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An annotated bibliography of business textbooks on the college level

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Thesis

AN ANNOTATED BIBLIOGRAPHY OF
BUSINESS TEXTBOOKS ON THE COLLEGE LEVEL

Submitted by

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In partial fulfillment of the requirements for
the degree of Master of Education
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Boston University
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Library
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Second Reader: William T. Gibbs, Lecturer in Business Education
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The writer expresses sincere appreciation to Professor Lester I. Sluder for his guidance in the preparation of this bibliography and also thanks the publishers who cooperated in this study.
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CHAPTER I

INTRODUCTION

Statement of the Problem

The purpose of this study was to compile and annotate a bibliography of recently published college textbooks in selected subject-matter areas in business education.

Analysis of the Problem

The minor problems involved in this study were as follows:

1. To read the published textbooks in selected fields of business education and to develop an annotated bibliography of college textbooks with copyright dates published within the last six years.

2. To analyze the subject-matter areas and classify them for easy reference.

3. To set up an author and title index for use with this annotated bibliography.

Justification of the Problem

This study should be of help to all those interested in business education textbooks including (a) administrators who must select recent books for their business department, (b) teachers who might want to
select a textbook or might want supplementary textbooks for classroom use, (c) students who need to get acquainted with the business textbooks, and research workers and writers who desire information about the textbooks.

Delimitation of the Problem

This study includes a comprehensive list of college textbooks in business education in the following subject-matter areas: accounting, Gregg shorthand, and typewriting. This investigation is limited to a study of textbooks published within the last six years.

The annotations written are short descriptions of what is contained in the textbooks.

Definitions of Terms

Annotated Bibliography. The Dictionary of Education\(^1\) states: "A list of references accompanied by notes that may indicate the subject, content, method, findings, et cetera, or may give evaluations."

College level. Since considerable confusion exists concerning whether or not a textbook is applicable to the college or high school level, decisions of the publishers were used in this report.

Organization of the Study

In working out this project the following chapters were planned:

Chapter I contains the statement of the problem and nature of the problem. Chapter II is a review of related literature. Chapter III presents the procedures used in writing this project. Chapter IV is the annotations of college textbooks in accounting, Gregg shorthand, and typewriting.
CHAPTER II

REVIEW OF RELATED LITERATURE

This chapter presents brief reviews of bibliographies of studies pertaining to business education.

Max Herbert Freeman\(^1\) has compiled a Bibliography of Research Studies in Business Education for the years 1920-1940.

A similar study, Bibliography of Research Studies in Business Education, 1941-1948, was completed under the supervision of Elvin S. Eyster\(^2\) at the School of Business, Indiana University.

The Journal of Business Education,\(^3\) May, 1949, contains an article entitled, "A Bibliography for Teachers and Students of Office Management," which includes a list of textbooks on the college level.


annotated bibliography of books and magazines, which were published between 1939 and 1954 on indexing, filing, and related subjects.

In the same reference book another bibliography is mentioned, "Guide to American Business Directories," by Marjorie V. Davis.\textsuperscript{1} It is listed as a brief annotation describing each publication and contents.

In 1951 Mary Jean Callameri\textsuperscript{2} of Boston University compiled a comprehensive list of textbooks in selected subject-matter fields of business education for use on the college level.

A study completed by Francis E. Carr\textsuperscript{3} at Boston University in 1951 contains a bibliography of business education materials for use on the high school level.

In 1953 Ellen Ann Masgrove and Georgia Hazel Pruc\textsuperscript{4} compiled and annotated a comprehensive list of textbooks in selected subject-matter areas in business education.

In 1954 an annotated bibliography of books and articles in the

\begin{footnotesize}
\begin{enumerate}
\item Callameri, Mary Jean, \textit{A Bibliography of Business Textbooks on the College Level}, Major Project, School of Education, Boston University, 1951.
\item Carr, Francis E., \textit{Bibliography of Business Education Materials for Secondary Schools}, Major Project, School of Education, Boston University, 1951.
\item Masgrove, Ellen Ann, and Pruc, Georgia Hazel, \textit{An Annotated Bibliography of Business Textbooks on the College Level}, Major Project, School of Education, Boston University, 1954.
\end{enumerate}
\end{footnotesize}
field of "Management Controls," was compiled by Henry C. Thole.¹

This study will present a brief description of the contents of each college textbook in the subject-matter fields of accounting, Gregg shorthand, and typewriting.

