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
	1.
	2.
	3.
11. Example of a Top-Level Manager
	1.
	2.
	3.
12. Example of a Middle level manager
	1.
	2.
13. Example of a first line manager
	1.
	2.
	3.
	4.
14. Four Functions of Management and definitions
	1.
	2.
	3.
	4.