

James Clemens High School

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Course Syllabus

FINANCE LAB FALL 2021

Instructor: Dr. Duana Shears~*Student Teller Supervisor*

Ms. Missy King~*Backup Student Teller Supervisor*

Dear Parent/Guardian,

Welcome to the 2021-2022 school year. I am excited to have your child working in the JC-Redstone Federal Credit Union branch. If at any time you have any questions and/or concerns, please don't hesitate to contact me. After thoroughly reading and reviewing the syllabus please click on this link <https://forms.gle/xuD1eUGZHbvC9Us5> acknowledging you reviewed and read the syllabus.

Thank you,

Duana Shears

My child and I have read and discussed the classroom syllabus.

Student Name (Print) _____ Date _____

Student Signature _____ Date _____

Parent/Guardian Name (Print) _____ Date _____

Parent/Guardian Signature _____ Date _____

Email Address(es) _____

Phone number(s) _____

Cell

Home

Work



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FINANCE LAB-FALL 2021
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Course Description:

This class is a full year, 2-credit course. Students will complete day-to-day branch operations ensuring branch associates are providing consistent, high level quality service to our members. Ensure that proper procedures are followed and all documentation and transactions are completed accurately. Fosters a “can do” attitude to successfully promote the school branch and to ensure success of the High School Branch Program. Work both individually and as a team to establish strong member relationships and teach financial literacy to the general student population.

Course Objectives:

Upon successful completion of this course, students will have bank teller, communication, cash handling and organizational skills that can be utilize once they graduate from high school.

Classroom Rules and Expectations:

- No gum, food, or drink is allowed in the branch.
- Report to your shift of time.
- Greet and interact with members.
- Maintain a clean teller line.
- Process transactions correctly.
- Balance teller drawer daily.
- Wear name badge daily.
- Notify Dr. Shears and/or Ms. King if you are going to be absent, if possible
- Please contact Dr. Shears with any questions or concerns.

Accommodations:

Requests for accommodations for this course or any school event are welcomed from students and parents.

Concerning Laptop Utilization:

Student laptops should not be hard-wired to the network or have print capabilities. 2. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. 3. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. 4. Laptops and other electronic devices will be used at the individual discretion of the teacher.

Grading Policy:

Weekly balancing will count as a test grade which will account for 70% of the 9-weeks grade, with the remaining 30% being determined by class participation/daily grades to include attendance (notifying when will be absent, if possible, greeting & interacting with members, on time for shift, name badge worn daily, overall attitude, professional dress (**wear RFCU attire on Wednesday**), shredding daily, and following RFCU procedures.



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18 - WEEK PLAN*	
WEEK 1	Combination/Bank Funding
WEEK 2	Opening Week (opening, daily transactions, balancing, closing)
WEEK 3	Opening, daily transactions, balancing, closing
WEEK 4	Opening, daily transactions, balancing, closing
WEEK 5	Opening, daily transactions, balancing, closing
WEEK 6	Opening, daily transactions, balancing, closing
WEEK 7	Opening, daily transactions, balancing, closing
WEEK 8	Opening, daily transactions, balancing, closing
WEEK 9	Opening, daily transactions, balancing, closing
WEEK 10	Opening, daily transactions, balancing, closing
WEEK 11	Opening, daily transactions, balancing, closing
WEEK 12	Opening, daily transactions, balancing, closing
WEEK 13	Opening, daily transactions, balancing, closing
WEEK 14	Opening, daily transactions, balancing, closing
WEEK 15	Opening, daily transactions, balancing, closing
WEEK 16	Opening, daily transactions, balancing, closing
WEEK 17	Opening, daily transactions, balancing, closing
WEEK 18	Opening, daily transactions, balancing, closing

* This syllabus serves as a guide for both the teacher and student; however, during the term it may become necessary to make additions, deletions, and/or substitutions.