CHAPTER III
PROCEDURES

The purpose of this study was to compile an annotated bibliography of selected subject-matter areas in business education.

1. The writer used a bibliography compiled by Ellen Ann Musgrove and Georgia Hazel Prue, a study completed in 1953, as a source of obtaining the addresses of leading publishers of textbooks in business education on the college level.

2. A letter was written to twenty-one publishers requesting their Catalog for business education textbooks.

3. Index cards were typed with the following information: title of textbook, author's full name, copyright date, number of pages, and price of textbook.

4. The index cards were then used to type the gathered information in table form to be sent to the various publishers to check against any omissions or errors.

5. The returned lists were compared with the index cards and only textbooks with a copyright date of 1954 to 1959 were annotated.

1Musgrove, and Prue, op. cit., p. 5
4. A list of publishing houses and addresses as well as the letters sent to publishers were inserted in the appendix.
CHAPTER IV

ANNOTATED BIBLIOGRAPHY OF BUSINESS TEXTBOOKS

ACCOUNTING

INTRODUCTION

There is a growing interest for annotated bibliographies.

Many of the books included in this bibliography are excellent textbooks which have been revised recently. These books will be of great value to teachers, principals, administrators, and businessmen interested in accounting, Gregg shorthand, and typewriting.

Pages: 690
Price: $7.00

Annotation:

MANAGEMENT ACCOUNTING: TEXT AND CASES is designed especially to teach accounting from management viewpoint.

Accounting principles are given but without details that would appear in other accounting textbooks. Part I contains accounting principles, terms, and techniques together with cases and problems. These cases and problems present real situations and are given for the application of these techniques. Part II deals with the use of accounting information in the solution of various types of management problems such as control and planning.

Pages: 508
Price: $10.50

Annotation:

HANDBOOK OF MODERN ACCOUNTING THEORY explores the major areas of controversy in accounting theory. This textbook familiarizes the student with problems and evaluates the relative merits of proposed solutions.

Included in this handbook are the following topics: accounting theory and the accounting profession; the historical background of accounting; economics and accounting; law and accounting; the influence of administrative agencies on accounting; professional ethics in accounting; the education and training of accountants; the development of accounting principles by accounting societies; determination and measurement of business income by accountants; fluctuating price levels in relation to accounts; cost and value concepts; valuation of inventories; asset cost and expiration; corporate stock equities, parts I and II; trends in presentation of financial statements and reports; the development of auditing standards; the responsibilities of internal auditor; accounting and management; the accountant's part in labor relations; trends in governmental accounting; and the future of accounting.

Price: $2.75

Annotation:

ILLUSTRATIVE PROBLEM IN FUNDAMENTAL PRINCIPLES OF ACCOUNTING, concentrates on a sound foundation of fundamentals. In order to support the principles of accounting, the problems are presented with a ledger and columnar journals, illustrative problem material, and are related to basic business procedures.

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Pages: 473

Price: $12.50

Annotation:

RETAIL MERCHANDISE ACCOUNTING, SECOND EDITION, is considered the standard reference book for those working with retail organizations. This book is based on more than forty years of professional accounting practice performed by the writer. Specific problems with figures, mathematical formulas, and tables are presented throughout the book. It represents a sound adaptation to accounting theory and practice to the distinctive procedures, and problems of mercantile establishments. Particular attention is given to Lifo Method (last in, first out) of inventory determination.

Pages: 623
Price: $7.25

Annotation:

COST ACCOUNTING points out objectives and procedures of cost accounting from a managerial or supervisory viewpoint. This book may be used both by beginning and advanced students as a textbook or as a reference book. Even businessmen may be interested in this book in order to grasp the meaning of the principles of cost accounting as well as the practices. This book is divided into four parts: Part I—Fundamentals of Cost Accounting, Part II—Accounting for Production Costs, Part III—Control and Accounting for Distribution and Administrative Costs, Part IV—Cost Analysis and Reports. Three practice sets accompany this textbook; Job Order Cost practice set, Process Cost practice set, and Standard Cost practice set.

