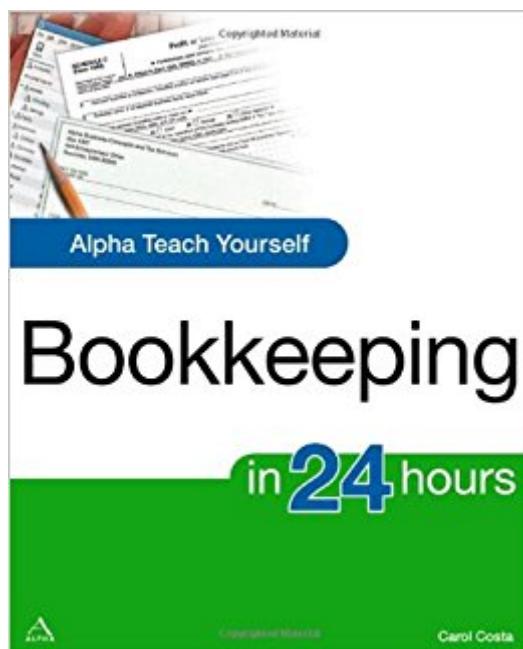


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# Alpha Teach Yourself Bookkeeping In 24 Hours (Alpha Teach Yourself In 24 Hours)



## **Synopsis**

One day to bookkeeping success. Since many small businesses leave the all-important job of bookkeeping to someone on the staff with no training, there is a demand for this easy, authoritative how-to on the subject. Readers will find principles and procedures adapted to suit the needs of various types of business operations-from retail to entertainment to financial institutions.

## **Book Information**

Series: Alpha Teach Yourself in 24 Hours

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Average Customer Review: 4.2 out of 5 stars 19 customer reviews

Best Sellers Rank: #290,918 in Books (See Top 100 in Books) #88 in Books > Business & Money > Processes & Infrastructure > Office Management #1437 in Books > Business & Money > Accounting

## **Customer Reviews**

Carol Costa has written for numerous business publications and has been a correspondent for the Phoenix Business Journal and The Tucson Business Chronicle. She has owned a bookkeeping and tax service and worked as an accountant.

I got practical advice on how to do the books and I am actually using the techniques I gleaned from the book. I am grateful to Carol for putting together such a practical book. A must read for students of Accounting who want to get a handle on how to do the books or to appreciate how the books are done in practice. I love the book. Thumps up to Carol

I know absolutely nothing about bookkeeping. I've skimmed through similiar books at the bookstore, but often times the more I'd read, the more I'd get lost and confused. This book approaches the subject differently and starts out in a logical order and takes you through each step of bookkeeping very successfully. I highly recommend this book for beginners.

This book is definitely not for beginners into bookkeeping. Without practical application and only learning through significance I cannot see how one can learn bookkeeping in 24 hours. It could refresh ones memory if you already know some bookkeeping.

Really great book and laid out well for learning.....each training i considered ONE HOUR and there are 24 hours total.....you can easily do one per day

A couple of things, I didn't agree with. Not much time spent on Debits vs Credits. But over all very well written.

Excellent Step by Step understanding of bookkeeping. I like how it explains how manual and computerized books work.

great book!!!!

ok

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