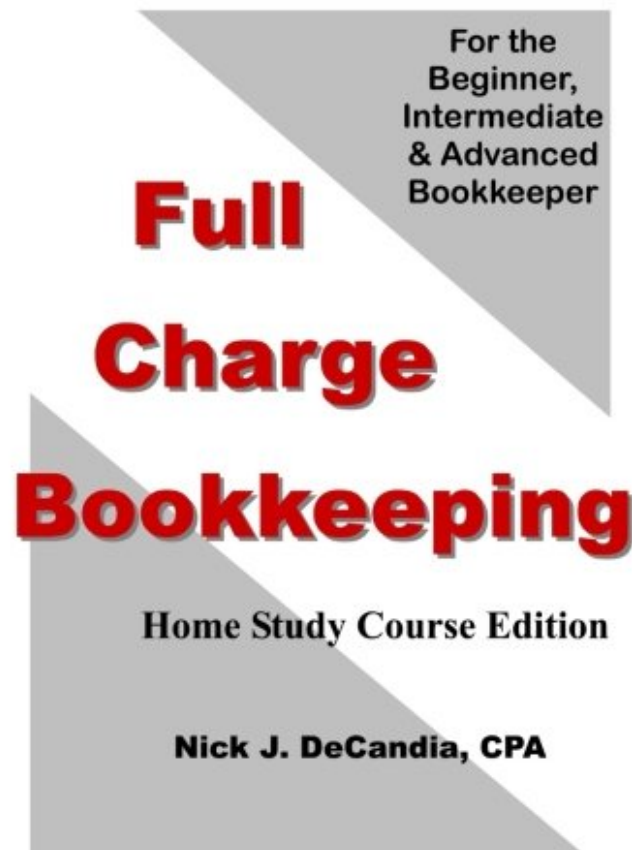


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# Full Charge Bookkeeping, HOME STUDY COURSE EDITION: For the Beginner, Intermediate Advanced Bookkeeper

*Nick J. DeCandia CPA*

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needs to be done, from when you're hired to when you do the daily tasks as bookkeeper. There are appendices that are very useful, including a schedule of tasks called the Master Schedule which allows the reader to know what to expect deadline-wise. Many forms and even a brief overview of bookkeeping topics, though I'd recommend one to learn accounting and bookkeeping before considering this book. Highly recommended! 2 of 2 people found the following review helpful. Description is totally misleading! By L This book isn't AT ALL a bookkeeping course. It's little more than some forms and a lot of questions so that you can take the authors bookkeeping test. Very poor....do not buy this book if you're wanting to know how to do bookkeeping. Description is totally misleading. 0 of 0 people found the following review helpful. Highly recommended By Franquie This was a very informative read, and one that I would recommend to anyone who is interested in learning more about bookkeeping.

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"It's fabulous (and I've taken a bookkeeping course)." ---C.D., A Former Bookkeeper "Wow. I'm impressed with the organization of it. - It's very well put together. I can't say enough." ---R.N., Preschool Director "You've done such a great job giving the step-by-step and providing practical pointers that people would want to have... Very nice work overall!" ---D.D., Attorney About the Author Nick is a nationally published CPA, with 20 years experience in corporate and public accounting - having reached supervisory levels in both. Nick established a national presence in 2001 with his article, "The New Face of the IRS" - written for the Institute of Management Accountant's (IMA) flagship publication Strategic Finance magazine - January 2001 issue. Nick obtained a Business Degree, with concentrations in Accounting and Finance from the University of New Mexico, as well as an Engineering Degree from the University of Notre Dame. Nick's extensive experience, includes having held bookkeeping positions: Bookkeeping Assistant, Intermediate Bookkeeper, Full-Charge Bookkeeper, and Bookkeeping Supervisor. He has written many accounting procedures for various employers. Nick is both author founder of Den Publishing Company.