



ENLIGHTIUM ACADEMY

Ignitia™ Career and Technical Education
Electives

Banking Services Careers

Enlightium Academy invites you to open the door to career and college readiness with Career and Technical Education (CTE) courses from Alpha Omega Publications - Ignitia™.

These rigorous, hands-on courses for grades 7-12 promote critical thinking, emphasize problem solving, and encourage students to take responsibility for their own learning. With 24 CTE courses divided into six clusters, these courses put students on practical paths to post-graduate success.

Should you have any questions about the curriculum, please contact support@enlightiumacademy.com or call Enlightium Academy Customer Support at (866) 488-4818 ext. 2017.

If you have questions about technical support or product configuration, please see the information below for Alpha Omega Publications.

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Alpha Omega Publications' technical support is Ignitia™'s full-service technical support system. We exist to promote and preserve our customers' satisfaction. Our services include:

- Technical Support
- Product Configuration and Update Management

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Telephone:

Toll Free: 1-877-251-6662
Monday –Friday 7 a.m. to 5 p.m. (CT)

COURSE OVERVIEW

Banking and financial services are the backbone of everything that we do in society. Without the banking industry, consumers would have no safe place to deposit their money and there would be no standard currency used within the United States. The banking industry is responsible for many of the products that we use on a daily basis, from checking and savings accounts to debit cards, credit cards, and loans.

This course will focus on the specific skills related to banking and related services. In addition, you will explore career paths and the required training or higher education preparation necessary to obtain a career in banking and related services. Also, you will gain an understanding of the basic functions of customer transactions, cash drawer activity, check collection processes, and other customer service–related transactions. This course will also discuss how technology has changed the banking and related services industry. Finally, this course will provide an overview of the technical and people skills necessary to aid consumers with setting up an account, processing a loan, or establishing a business.

Objectives

- Examine laws and regulations to manage business operations and transactions in the banking services industry.
- Identify positive, ongoing relationships with banking customers.
- Analyze the use of financial resources to enhance banking performance.
- Demonstrate the use of banking technology and equipment.
- Plan the day-to-day activities within a banking organization to ensure secure operations.
- Evaluate career-planning concepts, tools, and strategies to explore, obtain, and/or develop a career in banking services.
- Label client needs and wants and compose a response through planned, personalized communication to guide purchase decisions and enhance future business opportunities in banking services.

UNIT 1: DESCRIPTION OF THE BANKING INDUSTRY			
BANKING SERVICES CAREERS	Assignment Titles		
	1.	Course Overview	10. Project: Open a New Bank
	2.	Overview of the Federal Reserve System	11. Credit Unions
	3.	The Money Supply and Monetary Policy	12. Project: Compare and Contrast
	4.	Project: Fed Decision Making	13. Quiz 2: Types of Financial Institutions
	5.	Banking Regulations and Oversight	14. Project: Special Project*
	6.	Project: Factors of a CAMELS Rating	15. Test
	7.	Quiz 1: The Federal Reserve	16. Course Project Part 1: Introduction of Your Product or the Improvement to a Product*
	8.	Overview of Bank Charters	17. Glossary and Credits
	9.	State-Chartered Versus Federally-Chartered Banks	

UNIT 2: BANK PERFORMANCE			
BANKING SERVICES CAREERS	Assignment Titles		
	1.	Overview of Bank Performance	10. Reporting Financial Information
	2.	Specific Criteria for Measuring Bank Performance	11. Project: Investigating Bank Violations
	3.	Project: Bank Analysis	12. Quiz 2: Financial Information and Laws and Regulations
	4.	Customers and Bank Performance and Profitability	13. Project: Special Project*
	5.	Project: Bank Ranking Analysis	14. Test
	6.	Quiz 1: Maximizing Bank Performance	15. Course Project Part 2: Choosing a Charter*
	7.	Overview of Financial Reports	16. Glossary and Credits
	8.	Project: Reviewing a Federal Reserve Report	
	9.	Income Statements and Balance Sheets	

UNIT 3: BANK PRODUCTS				
BANKING SERVICES CAREERS	Assignment Titles			
	1.	Checking Accounts	10.	Project: Research a Loan
	2.	Project: Checking Account Comparison	11.	Finding the Right Loan and Bank to Meet Your Needs
	3.	Savings Operations	12.	Project: Find the Best Loan
	4.	Project: Research Savings Options	13.	Quiz 2: Lending
	5.	Banks and Technology	14.	Project: Special Project*
	6.	Project: Bank Comparisons	15.	Test
	7.	Quiz 1: Deposit Accounts and e-Banking	16.	Course Project Part 3: Bank Services*
	8.	Overview of Lending Products	17.	Glossary and Credits
	9.	The Lending Process		

UNIT 4: CUSTOMER RELATIONSHIPS				
BANKING SERVICES CAREERS	Assignment Titles			
	1.	Overview of Personal Financial Planning	9.	Being Involved to Increase Profitability
	2.	Services Offered by Banks	10.	Designing the CSR Program
	3.	Project: Financial Planning Services	11.	Project: CSR Investigation
	4.	Technology, Personal Financial Planning, and Customer Retention	12.	Quiz 2: The Bank and the Community
	5.	Project: Explore Personal Finance Software	13.	Test
	6.	Quiz 1: Personal Financial Planning	14.	Course Project Part 4: Corporate Social Responsibility Strategy*
	7.	Overview of CSR	15.	Glossary and Credits
	8.	Project: Researching CSR		

UNIT 5: BANKING AND CONSUMERS				
BANKING SERVICES CAREERS	Assignment Titles			
	1.	The Role of Bank Employees	9.	Skills, Experience, and Education
	2.	Project: What Do Bank Employees Do?	10.	Project: Job Research
	3.	Bank Employees and their Customers	11.	Bank Career Trends
	4.	Project: New Bank Customer Service Code	12.	Quiz 2: Bank Employee Careers
	5.	Building Relationships and Earning a Profit	13.	Test
	6.	Quiz 1: Overview of Bank Employees	14.	Course Project Part 5: Finding Key Employees*
	7.	Career Opportunities	15.	Glossary and Credits
	8.	Project: Exploring Careers in a Bank		

UNIT 6: COURSE PROJECT, REVIEW, AND EXAM				
BANKING SERVICES	Assignment Titles			
	1.	Course Project Part 6: Planning For the Trends*	3.	Exam
	2.	Review		

(*) Indicates alternate assignment