



Elementary Book-Keeping (Classic Reprint)

By Ernest Evan Spicer

Forgotten Books. Paperback. Condition: New. This item is printed on demand. 390 pages. Dimensions: 9.0in. x 6.0in. x 0.8in. Excerpt from Elementary Book-Keeping In writing this book we have endeavoured to produce a Work on Elementary Book-keeping which deals with the subject entirely from a practical point of view. At the same time we have written it as clearly and simply as possible in order that it can be profitably used by young students studying bookkeeping for the first time. We have included a good deal of matter which every young man entering business should know, which strictly does not come under the heading of book-keeping. We have done this since it is impossible for any one to understand the principles of book-keeping without having some general knowledge of business procedure. Numerous illustrations have been included dealing with every point, and these have been purposely kept as short as possible so as to enable the student to follow them easily in reading the text. We have added an Appendix containing a series of graduated problems with key answers, which we hope will be found useful. It is with pleasure that we have to acknowledge the material assistance afforded to us by our...



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