

Using a Checkbook

This lesson works great, and the students really enjoy it.

Corresponding Events:

Accounting I, Business Math

Objectives:

- Identify parts of a check
- Writing checks
- Using a check register

Materials:

- 8.5 by 11-inch paper
- Computers (optional)

Activity Time:

Multiple class times as allowed.

Concepts Taught:

- Preparing and maintaining an accurate checking account
- Application of correct social interactions

How to Play:

Day One:

1. Discuss the different parts of a check.
2. Students are then asked to create their own check design and check stub.
3. A computer may be used to create the checks. However, if computers are not available, students may be given a sheet of 8.5 by 11-inch paper. This paper is folded into three equal parts.
4. Each student is to design their own check with all of the correct parts. They can add little pictures to add their own personal touches, etc. They do not need to use all three sections of the paper, but if they mess one up, they can redo it neatly on another section.

5. Take each student's copy and cut out the good one. Line up three check copies from three different students on the copier, and then print ten copies. Repeat this for all students. Cut the sheets and staple the checks so that each student has their own custom made checkbook!

Day two:

1. Each student is to create a unique name of a business and place it on the top of a large sheet of paper (11 by 14-inch paper works). Below their company name, they list the items that students would like to buy. Be sure to keep items to a small business—coffee shop, clothing, etc. Include no more than six items to sell and include the price. There should be no illegal products!
2. The teacher photocopies a check register for distribution to each student. The beginning balance on the register is \$5,000 for each student. A single page is all that is needed.

Day three:

1. All of the students form one big circle with their desks (two circles if a large class).
2. Each student attaches their sign to the front of their desk so that everyone can see the name of the business and the items for sale.
3. Each student has a check register with a balance of \$5,000.
4. Every student is instructed to buy from other students. Only one check is written per business so everyone gets a chance to participate. They have ten checks to write to other businesses when they make their purchases. There is a lot of talking and interaction during this stage!
5. They must record all of the checks they write and all of the checks they receive in their check register. Their check balance will go up and down depending on withdrawals and deposits. They must use all ten checks!
6. When all buying is complete, the check registers must be completed neatly. They should check their math before turning in their registers.

Options:

The check register can be transferred to an Excel worksheet, so the students can practice their 10-key skills and formulas.

Assessments:

As the game progresses, walk around the room and check that the students are participating and correctly writing checks and using the register.