

# Careers in Action

## Summer Teacher Internship/Lesson Plan Writing Project

**This lesson has been endorsed by Becky Palomo, Office Manager, Long Chilton, LLP**

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PREP

Summer 2007

**Teacher's Name**

**Course/Subject**

**Date(s)/Time**

**Content**

### Objective(s)

The Student will organize a checking account by reconciling the bank statement to balance to the penny; realize the consequences of not reconciling and the value of reconciling through creating a rubric and identify the consequences positive and negative

### Career Concentration(s)

- |  |  |
|--|--|
| <input type="checkbox"/> Agricultural Science            | <input type="checkbox"/> Human Dev., Management & Services |
| <input type="checkbox"/> Art, Communications & Media     | <input type="checkbox"/> Industrial and Engineering        |
| <input checked="" type="checkbox"/> Business & Marketing | <input type="checkbox"/> Personal and Protective Services  |
| <input type="checkbox"/> Health Science Technology       |  |

### TEKS Reference:

### Focus/Anticipatory Set

Do you know what a hot check is? How much it costs your pocket? The repercussions of a hot check (check bouncing) and your reputation as a being able to pay

### Bloom's Taxonomy in Lesson

- Knowledge  
 Comprehension  
 Application

### Multiple Intelligences

- Linguistic  
 Logical/Math  
 Musical  
 Spatial

### SCANS

		A	B	C	D	E	F
Foundation	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competencies		A	B	C	D	E	F
	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Relevance/Connection to Workplace

Public accountants do audits and all figures on bank statements need to be on general ledger and proves that cash account is properly state - some items need to be written off - Reconciliation helps you keep track

- Analysis  
 Synthesis  
 Evaluation

- Bodily-Kinesthetic  
 Intrapersonal  
 Interpersonal  
 Naturalist

**Process**

### Instructional Methodology (Activities)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Lecture            | <input type="checkbox"/> Class/Group Discussion     |
| <input checked="" type="checkbox"/> Teacher Modeling   | <input checked="" type="checkbox"/> Question/Answer |
| <input checked="" type="checkbox"/> Media Presentation | <input checked="" type="checkbox"/> Guided Practice |
| <input type="checkbox"/> Small Group                   | <input type="checkbox"/> Independent Practice       |

### Instructional Material's

Use checks from previous activities: Write a short essay as to why reconciliation is important, how can it save you money, and time.

### Detail(s) of Instructional Methodology (Activities)

Demonstrate managing a register and reconciling. Discuss the reasons to reconcile,

### Materials/Resources

check register; Handout with short answer questions, an essay question, a checkbook, entries . Student find websites to help create a rubric

### Use of Technology

calculator; excel spreadsheet, Microsoft word

### Accommodations

peer tutor; Frequent feedback; positive reinforcement; use large fonts; frequent breaks if needed

**Product**

### Assessment

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Teacher Evaluation | <input type="checkbox"/> Peer/Self Evaluation                 |
| <input type="checkbox"/> Employer Evaluation           | <input checked="" type="checkbox"/> Written/Oral Presentation |
| <input checked="" type="checkbox"/> Test/Quiz          | <input checked="" type="checkbox"/> Others; _____             |

### Bloom's Taxonomy in Assessment

- |   |  |
|---|--|
| <input type="checkbox"/> Knowledge                | <input checked="" type="checkbox"/> Analysis   |
| <input checked="" type="checkbox"/> Comprehension | <input type="checkbox"/> Synthesis             |
| <input checked="" type="checkbox"/> Application   | <input checked="" type="checkbox"/> Evaluation |

### Reteach Activity/Homework

complete another reconciliation

### Lesson Closure

Having an up to date balance of your checking account can save you money, time, and reputation