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MASTERING ACCOUNTING

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and
MICHAEL HERBERT

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MACMILLAN

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PREFACE

This book aims to provide you with a comprehensive introduction to the principles and practice of book-keeping and accounting. Part I introduces you to the world of double entry book-keeping and the important techniques involved in the preparation of the final accounts of a business. Part II moves on to the preparation of final accounts for a range of different organisations including partnerships, limited companies, manufacturing firms and clubs. Part III introduces you to the world of cost and management accounting and covers important topics such as the analysis of business performance, cash flow, product costing and budgetary control. This range of subject-matter makes the book relevant to many people already working in business as well as to the student of accounting.

The book is genuinely capable of use as a self-contained course of study or as a classroom text. It has a number of important features.

- 1 We have made extensive use of case studies. These are based on real situations and are intended to illustrate the way in which accounting is relevant to the business world.
- 2 Each chapter concentrates on the main principles of the topic being dealt with - unnecessary detail is omitted. This makes it easier for you to identify the main points and to gain confidence in the subject.
- 3 A lot of practical exercises are included both in and at the end of each chapter. An answer section is given at the back of the book. It is important for your learning that you make a good effort at each question before checking your answer.
- 4 The book also includes a number of activities. These have either been used to ask you to think about a situation drawing upon your own experience and imagination or to ask you to carry out researches of various kinds which would help you to relate the material in the book to the business world.
- 5 The Appendix contains an extensive range of GCSE examination questions.

The book covers material which is found in all the major introductory level accounting syllabuses, including GCSE, RSA I and II, LCCI 1 and 2 and GCE A level. We have tried to make the content as interesting and as straightforward as possible to help you achieve real confidence in mastering this important and challenging subject.

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MICHAEL HERBERT

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