

Task-based Activity Cover Sheet

Task Title: Using the Libro Website – Making a Deposit

Learner Name:		
Date Started:	Date Completed:	
Successful Completion: Yes 🗆 No 🗖		
Goal Path: Employment X Apprenticeship	Secondary School \square Post-Secondary \square Independence \square	
Task Description:		
Learner will download and complete an electro	onic deposit sheet for a workplace	
Competency:	Task Group(s):	
B: Communicate Ideas and Information	B3: Complete and create documents	
C: Understand and Use Numbers	C1: Manage money	
D: Use Digital Technology	D: N/A	
Level Indicators:		
B3.2a: Use layout to determine where to make	e entries in simple documents	
C1.1: Compare costs and make simple calculations		
D.2: Perform well-defined, multi-step digital tasks		
Performance Descriptors: see chart on last page	ge	
Materials Required:		
Pencil or pen		
 Computer with internet access 		



Task Title: Using the Libro Website – Making a Deposit

Small businesses need to make regular deposits at the credit union or bank. It can be the responsibility of the manager or other employees to put together the deposit. Look at https://www.libro.ca/owners-navigation/footer-1-nav-items/tools-resources.

Learner Information and Tasks:

- **Task 1:**Download a Deposit Slip.
- **Task 2:** Fill in the Deposit Slip using the information below:

Owner:	Abir Bahar			
Date:	Today's Date			
Owner #:	65238765	65238765		
Sub:	0267			
Cash:	28 Loonies	28 Loonies		
	61 Toonies			
	25 - \$5			
	36 - \$10			
	121 - \$20			
	3 - \$50			
	1 - \$100			
Cheques:	Joanna Smith	\$53.00		
	Michael Johnson	\$82.50		

Task 3: Print Form and Initial the Deposit Slip as if you were making the deposit.

Task 4:Calculate the total deposited.



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Answer Key

Task 1:Download a Deposit Slip.

A: See the completed deposit form

Task 2:Fill in the Deposit Slip using the information below:

Owner:	Abir Bahar		
Date:	Today's Date		
Owner #:	65238765		
Sub:	0267		
Cash:	28 Loonies		
	61 Toonies		
	25 - \$5		
	36 - \$10		
	121 - \$20		
	3 - \$50		
	1 - \$100		
Cheques:	Joanna Smith	\$53.00	
	Michael Johnson	\$82.50	

A: See the completed deposit form

Task 3:Print Form and Initial the Deposit Slip as if you were making the deposit.

A: See the completed deposit form and look for learner's initials

- Task 4:Calculate the total deposited.
 - A: 3305.00 + 135.50 = 3440.50

Completed Form

Reset Form Print Form	DEPOSIT SLIP		
Owner Name: Abir Bahar			
Date: (today's date)			
Owner Number: 6 5 2 3 8 7 6 5 sub: 0267			
CASH			
Rollod Coin	\$		
х .01	0.00		
x .05	0.00		
x .10	0.00		
x .25	0.00		
28 x 1	28.00		
61 x 2	122.00		
25 x 5	125.00		
36 x 10	360.00		
121 x 20	2,420.00		
3 x 50	150.00		
1 x 100	100.00		
Total CAD Cash	\$ 3,305.00		
Total Foreign Cash (do not include exchange)	5		
Ex. Rate Total Foreign Cash (after exchange rate)	\$ 0.00		

	8.	
	9.	
0.00	10.	
0.00	11.	
0.00	12.	
0.00	13.	
26.00	14.	
22.00	15.	
25.00	16.	
60.00	17.	
20.00	18.	
50.00	19.	
00.00	20.	
05.00	21.	
	22.	
0.00	23.	
	Total CAD Cheques Total No.	\$ 135.50
ן ך	Total Foreign Cheques Total No. (do not include exchange)	s
	Ex. Rate Total Foreign Cheques (after exchange rate)	\$ 0.00

CHEQUES

\$

Joanna Smith

Michael Johnson

Amount:

53.00

82.50

Name

1.

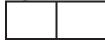
2.

3.

4.

5. 6.

τ.



SR's Initials



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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.2a	uses layout to determine where to make entries			
	• begins to make some inferences to decide what information is needed, where and how to enter the information			
	 makes entries using a limited range of vocabulary 			
	follows instructions on documents			
C1.1	 adds, subtracts, multiplies and divides whole numbers and decimals 			
	 recognizes values in number and word format 			
	 interprets and represents costs using monetary symbols and decimals 			
	 uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			
D.2	 selects and follows appropriate steps to complete tasks 			
	 locates and recognizes functions and commands 			

This task: was successfully completed \Box

needs to be tried again $m{\Box}$

Instructor (print)

Learner Signature