Pages: 487
Price: $7.00
Annotation:

INTERNAL AUDITING presents a thorough treatment in the direction and formulation of internal auditing programs. It also gives the details of verifying the accuracy of records. This textbook not only gives the basic auditing material on the balance sheet accounts but it shows in detail the extension of auditing procedures to such operating activities as sales, purchasing, production, and distribution. INTERNAL AUDITING covers all aspects of the subject, and is a textbook designed for advanced courses. It is of value to accountants, auditors, and financial executives.
PRINCIPLES OF ACCOUNTING is a basic textbook for first-year course. It is designed for non-accounting majors as well as accounting majors.

The complexity of demands placed on accountants both by business and governments has required a modification of its procedures, principles, and terminology. This textbook is the result of the pooling of ideas and experiences of 81 professors of accounting from all sections of the country. The combined research and practice that stands behind this textbook is monumental in scope and size. This book stresses the "why" of each accounting procedure. The new teaching approach to accounting which is the "cash approach" is developed. This principle is illustrated through small proprietorships engaged in buying and selling goods. The concept of "value received" and "value given" is introduced as a practical device to teach the skill of journalizing. The outstanding feature of this textbook is its teachability.

A cash cycle, a credit cycle, and an adjustment cycle make up the first half of the book. It also includes voucher and payroll procedures. The second half of the book, deals with partnerships, corporations, tax and manufacturing accounting, and management uses of accounting.

Graded problems and an ample number of questions have been developed for each chapter. Two practice sets are included in this book.

Pages: 772
Price: $7.25

Annotation:

*PRINCIPLES OF ACCOUNTING: INTRODUCTORY, FIFTH EDITION,* covers accounting principles, records, and statements. Theory and practice have been interwoven throughout the textbook. Terminology and definitions have been made to conform with American Institute of Accountants standards. Material on proprietorships and partnerships is now in one section. There are optional topics which provide a link with the INTERMEDIATE VOLUME. Each chapter has a set of questions and problems. The practice sets have been shortened, thereby making them more interesting for students.

Pages: 955
Price: $7.95

Annotation:

*PRINCIPLES OF ACCOUNTING: INTERMEDIATE, FIFTH EDITION,* presents a thorough revision with many new features. The first chapters have been shortened providing easier transition from the introductory level to the intermediate level. Working papers have been prepared to help the students understand and prepare statements for the application of funds.

The chapter on theory has been completely redirected giving better presentation of balance sheet categories. New chapters have been added on cash flow statements, business combinations, income tax allocation, and the impact of the price level on financial statements. Particular attention is given to income tax allocations—a special phase which has received significant development in these last years.

Pages: 1072
Price: $10.00

Annotation:

INDUSTRIAL ACCOUNTANT'S HANDBOOK is written by internationally famous authorities. This textbook presents modern thinking on all aspects of industrial accounting. It fully recognizes the individual differences in each business. Detailed explanations as well as procedures, methods, and practices are given by the authors.

The topics included in this handbook are: basic concepts in industrial accounting; cost, volume, and profit relationships; organization for industrial accounting; cost systems; account classification and cost ledgers; the accumulation of basic cost; controlling overhead cost; building standards; standard costs in the accounts; the design and administration of business systems; machines for accounting; form design and control; forecasting and planning; inventory values and profit measurement; control of operations and investment; pricing policies; internal check and audit; cost reports and analysis of results; material control procedures; labor accounting and reporting procedures; overhead cost distribution and application; distribution and administrative cost analysis; inventory control procedures; plant records and procedures; budgeting and budgetary control.

Pages: 653
Price: $7.88

Annotation:

*PRACTICAL FINANCIAL STATEMENT ANALYSIS, FOURTH EDITION,* presents the analysis of thousands of financial statements that are based on actual experience. This textbook describes the technique used in analyzing what is behind the figures of a statement.

