4.01 and 4.02 Study Guide

Name: Period: Date:

1. Accounting:
2. Accounting Equation=
3. Asset:
4. Examples of Assets:
5. Liabilities:
6. Examples of Liabilities:
7. The following are examples of what type of activities: Accounting Activities, banking activities, or finance activities
   1. Selling insurance:
   2. Recording daily transactions :
   3. Accepting deposits and processing withdrawals
   4. Auditing financial records:
   5. Paying bills:
   6. Preparing tax forms
   7. Opening new accounts for customers
   8. Buying and selling stock
8. Business Management:
9. Who performs the management functions?
10. Three levels of management
11. Example of a Top-Level Manager
12. Example of a Middle level manager
13. Example of a first line manager
14. Four Functions of Management and definitions