

## Accounting I

### LAP 8 – The Six-Column Work Sheet



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
- ◆ **PT4** Use information-gathering techniques, analyze and evaluate information, and use information technology to assist in collecting, analyzing, organizing, and presenting information.

**Objectives**

- ◆ Explain the purpose of the work sheet.
- ◆ Describe the parts of a six-column work sheet.
- ◆ Prepare a six column work sheet.
- ◆ Calculate net income and net loss.
- ◆ 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

**Time Frame** 10 hours

**Introduction**

**In chapter 8 you will learn the first of the end-of-period activities that complete an accounting cycle. You will learn how to prepare a trial balance and to complete a six-column work sheet for a sole proprietorship, service 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, Knowing Your Legal Rights
- \_\_\_\_\_ Read The Six-Column Work Sheet, pp. 180-181
- \_\_\_\_\_ Read Section 1, Preparing The Work Sheet, pp. 182-185
- \_\_\_\_\_ Complete the following exercises on p. 186: Thinking Critically, Communicating Accounting and Problems 8-1 and 8-2, using appropriate working papers
- \_\_\_\_\_ Read Section 2, Extending Amounts Across the Work Sheet pp. 187-193
- \_\_\_\_\_ Complete the following exercises on p. 194: Thinking Critically, Computing in the Business World, and Problem 8-3, using the appropriate working papers
- \_\_\_\_\_ Review the Chapter 8 Summary on p. 195
- \_\_\_\_\_ Complete Understanding Accounting Concepts and Procedures on p. 196
- \_\_\_\_\_ Complete Chapter 8 Review and Activities on p. 197 (see instructor)

- \_\_\_\_\_ Read Chapter 8 Computerized Accounting, p. 198
- \_\_\_\_\_ Complete End-of-Chapter problems on pp. 200-201 Problems 8-5, 8-6, and 8-7, using appropriate working papers
- \_\_\_\_\_ Read Computerized Accounting Using Spreadsheets, pp 159-162 in The Working Papers
- \_\_\_\_\_ Complete the Spreadsheet Problems 8-4 on p. 199 and 8-8 on p. 201
- \_\_\_\_\_ Complete Chapter 8 Review on pp. 154-155 of the Working Papers
- \_\_\_\_\_ Complete Self-Test on pp. 169-170 of the Working Papers
- \_\_\_\_\_ Complete CD Rom (see instructor for directions)

\_\_\_\_\_ **Take Chapter 8 Test**

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

- \_\_\_\_\_ Explain the purpose of the worksheet.
- \_\_\_\_\_ Describe the parts of a six-column work sheet.
- \_\_\_\_\_ Prepare a six column work sheet.
- \_\_\_\_\_ Calculate net income and net loss.
- \_\_\_\_\_ Define the accounting terms introduced in this chapter.