Manufacturers, wholesalers, and retailers may benefit by the guides given in yearly and five-year average in relationship to their financial condition.

The following topics are included: background of analysis, analysis of small business enterprises, internal analyses of balance sheets; comparative analysis of balance sheets, income statements, surplus accounts, and synthesis.

Pages: 396

Price: $7.95

Annotation:

COST ACCOUNTING AND CONTROL is a new textbook which deals with current practices in cost accounting and its related fields. Emphasis is given to reports for management of cost accounting. The first part of the textbook deals with small businesses with very simple problems. The second part deals with large businesses where the need for a comprehensive understanding of the cost accounting system is needed. Complex problems which deal with distribution and manufacturing within one company are also discussed.
Grant, Eugene L., BASIC ACCOUNTING AND COST ACCOUNTING, Gregg Division

Pages: 144
Price: $6.57

Annotation:

BASIC ACCOUNTING AND COST ACCOUNTING summarizes in its few pages the basic ideas of general accounting and cost accounting. The author makes use of complete-cycle examples and T-account ledger. The author also discusses budgetary control, depreciation, forms of business organization, and income taxation. The book is divided into three distinctive parts: (1) accounting fundamentals, (2) elements of cost accounting, (3) some accounting topics such as business organization, income taxes, distribution of profits, fixed assets and depreciation expense, budgetary control, and reading and interpreting financial statements.

Pages: 88
Price: $4.20
Annotation:

PAYROLL ACCOUNTING is presented under a dual aspect, accounting and law. It has been made very appealing to students who are made to appreciate and understand the payroll laws much better after using the practice set. Three units in one envelope: (1) textbook and narrative, (2) general records with material for nine weekly payrolls, check records, journal and payroll sheet, (3) miscellaneous forms and reports including general ledger and compensation forms, working sheets, personnel record, employee time cards, and government tax returns.


Price: $1.58
Annotation:

PAYROLL RECORD KEEPING presents the technique of payroll record keeping on a 20-hour vocational course, however, no bookkeeping knowledge is required. It can be part of any business training class: bookkeeping, secretarial training, clerical and office practice, basic business, or office machines. This course covers instruction on Federal and state laws affecting payroll procedure including the Federal Social Security Act, state unemployment insurance laws, Federal Fair Labor Standard Act, state workman's compensation laws, and withholding provisions of the Federal income tax legislation.

Pages: 441
Price: $7.50

Annotation:

BUSINESS BUDGETING AND CONTROL, SECOND EDITION, is the textbook with comprehensive treatment of budgeting principles, methods, and procedures. Management is emphasized throughout this volume. One point that makes this textbook very valuable is that the material is applicable to all types of business. The opening chapters give an over-all view of budgetary controls giving the reader a grasp of principles before he faces specific details. Then each phase of preparation and operation of budgets is fully explained step by step from the time the budget figures are constructed to the time when they are compared with actual results. The use of a continuous problem following the development of a complete budget for a single company from beginning to end is an important feature in this text. It gives attention to every item in the statement of financial condition and the statement of income and expense. Profit planning and the control applications of budget are also covered. Liberal use of illustrations of reports, work sheets, and statements are given throughout the book.

Pages: 555
Price: $7.00

Annotation:

ACCOUNTING: A MANAGEMENT APPROACH, REVISED EDITION, appeals to students of accounting who do not intend becoming accountants. They wish to have a knowledge of accounting because of the future use in making decisions, in planning activities, and maintaining the operation of a business. It is a valuable aid to business administrators. The REVISED EDITION includes the illustration of the transaction analysis in a manufacturing situation. Throughout the textbook attention is focused on accumulation, organization, and interpretation of the individual business enterprise. Part I treats of accounting methods, its basic concepts and techniques, and an analysis of business transactions. Part II covers the measurement of capital and income. It is analyzed, described, and outlined in financial statements. Part III deals with the limitations of accounting as a management tool. This part deals with the planning and the control of the business enterprise.

