

**East Penn School District  
Secondary Curriculum**

**A Planned Course Statement  
for  
Banking I**

**Course # 634**

**Grade(s) 10-12**

**Department: Business & Information Systems**

**Length of Period (mins.) 40**

**Total Clock Hours**

**Periods per Week 5**

**Length of Course (yrs.) .5**

**Type of Offering:       required   X  elective**

**CREDIT .5**

**Adopted 6/8/09**

**Developed by:  
Kelly Duffy**

## Description of Course

### Course Title: Banking I

**Description:** Emmaus High School is fortunate to be one of the only high schools in the country to have a full-service bank located in-house. East Penn Bank, a Division of Harleysville National Bank, has a branch located near the cafeteria that is available for all of our student, faculty, and staff's banking needs. The Banking I class takes place in the bank and offers students a behind-the-scenes look at the bank's daily operations. The course centers around a teller training module in which students learn the fundamentals of banking transactions, customer service, bank security and the teller operating system. 6 periods per cycle Semester course .50 credit

**Note:** Admission into the class requires a student application and teacher recommendation. The high school administration and the Computer and Business Applications Department reserve the right to deny any student the privilege of admission into the Banking courses.

**Goals:** To take advantage of the unique opportunity of having a full-service bank in house by providing students with a hands-on educational experience.

#### **Text:**

Modern Teller Training 5, 1<sup>st</sup> Financial Training Services, Palatine, Illinois, 2008.

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#### **Key to Levels of Achievement (listed with each learning objective)**

Awareness (A)	Students are introduced to concepts, forms, and patterns.
Learning (L)	Students are involved in a sequence of steps and practice activities which involve further development and allow for evaluation of process.
Understanding (U)	Students demonstrate ability to apply acquired concepts and skills to individual assignments and projects on an independent level.
Reinforcement (R)	Students maintain and broaden understanding of concepts and skills to accomplish tasks at a greater level of sophistication.

## Course Objectives – Banking I

Unit	Num	Objective	Level	Content	Evaluation	Standard
Unit 1 – Today’s Professional Teller	1	Students will be able to describe a teller’s key operational responsibilities in a bank.	A	<ul style="list-style-type: none"> <li>Classroom discussions/lecture</li> <li>Text assignments</li> <li>Supplementary materials</li> <li>Hands-on activities</li> <li>Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>Tests/quizzes</li> <li>Homework</li> <li>Group/Individual projects</li> <li>Class participation</li> <li>Teacher observation</li> <li>Midterm exam</li> </ul>	<ul style="list-style-type: none"> <li>NBEA Personal Finance VI</li> </ul>
	2	Students will be able to recognize a teller’s customer service responsibilities and the importance of professionalism in the workplace.	A	<ul style="list-style-type: none"> <li>Classroom discussions/lecture</li> <li>Text assignments</li> <li>Supplementary materials</li> <li>Hands-on activities</li> <li>Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>Tests/quizzes</li> <li>Homework</li> <li>Group/Individual projects</li> <li>Class participation</li> <li>Teacher observation</li> <li>Midterm exam</li> </ul>	<ul style="list-style-type: none"> <li>NBEA Personal Finance VI</li> </ul>
	3	Students will know the function of various bank departments.	A	<ul style="list-style-type: none"> <li>Classroom discussions/lecture</li> <li>Text assignments</li> <li>Supplementary materials</li> <li>Hands-on activities</li> <li>Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>Tests/quizzes</li> <li>Homework</li> <li>Group/Individual projects</li> <li>Class participation</li> <li>Teacher observation</li> <li>Midterm exam</li> </ul>	<ul style="list-style-type: none"> <li>NBEA Personal Finance VI</li> </ul>
	4	Students will understand the role of a supervisor/manager in a bank.	A	<ul style="list-style-type: none"> <li>Classroom discussions/lecture</li> <li>Text assignments</li> <li>Supplementary materials</li> <li>Hands-on activities</li> <li>Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>Tests/quizzes</li> <li>Homework</li> <li>Group/Individual projects</li> <li>Class participation</li> <li>Teacher observation</li> <li>Midterm exam</li> </ul>	<ul style="list-style-type: none"> <li>NBEA Personal Finance VI</li> </ul>
	5	Students will evaluate various electronic banking services including ATMs, online banking, etc.	L	<ul style="list-style-type: none"> <li>Classroom discussions/lecture</li> <li>Text assignments</li> <li>Supplementary materials</li> <li>Hands-on activities</li> <li>Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>Tests/quizzes</li> <li>Homework</li> <li>Group/Individual projects</li> <li>Class participation</li> <li>Teacher observation</li> <li>Midterm exam</li> </ul>	<ul style="list-style-type: none"> <li>NBEA Personal Finance VI</li> </ul>
	6	Students will become aware of banking regulations and how they affect a teller’s workday.	L	<ul style="list-style-type: none"> <li>Classroom discussions/lecture</li> <li>Text assignments</li> <li>Supplementary materials</li> <li>Hands-on activities</li> <li>Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>Tests/quizzes</li> <li>Homework</li> <li>Group/Individual projects</li> <li>Class participation</li> <li>Teacher observation</li> <li>Midterm exam</li> </ul>	<ul style="list-style-type: none"> <li>NBEA Personal Finance VI</li> </ul>

