverse cultures and historical perspectives
☐ Appreciate aesthetic and creative activities
☐ Use appropriate technology and information to conduct research
✓ Describe the value of personal, civic, and social responsibilities
☐ Use quantitative analytical skills to evaluate and process numerical data

Program goals Promote lifelong learning and provide students with adequate foundation for success in the Banking or related industries
Outcomes: Lectures on a chapter will be followed up the next week by a comprehensive review and a quiz. Review of the quiz will help determine areas that need to be revisited before starting the next chapter. Basic knowledge is built on in this manner to broaden the base of knowledge of the financial industry.

Methodology: Lecture, group discussions, videos, text, handouts, assignments, and exams.

Evaluation Criteria: 12 to 13 weekly quizzes 10 points each, a comprehensive final of 100 points, participation, and attendance. Total possible points from weekly quizzes and a comprehensive final will be used to divide into the total accumulated points each student has attained to arrive at the final grade percentile. Percentages will be:

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

Anything below 60 will be an “F”. Attendance and participation will influence the final grade if the percentage is within a point of the next grade level, boosting the total to the next higher grade. Students are advised to attend the lectures as this is the material that will appear on the quizzes and consequently the final.

Required Text, Readings, and Materials: “Banking Systems” 2ND Edition by the Center for Financial Training 2008 Copyright

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: Please refer to current college calendar

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To
request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Calendar or schedule indicating course content:** subject to change

**Week 1**  Introductions, review of text, material, syllabus, assignments.

**Week 2**  Chapter 1 - Business of Banking

**Week 3**  Chapter 1 Quiz, Chapter 2 - History of US Banking

**Week 4**  Chapter 2 Quiz, Chapter 3 - The Money Supply

**Week 5**  Chapter 3 Quiz, Chapter 4 - Deposit Function

**Week 6**  Chapter 4 Quiz, Chapter 5 - Negotiable Instruments

**Week 7**  Chapter 5 Continued - Payment Function - No quiz

**Week 8**  Chapter 5 Quiz, Chapter 6 - Lending Function- Consumers

**Week 9**  Chapter 6 Quiz, Chapter 7 - The Lending Function - Mortgages

**Week 10**  Chapter 7 Quiz, Chapter 8 - Commercial Lending

**Week 11**  Chapter 8 Quiz, Chapter 9 - Specialized Banking Services

**Week 12**  Chapter 9 Quiz, Federal Reserve night.

**Week 13**  Fed Quiz, Chapter 10, 11 12- You as a Bank Employee, Marketing & Selling, - Security and Ethics

**Week 14**  Comprehensive Final Exam.