Pages: 760
Price: $7.00

Annotation:

ELEMENTARY ACCOUNTING, REVISED EDITION, has been made practically a new book. This REVISED EDITION presents its material in a briefer way; it seems more usable than the previous edition because of its selective material, with improved illustrations and the many teaching aids which make this edition very teachable and more understandable to the students. Though the authors have kept it elementary, the terminology has been brought up-to-date to agree with the recommendations of the professional accounting organizations. The subject matter ranges from sole proprietorship, partnership, corporation accounting, manufacturing and cost accounting.

Pages: 397 plus illustrative audit

Price: $7.50

Annotation:

AUDITING: PRINCIPLES AND PROCEDURE, FIFTH EDITION, emphasizes internal control. The author has tried to bring closer together accounting theory and auditing.

Primary changes which have been made in this edition are:

1. Modernization of auditing procedures and techniques.
2. Development of statistical sampling in an audit.
3. Quality levels for acceptance or rejection of data.
4. Arrangement of auditing data for random or other sampling selection.
5. Auditing of data produced by electronic data processing equipment; describes how data are produced electronically and the resulting effects on an audit.
6. Complete reorganization of the sections of the book dealing with the examination of original records.

New questions and problems have been added. The questions and problems retained from the previous edition were revised.

New ILLUSTRATIVE AUDIT PAPERS accompany the FIFTH EDITION.

Pages: 361
Price: $6.25

Annotation:

BASIC AUDITING PRINCIPLES is a basic textbook for one-semester auditing courses and not a condensation or abridgement of the author's AUDITING: PRINCIPLES AND PROCEDURE. This textbook can be adapted to two-semester courses with laboratory problems. It may be used with AUDIT PRACTICE CASE, FIFTH EDITION, by Holmes and Moore which requires 60 hours of preparation or with AUDIT PRACTICE PROBLEM, THIRD EDITION, by Holmes, a twelve-hour problem.

The subject-matter in BASIC AUDITING PRINCIPLES is brief and comprehensive. The auditing principles, standards, procedures, and techniques given in this textbook are applicable to any type of industrial or commercial business concern.

Each chapter in BASIC AUDITING PRINCIPLES is divided into three parts: (a) the presentation of proper internal control features applicable to a function or an item, (b) the presentation of internal and independent auditing principles, standards, procedures, and techniques applicable to the item, and (c) presentation of proper accounting statement standards. The first chapter presents the audit report as a whole. It is followed by an examination and development of audit working papers. The final chapter treats the legal liabilities of public accountants and the requirements of the Securities and Exchange Commission. Illustrative working papers appear throughout the textbook, if assembled they would constitute a complete set of audit papers.

Pages: 850
Price: $7.95

Annotation:

INTERMEDIATE ACCOUNTING, THIRD EDITION, provides a well-planned continuation of the elementary volume. Some of the outstanding features in this edition are: the logical sequence in which the subject-matter is presented, the modern way of presenting financial statements, the up-to-date accounting of inventories and cost of goods sold, the inclusion of installment sales and consignment. The addition of accelerated methods and of depreciation methods as permitted under the new Federal Revenue Code are inserted in this textbook. Other improvements such as the modernization for corporate proprietorship, and the periodic adjustments to the accounts have been simplified. There is also material on pension plans, on net income determination, and on mathematical tables.

Pages: Parts I-VI
Price: $7.50

Annotation:

AUDIT PRACTICE CASE, FIFTH EDITION, reflects the current accounting practices of medium-sized companies and modern auditing practices. The FIFTH EDITION emphasizes internal control as seen throughout the case. As a basis for this case, a new hypothetical company is used, the Hollingsworth Gear Company.

It is a medium-sized company manufacturing to customers' orders and specifications. A job order cost system is the basis of this report and also inventory control. A subsidiary ledger with manufacturing overhead is used.

With the use of modern bookkeeping machines, there was a need for revision of original entry books. The outstanding change was the adoption of the "monthly journal" with standard or recurring journal entries.

The paper work was greatly reduced for students, especially in inventories. Additional developments in the gear business, however, were brought forth by the exercise of a stock option of an officer of the company, the death of an officer who was covered under a company insurance policy, the purchase of an additional stock interest in the subsidiary company, and abatement of prior years' local taxes.

