



Basic Accounting: Service Business Study Guide

By Marivic V. Manalo, Romeo G. Manalo

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Basic Accounting: Service Business Study Guide is designed as a reference material in introductory accounting that can be used by readers, especially students, taking basic accounting for service business.

Presentations and discussions of various accounting concepts and frameworks are simplified to provide the reader with an initial working knowledge on the different steps of the accounting cycle for a service business.

Emphasis is given to various accounting concepts, at the same time, the development of the procedural accounting skills. Different basic accounting frameworks and forms are used to assist readers in understanding seemingly complex accounting subject matters.

The authors would like to inform the users of this study guide that this was written for readers, especially students, who would want to read a quick guide for the rubrics of basic accounting for service business. Each unit is prefaced with learning objectives to serve as guide to readers. Discussion questions and problem exercises are not included in this reference material. This study guide can be effectively use together with a workbook which is available in the university where one of the authors is currently affiliated. This reference material is not intended to replace existing accounting textbooks written by famous authors whom we have respectfully cited and given credit in this guide.

The user of this study guide will walk through the accounting process in a rational, concise and "easy to understand" manner. With the teacher's expert guidance, plus this study guide to learning the basics in accounting, the student will undoubtedly appreciate the fundamentals of accounting. Our desire is to open the eyes of students that studying basic accounting is both easy and rewarding.

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