

Lesson Plan – Bank Deposits

Course Title: Administrative Procedures

Session Title: Bank Deposits

Performance Objective:

- Students will be able to accurately complete and calculate a deposit slip so it is accepted by the financial institution.

Specific Objectives:

- Students will define an apply vocabulary related to deposits
- Students will prepare a deposit slip in the proper format.
- Students will use a 10-key with tape to total and prove deposit slip.

Preparation

TEKS Correlations:

This lesson, as published, correlates to the following TEKS. Any changes/alterations to the activities may result in the elimination of any or all of the TEKS listed.

Administrative Procedures:

- **120.63(c)(7)(A)**
... follow oral and written instructions;
- **120.63(c)(9)(B)**
...input data using the touch system;
- **120.63(c)(11)(A)**
... calculate answers to problems using addition, subtraction, multiplication, division, percentages, and decimals;
- **120.63(c)(11)(D)**
... prepare bank deposits.

Interdisciplinary Correlations:

English:

110.42(6)(A) – Vocabulary Development

...expand vocabulary through wide reading, listening and discussing.

Math:

111.36 M.5 (C)

...analyze data to make decisions about banking.

Reading:

110.42(b)(7)(J)

... read silently with comprehension for a sustained period of time.

Accommodations for Learning Differences:

For ED, ESL, LD, Special Ed, at Risk, 504, etc. allow the following:

1. Allow students less than best responses to vocabulary and assignment sheets.
2. Allow students additional time to complete deposit slips.
3. Preferential seating.
4. Provide hard copies of Power Point slides for visual and highlighting purposes.

Teacher Preparation:
References: <ol style="list-style-type: none"> 10 Key Manual to demonstrate addition and subtraction Federal Reserve Website: www.federalreserveeducation.org/Fed 101
Instructional Aids: <ol style="list-style-type: none"> Power Point presentation – Preparing Bank Deposits Deposit Slip – Handouts Writing Styles Assignment Sheet Deposit Slip Scoring Sheet
Materials Needed: <ol style="list-style-type: none"> Deposit Slips – 3 per student Bring samples of coins or chocolate coins and allow them to eat at end of lesson. You may want to purchase play money at teacher store for bills.
Equipment Needed: <ol style="list-style-type: none"> Projector for PowerPoint 10 Key adding machines w/paper tape Computer with internet access Microsoft Office Suite
Learner Preparation: Mastery of adding and subtracting with a 10-key and mastery of printing numbers “OCR” style.
Lesson Plan
Introduction (LSI Quadrant I): SAY: Penmanship is very important to avoid errors caused by poorly written figures. It is important that you make your numbers as plain as possible. SHOW: Demonstrate the preferred way to write numbers: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0 Preferred: \$12.45 – AVOID \$12. ⁴⁵ Do not write cents as a fraction with a slash and 100 below it. <i>Allow students to practice.</i> SAY: At the bank, checks are read by a machine. Be sure to write in the space provided. SAY: When you give the deposit slip to the teller, you will be given a copy for your records. SAY: The availability of your funds depends on two factors: <ol style="list-style-type: none"> Day of the deposit. The type of deposit. Cash will be available before an out of town check. SAY: Just because you deposit money in your account, doesn't mean you have

immediate access to it!!

SAY: Deposit slips vary among institutions.

SHOW: Parts of Deposit Slip: Coins, Currency, Total Deposit, Less Cash received & Net Deposit

SHOW: Sign for cash received




Important Terms for this Lesson:












- Bank deposit – money placed in a bank account
- Deposit slip – A form which lists all money deposited in a bank account
- Bills – Paper money
- Coins – cents

Outline

Outline (LSI Quadrant II):

Instructors can use the PowerPoint presentation, slides, handouts, and note pages in conjunction with the following outline.

MI	Outline	Notes to Instructor
	<p>I. Define and demonstrate vocabulary</p> <p>A. Demonstrate and practice writing numbers in columns (if needed)</p> <p>B. Give students 3 copies of deposit slip</p> <p>C. Show students samples of coins and bills</p>	<p>Show slide 2</p> <p>Show slide 3 (could give students 3 copies at this time).</p> <p>Show examples of coins & currency. Show routing number used to record a check on a deposit slip.</p>
	<p>II. Identify steps in preparing a deposit</p> <p>A. Separate and total cash and coins</p> <p>B. Write the current date in the space provided</p> <p>C. Enter the total amount of cash and coins</p> <p>D. For each check</p> <ol style="list-style-type: none">1. Record the banks ABA number2. Record the amount <p>E. Cash received – if you keep cash from deposit</p> <ol style="list-style-type: none">1. Sign space to indicate that cash is received2. Write net deposit amount	<p>PowerPoint slide 4</p>
	<p>III. Use transactions to prepare 2 deposits</p> <p>A. Record paycheck</p> <p>B. Record cash</p>	<p>Power Point slide 5</p> <p>Students will be depositing a paycheck and cash.</p>

		Power Point slide 6 Students will be depositing a paycheck LESS cash received.						
	IV. Review Questions A. Define currency and coins B. Use bank routing number on deposit slip to identify a check on a deposit slip	Do not show Power Point slide 7 until after all transactions are completed.						
	V. Evaluate Deposit Slips A. Neat & clear B. Penmanship C. Figures legible D. Subtotal is correct E. Net deposit is correct	Evaluate for accuracy Legibility of numbers						
Copy and paste Multiple Intelligences Graphic in appropriate place in left column.								
								
Verbal Linguistic	Logical Mathematical	Visual Spatial	Musical Rhythmic	Bodily Kinesthetic	Intra-personal	Inter-personal	Naturalist	Existentialist
Application								
Guided Practice (LSI Quadrant III): 1. Teacher will state expectations for completing a deposit slip. 2. Using an Aver Key show example of a deposit slip. 3. Demonstrate completing a deposit slip. 4. Demonstrate adding and subtracting on 10-key.								
Independent Practice (LSI Quadrant III): Students will complete 2 deposit slips								
Summary								
Review (LSI Quadrants I and IV): Use the review questions on slide 7 and notes pages for answers.								
Evaluation								
Informal Assessment (LSI Quadrant III): 1. Instructor will observe students as they complete deposit slips and provide verbal corrections. 2. Instructor will assist students as needed.								

Formal Assessment (LSI Quadrant III, IV):

Using the deposit slip score sheet, evaluate the deposits that students make based on: accuracy of figures and total as well as legibility.

Extension/Enrichment (LSI Quadrant IV):

Using the appropriate medium of their choice, students will use the internet to gain access about routing numbers and their purpose and present it to the class in a media of their choice.

WRITING STYLES ASSIGNMENT

DIRECTIONS: Practice writing the numbers below. The chart shows the correct style as well as styles to avoid.

CORRECT	INCORRECT STYLE	PRACTICE MAKES PERFECT
1	Could Be Mistaken For A “7” If Written Directly On The line.	
2	Could look like a “5”	
3	Could look like a “8”	
4	Could look like a “9”	
5	Could look like a “2”	
6	This could be mistaken for a “1” or a “0”	
7	Could be mistaken for a “9”	
8	Could look like a “6”	
9	The open top makes this look like a “4”	
0	Don’t connect zeros and be sure to close the top loops	

DEPOSIT SLIP
SCORE SHEET

TRAINEE _____

DEPOSIT SLIP	POINTS
Date is written correctly (Month, day & year) 5 pts ea.	15 _____
Signature only if cash received	10 _____
Routing number used to identify check	30 _____
Number is written in correct format & spaces	20 _____
Subtotal is correct	15 _____
Net deposit is correct	10 _____
SCORE	100 _____ 0