

Accounting Principles



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preface
TO THE STUDENT You are about to begin your study of one of the most fascinating and influential subjects in our entire social and economic sphere. Accounting is both interesting and important because it deals directly with people and how they go about forming their objectives, making decisions, and reaching their goals. Accounting is influential, indeed, because it is vitally concerned with improving the likelihood that people actually do accomplish their goals, especially those goals of an economic and social nature. This course should be a rewarding and pleasant experience for you. Through the use of modern learning concepts, Accounting Principles gives you a complete yet simple learning system to assure your mastery of this important area of knowledge. This book has been written specifically for you. The following paragraphs outline the best way for you to use this textbook in your study of accounting. First: Read and study the text. To make it easier for you to learn accounting, the material which you will study in this textbook is divided into small manageable units. There are twenty-four chapters in the book. Each of the chapters contains either two or three units, for a total of fifty-five units. The units are arranged in a logical progression to help you completely master the essential material. Each unit includes the following elements:

Objective. The precise purpose of the unit is stated clearly and openly as the first step. Where appropriate this section tells you how the unit relates to past material and to future material.

2. Approach to attaining the objective After you learn what the unit is going to accomplish, you are briefed on how the unit's material will be covered and on the sequence of the ideas that will be presented.

3. The text itself. You should concentrate your major effort on this area. The material is clearly presented in a logical step-by-step fashion to help you to learn and remember the important relationships. As a further guide the key questions from the approach section are repeated in the text margins next to where the questions are actually discussed and answered. Charts, tables and illustrations are included to help you to quickly and efficiently understand a particular subject.

4. Summary of New terms. Accounting like most subjects you will study has its own special language which you must learn. To help you do this every new term is printed in color in a bold face type and is carefully defined the first time it is used in the text. In addition a summary checklist of these new terms with definitions is included at the end of each unit. As a special feature of this second edition each of

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