

Accounting I

LAP 11- Cash Control and Banking Activities Mini Practice – Fast Track Tutoring Service Adventure Travels - Simulation



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ **PT1b** Use accounting procedures for planning, organizing, and allocating resources
- ◆ **PT1f** Be proficient in the use of technology
- ◆ **PT1h** Apply trouble shooting techniques and processes
- ◆ **PT2b** Employ technology in the development of strategies for solving of problems in the real world.
- ◆ **PT3d** Use technology tools and resources for managing and communicating personal/professional information, e.g., finances, schedules, addresses, purchases, and correspondence
- ◆ **PT4** Use information-gathering techniques, analyze and evaluate information, and use information technology to assist in collecting, analyzing, organizing, and presenting information

Objectives

- ◆ Describe the internal controls used to protect cash.
- ◆ Describe the forms needed to open and use a checking account.
- ◆ Accurately record information on check stubs.
- ◆ Prepare a check correctly.
- ◆ Reconcile a bank statement.
- ◆ Journalize and post entries relating to bank service charges.
- ◆ Define the accounting terms introduced in this chapter.

Resource Accounting-Real World Applications & Connections – First-Year Course
Chapter Reviews and Working Papers (Accounting Workbook)
CD ROM
Electronic Field Trip
Simulation

Time Frame 10 hours **without** Adventure Travel Simulation – **with** Simulation – 15 hours

Introduction

In chapter 11 you will learn to use a checking account and to record bank service charges in the accounting records for a business.

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed. Turn in completed activities as directed by instructor.

- _____ View Electronic Field Trip, Banking and Internal Controls
- _____ Read, Cash Control and Banking Activities, pp. 256-257
- _____ Read Section 1, Banking Procedures, pp. 258-263
- _____ Complete the following exercises on p. 264: Thinking Critically, Communicating Accounting and Problem 11-1 using appropriate working papers
- _____ Read Section 2, Reconciling the Bank Statement, pp. 265-272

- _____ Complete the following exercises on p. 273: Thinking Critically, Computing in the Business World and Problem 11-2 using appropriate working papers
- _____ Read Accounting Careers in Focus, p. 274 and answer the Thinking Critically question
- _____ Review the Chapter 11 Summary on p. 275
- _____ Complete Understanding Accounting Concepts and Procedures on p. 276
- _____ Complete Chapter 11 Review and Activities on p. 277 (see instructor)
- _____ Read Chapter 11 Computerized Accounting, p. 278
- _____ Complete End-of-Chapter problems on pp. 279-281, Problems 11-3, 11-4, 11-5, 11-7 and 11-8, using appropriate working papers
- _____ Complete the Spreadsheet Problem 11- 6 on p. 280
- _____ Complete Chapter 11 Review on pp. 224-225 of the Working Papers
- _____ Complete Self-Test on pp. 247-248 of the Working Papers
- _____ Complete CD Rom (see instructor for directions)

_____ **Take Chapter 11 Test**

_____ **Take Unit 2 A-2 Test**

- _____ Complete Mini Practice Set Fast Track Tutoring Service, pp. 282-283 using the appropriate working papers. This mini-practice set can be completed manually or electronically per instructor's direction.

_____ **Take the Fast Track Tutoring Service Audit Test on pp. 265-266 of The Working Papers**

PLEASE SEE YOUR INSTRUCTOR FOR DIRECTIONS CONCERNING THE BUSINESS SIMULATION – ADVENTURE TRAVELS

Self Assessment - "I/I can . . . "

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- _____ Describe the forms needed to open and use a checking account.
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- _____ Prepare a check correctly.
- _____ Reconcile a bank statement.
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- _____ Define the accounting terms introduced in this chapter.