Accounting Department: Week 6: Banking & Checking

The sixth week you will learn:

* How to use a checking account
* How to prepare a bank reconciliation
* Learn how to use the bank

Assignments for Week 6

1. Read the chapter 6 accounting Tutorial. [Chapter 6 Accounting Tutorial](http://janetbelch.com/acct/c6.html)
2. Answer the four questions at the bottom of the tutorial
3. Complete worksheet questions and turn into instructor
4. Complete a checkbook
5. Turn in your progress log to your supervisor.
6. Prepare a bank reconciliation
7. Learn Banker’s duties
8. Take the chapter65 accounting test. [Chapter 6 Accounting Test](http://janetbelch.com/acctests/c6test.html)