**Course Syllabus**

**FINANCE LAB 2024-2025 School Year**

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

**Ms. Missy King*~Backup Student Teller Supervisor***

**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:**

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|  | **Classroom Management Plan**   * Verbal reprimand * Conference with student with parent contact * Withdrawal of privilege(s) with parent contact * Other consequences determined to be reasonable and appropriate by the school administration.   **Cell Phones**  Cell phones and earbuds/headphones will not be allowed to be used during classroom instruction time. Phones and earbuds/headphones will be put away in a location designated by the teacher and placed in silent mode. In secondary schools, students will have access to their phones and earbuds/headphones outside of classroom instruction time such as between classes and lunch. Failure to follow these procedures will result in a disciplinary referral to the office. |

* + 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/Cellphone Utilization:**

* **Student laptops and/or cellphones are not allowed on the teller line at any time.**

**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,**)**, shredding daily, and following RFCU procedures.

**Embedded Numeracy, Literacy & Science**:

Opportunities for numeracy and literacy in the CTE class are critical and help support the goals of CTE in preparing students for college and/or career. Example anchor activities for mathematics include performing various banking transactions. Example anchor activities for literacy include: reading and applying knowledge of rules and regulations of the credit union. Example anchor activities for science include: evaluating how money is made and what chemicals/metals are used and/or what is the science behind the counterfeit pen..

**Technical Writing:**

Students will learn to select use appropriate language and layout for technical documents and write documents that are clear, accurate, and grammatically correct.

**FBLA**

Future Business Leaders of America (FBLA) is a co-curricular component of the Business/Marketing program. Although FBLA membership is completely voluntary, it enhances classroom instruction, develops leadership skills, and provides opportunities for professional growth and service. Meetings and service projects will be announced and conducted during Refuel. FBLA membership is $25.

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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.**

**Dear Parent/Guardian,**

**I look forward to having a great year! I feel fortunate to have your son/daughter in my class this semester and hope that you will contact me should you have any concerns about the progress of your son/daughter or any aspect of the instruction. With your son/daughter, please read the attached policies, then fill out the online form with the link provided below. Please provide a current email address and phone number at which I can contact you should the need arise. Please contact me at school with any concerns.**

**Thank you,**

**~Dr. Shears**

**Instead of printing out a page saying you have received and read the syllabus, please fill out this online form with your contact information!**

[**https://rb.gy/i2fis**](https://rb.gy/i2fis)