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Unit 2 – You and Your Customers	7	Students will be able to convey to customers the “Four Cs” of customer service.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	8	Students will be able to identify and apply the 4 steps of the cross-selling model.	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	9	Students will learn customer service techniques used to handle difficult customer situations (i.e. irate customers, impatient customers, etc.)	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	10	Students will be able to identify customer behaviors that may be considered suspicious.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
Unit 3 – Handling Money	11	Students will learn teller station opening and closing procedures.	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	12	Students will become aware of cash limits and how to manage cash in a teller drawer.	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	13	Students will learn how to create currency packs (Fed packs and working packs).	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>

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	14	Students will learn how to properly count money using the denomination system of counting.	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	15	Students will learn and practice proper bank procedures of receiving and paying out cash.	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	16	Students will learn proper bank procedures for transferring money with the bank.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	17	Students will learn debits and credits as related to the banking industry.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
Unit 4 – Checking Deposits and Savings Transactions	18	Students will be able to describe the various types of checking accounts and their features.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	19	Students will learn and practice the steps involved in receiving cash and check deposits.	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	20	Students will be able to describe the various types of savings and investment accounts available at the bank.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance IV</li> </ul>

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					<ul style="list-style-type: none"> <li>• Final exam</li> </ul>	
	21	Students will be learn and practice the steps involved in accepting savings account deposits and withdrawals.	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance IV</li> </ul>
	22	Students will be able to distinguish between the different types of retirement accounts offered by the bank.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance IV</li> </ul>
Unit 5 – Making the Check-Cashing Decision	23	Students will be able to explain the placement and function of the 10 items found on the face of a check.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	24	Students will be able to explain the 5 items on a check required for negotiability.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	25	Students will be able to explain the check clearing process.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	26	Students will learn the difference between on-us checks and foreign checks and the bank procedures for accepting and/or cashing both.	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>

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	27	Students will learn and be able to identify the 5 types of endorsements.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	28	Students will understand when and why customer ID may be requested.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	29	Students will learn how to tellers investigate customer accounts when accepting checks.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	30	Students will understand how the bank complies with Regulation CC and the Bank Secrecy Act.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
Unit 6 – Additional Bank Products, Services, and Transactions	31	Students will be able to identify the differences between cashier’s checks, money orders, and traveler’s checks.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	32	Students will learn how tellers issue the above listed negotiable instruments.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	33	Students will be able to identify special bank products and services including investments, loans, and trusts.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance IV</li> </ul>

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	34	Students will be able to identify the benefits of electronic banking services including ATMs, online banking, etc.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
Unit 7 – The Teller Computer System and Balancing Out	35	Students will be able to describe the main features of the teller computer system.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	36	Students will practice processing transactions using the teller computer system. (Lap-top simulation)	R	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	37	Students will practice balancing out their teller drawer at the end of the day.	R	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	38	Students will be able to locate and resolve errors in their teller work using the computer system.	R	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	39	Students will be able to explain how certain transactions can cause a teller’s balance to be “over” or “short.”	U	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
Unit 8 – Forgery and Signature Verification	40	Students will be able to identify the 5 forgery techniques.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>



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	41	Students will become aware of the 8 signs of forgery.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	42	Students will become familiar with signature cards and how they are used in the bank.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	43	Students will be able to identify the 5 handwriting characteristics that make a person's signature unique.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	44	Students will understand the bank guidelines for signature verification.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
Unit 9 – Detecting Counterfeits	45	Students will learn how to distinguish between genuine and counterfeit currency.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	46	Students will learn the various safety features found in U.S. currency.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	47	Students will learn how to evaluate other financial instruments for counterfeiting.	L	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>

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Unit 10 – Fraud	48	Students will learn how to recognize typical con artist characteristics.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	49	Students will become aware of the 7 most common types of checking account fraud.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>
	50	Students will learn how to recognize cash-related schemes.	A	<ul style="list-style-type: none"> <li>• Classroom discussions/lecture</li> <li>• Text assignments</li> <li>• Supplementary materials</li> <li>• Hands-on activities</li> <li>• Internet resources</li> </ul>	<ul style="list-style-type: none"> <li>• Tests/quizzes</li> <li>• Homework</li> <li>• Group/Individual projects</li> <li>• Class participation</li> <li>• Teacher observation</li> <li>• Final exam</li> </ul>	<ul style="list-style-type: none"> <li>• NBEA Personal Finance VI</li> </ul>