Accounting Department: Week 1: Chart of Accounts

The first week you will learn:

* The importance of keeping good records
* The difference between a service business and one that carries merchandise
* How to prepare a chart of accounts
* Account Classifications: Assets, Liabilities, Stockholders’ Equity, Cost of Merchandise, Expenses

Assignments for Week 1

1. Read the chapter 1 accounting Tutorial. [Chapter 1 Accounting Tutorial](http://janetbelch.com/acct/c1.html)
2. Answer the four questions at the bottom of the tutorial
3. Complete worksheet questions and turn into instructor
4. Produce a chart of accounts for your own company. Print it out. Turn it in
5. Turn in your progress log to your supervisor.
6. Take the chapter 1 accounting test. [Chapter 1 Accounting Test](http://janetbelch.com/acctests/c1test.html)