Price: $3.95

Annotation:

AUDIT PRACTICE PROBLEM: METALCRAFT INC., THIRD EDITION, parallels the presentation of material in the FIFTH EDITION of Holmes' AUDITING: PRINCIPLES AND PROCEDURE. The instructor has the privilege of assigning a different or extra assignment as the case may be. This practice problem has been thoroughly revised. The problem has been shortened to about twelve hours of work for the solution exclusive of the report, preparation of adjusting entries, the completion of the working sheets, and the preparation of financial statements.

Pages: 256
Price: $6.00

Annotation:

ACCOUNTING PRACTICES IN THE PETROLEUM INDUSTRY introduces accounting of a highly specialized field—the petroleum industry. This textbook presents the methods that are peculiar to the industry. All the basic operations to the end products are clearly described. Emphasis is placed on accounting for the crude oil production phase which includes leasing, exploration, and drilling because at this stage more transactions occur. A glossary of terms and procedures of the petroleum industry has been appended, making this textbook a most valuable reference book.

Pages: 948
Price: $7.00

Annotation:

ADVANCED ACCOUNTING, SECOND EDITION, COMPREHENSIVE VOLUME, is recommended for a two or three-semester course. This book is prepared for students who expect to specialize in accounting work. The strength lies in its careful organization and teachability. The difficult principles and applications are presented thoroughly and supported by illustrated examples. The content covers accounting for partnerships, special sales procedures, consolidations, foreign exchange, fiduciaries, governmental units, and actuarial science. In the second edition as compared with the first edition there is an expansion of the treatment of partnerships, home office and branch office accounting, consolidated balance sheet, foreign exchange, receivership, liquidation, estates, trusts, and governmental units. Each chapter is well provided with questions, exercises, and problems. The longer problems are adaptations of the American Institute of Accountants problems which are used in Certified Public Accountant examinations.

Pages: 628
Price: $5.90

Annotation:

ADVANCED ACCOUNTING, SECOND EDITION, STANDARD VOLUME, is recommended for a one or two-semester course. It is an abridgement of the comprehensive volume, however, the subjects treated have been selected in order to insure the maximum coverage of the most important topics. This textbook is for accounting majors especially for those preparing for Certified Public Accountancy. The special feature that makes this textbook outstanding is the clear presentation of difficult topics. The contents cover accounting for partnerships, special sales procedures, consolidations, fiduciaries and actuarial science.

Questions, exercises, short and long problems are given at the end of each chapter.

Pages: 630 Standard
992 Comprehensive

Price: $6.00 Standard
7.25 Comprehensive

Annotation:

INTERMEDIATE ACCOUNTING, THIRD EDITION, both standard and comprehensive volumes provide a well-organized textbook with illustrations and examples.

The theoretical discussions are strengthened by the references made to the recommendations of the American Institute of Certified Public Accountants, the American Accounting Association and the Securities and Exchange Commission. Both books are organized around the following plan:

Part I--Fundamental Processes--financial statements, the accounting process; Part II--Working Capital Items--cash and temporary investments, receivables, inventories, current liabilities; Part III--Noncurrent Items--investments, plant and equipment, intangibles, long-term debt; Part IV--Corporate Capital--paid-in capital, retained earnings; Part V--Analytical Processes--financial statement analysis, statement of application of funds.

Pages: 650

Price: $7.50

Annotation:

FINANCIAL STATEMENTS - FORM, ANALYSIS, AND INTERPRETATION is especially designed as a basic textbook in FINANCIAL STATEMENT ANALYSIS. This book explains how to read, analyze, and interpret financial statements. Principles of analysis are emphasized through its presentation and discussion methods as well as the process of interpreting financial and operating reports. The advantages and limitations of the financial statements are given through analytical methods.

This textbook presents generally accepted terminology and principles of accounting. It also provides excellent topics, problems, and a variety of questions. The price level discussion, which was a significant part of earlier editions, continues to be emphasized. Ample illustrations are presented to stress different phases of financial statements such as asset valuation, income determination, and construction of financial statements.


