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The High School Book-Keeping, Containing Illustrations of the Latest and Best Methods of Keeping Accounts by Single and Double Entry: Business Forms, Correspondence, and Numerous Class Exercises; Also Precis-Writing and Indexing (Classic Reprint)

By H S MacLean Aclean

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English Brand New Book ***** Print on Demand *****.Excerpt from The High School Book-Keeping, Containing Illustrations of the Latest and Best Methods of Keeping Accounts by Single and Double Entry: Business Forms, Correspondence, and Numerous Class Exercises; Also Precis-Writing and Indexing In constructing this work I have endeavored to keep in mind the important fact that the training received at school should be a proper preparation for the performance of the duties of life. With this before me, I have made an attempt, whether successful or not, to present a course of instruction in Book-keeping not only thoroughly practical, but also furnishing suitable means for mental development. Although the more difficult parts of the subject are discussed somewhat fully, care has been taken to give only such explanations as actual experience in the school-room has proved necessary. The pupil is required not merely to copy and study work done for him, but to do it for himself. In short, the aim has been to train the pupil to record business transactions systematically, not simply to show him how to do so. As Double Entry, contrary to...



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