Pages: 704
Price: $6.75
Annotation:

AUDITING: AN INTRODUCTION TO THE WORK OF THE PUBLIC ACCOUNTANT, SECOND EDITION, gives the students the meaning and the mechanics of auditing through practical training not only in theory but especially in practice. It brings the students right through the operations from cash, receivables, inventories, investments, deferred charges, intangibles, fixed assets, depreciation, liabilities, capital, surplus, the detailed audit, closing the audit, financial statements and reports.


Pages: 172
Price: $3.95
Annotation:

PRACTICE PROBLEM IN AUDITING is especially designed to be used with the textbook Kohler's AUDITING: AN INTRODUCTION TO THE WORK OF THE PUBLIC ACCOUNTANT, SECOND EDITION, however, it is an excellent supplement to any basic auditing textbook. It gives the students the opportunity to go through a real auditing problem as he learns the theory.

Pages: 291
Price: $6.75

Annotation:

ACCOUNTING IN THE FEDERAL GOVERNMENT is a textbook that shows the progress made in the field of accounting as practiced by the federal government. This book emphasizes the management of government agency rather than the procedures of accounting. Throughout the textbook the stress is placed on financial administration rather than bookkeeping.

The following topics are presented: local-government accounting—the fund, the special fund, and the revolving funds; interfund transactions; the general accounting office; the budget; treasury accounting; management controls; transaction controls; accounting for costs; internal auditing; revolving funds; property accounting; construction accounting; and purchasing.

Pages: 9287
Price: $13.13
Annotation:

STANDARD HANDBOOK FOR ACCOUNTANTS gives practicing accountants the answer to many questions. These answers come from ideas and experience of 65 experts in the field. The book gives ways how to organize an accountant's office, handle audits, assist in designs and control of forms and systems, prepare reports and statements. This textbook includes a section on accounting fundamentals. Special attention is given to Certified Public Accountant problems throughout the book.


Pages: 568
Price: $5.20
Annotation:

STANDARD HANDBOOK OF BUSINESS TAX TECHNIQUES presents to the businessman the understanding of the implications of income tax and the profitable decisions that he may take as he faces day by day problems. This book gives many examples of practical applications. It also shows tax in relation to the form of a business, income and deductions, compensation, development costs, buying and selling a business, and other areas requiring management decisions. It helps to choose the right course in the case of a larger or smaller tax, deferral or no tax. It also helps the reader seek expert advice when it is needed and how to get the most of it.

Pages: 768
Price: $7.50

Annotation:

*COST ACCOUNTING, FOURTH EDITION*, includes more material on inventory valuation, process cost, standard cost, and worksheets. It emphasizes the principles and procedures as applied to the elements of cost rather than on their treatment to job, order, or process cost.

The following topics are presented: basic books of original entry, material cost transactions, material valuation and accounting, accounting for labor costs, accumulation of indirect cost, application of indirect cost to products, use of departmental rates, periodic statements, specific-order cost accounting, process cost accounting, accounting for standard cost, indirect costs under standard cost accounting, standard cost accounting, cost estimates and estimated cost accounting, distribution cost, direct costing, specialized cost treatments, the budget as a basis for cost control, costs and volume production, capacity costs, cost relationships, graphic charts, and uniform methods.

Pages: 766
Price: $10.00

Annotation:

MONTGOMERY'S AUDITING is in the Eighth Edition and is used by public accountants, corporate accounting and financial executives, bankers, lawyers, and teachers of accounting and auditing. Considerable emphasis is placed on the interdependence of the balance sheet and income statements, and on coordinating the examination of related accounts. The distinction between internal accounting and internal check, the independent auditor's responsibilities with respect to each, and the resulting effect upon his selection and timing of auditing procedures are discussed and clarified; detailed questionnaires are included to facilitate the review and evaluation of internal accounting control and internal check. Important features of this edition are the chapters on "Taxes" and "Management Services."

Pages: 462
Price: $7.50
Annotation:

PRACTICAL DISTRIBUTION COST ANALYSIS is designed as a basic textbook for college courses in distribution cost analysis. It offers a well-illustrated presentation of the principles and practice of distribution of cost analysis. It is also used in advanced accounting courses and marketing seminars. This book has been prepared not only as a classroom textbook but also as a reference book for accountants, market research people, auditing firms, sales executives, lawyers, and businessmen.
MacFarland, George A., Ayars, Robert D., and Stone, Willard E.,
ACCOUNTING FUNDAMENTALS, Gregg Publishing Division, McGraw-Hill

Pages: 623
Price: $7.09

Annotation:

ACCOUNTING FUNDAMENTALS, THIRD EDITION, gives accounting majors
a sound basis for further accounting studies but it may be used by non-
majors as a terminal course. The basic procedures and accounting techniques
are presented in the twelve chapters. The remaining chapters deal with a
more detailed study of financial statements, its mode of presentation, and
their values in the statement.

The following topics are included: the significance of account-
ing, accounts--their construction, the accounting cycle, controlling ac-
counts, special and columnar journals, cash and petty cash system, accounts
receivable--bad debts, inventories and investments, negotiable instruments,
interest and discount, fixed assets, payroll and payroll taxes, manufactur-
ing accounts and statements, voucher system, partnership, corporations,
restricted retained earnings and funds, bonds, and analysis of financial
statements.

Pages: 742
Price: $6.50
Annotation:

THE FUNDAMENTALS OF ACCOUNTING: A COST AND REVENUE APPROACH, REVISED EDITION, defines the aims as follows: (1) to present fundamental theory of accounting, (2) to introduce students to analytical aspects of accounting, and (3) to offer accounting knowledge that students can apply to on-the-job situations.

The new features of the revised edition consists of new problems that have been tested in the classroom; it has three new practice sets—one for a one-department business, one for a departmental business, and one for a manufacturing enterprise. It places a greater emphasis on the use of accounting data; the fundamentals of accounting are presented in a smoother and clearer way; new chapters have been added on process accounting and statement analysis. The introductory chapter coordinates accounting with our economic system. This revised edition includes new material such as a system of goods sold, depreciation, repairs, payroll and social security taxes, departmental accounting; corporations, job lot costs, budgets, profit planning, profit and loss analysis, and asset analysis for control.

Pages: 928

Price: $7.50

Annotation:

FUNDAMENTALS OF ACCOUNTING, FOURTH EDITION, is designed as a first course in accounting. This FOURTH EDITION places a greater stress on the understanding, the ability to analyze business enterprise from an economic viewpoint. This book gives the basic theory of accounting and emphasizes the uses of accounting data. FUNDAMENTALS OF ACCOUNTING, FOURTH EDITION, follows the latest trend of business in making use of accounting in management control and internal control. Each chapter in this book provides the students with two sets of problems. One group is used for class discussion or outside work and the "Laboratory Problems" are the longer problems which accompany the textbook and may be used as projects.

Pages: 838
Price: $6.50
Annotation:

COST ACCOUNTING, SECOND EDITION, deals with principles and applications but with specific methods by way of illustration and application. It is designed for a two-semester course. Each chapter stresses these four basic points of view: (a) the underlying cost principle, (b) cost determination, (c) cost control, and (d) the managerial use of the information assembled. This new edition has a wealth of problems with more than 100 new exercises and problems. Many of these problems are from the Certified Public Accountant examinations. Three new sets have come into existence with the SECOND EDITION: (1) the job order cost set, (2) the standard cost set, and (3) the process cost set. COST ACCOUNTING is used as a tool of management and is stressed throughout the book.

Pages: 443
Price: $4.50

Annotation:

*Fundamentals of Auditing* presents the need for auditing. This textbook gives basic audit techniques and shows the review of internal control. Though this textbook concentrates on fundamentals it indicates a general application of basic techniques in common situations.

The book deals with: auditing—its nature and purpose; evidence in auditing; basic audit techniques; audit work papers; review of internal control; the audit program; verification of cash and cash transactions; verification of receivables and sales transactions; verification of inventories; verification of investments; examination of liabilities; net worth accounts and transactions; verification of income and expense accounts; internal control and the audit program; completing the examination; internal auditing; independent auditing and report writing.
ACCOUNTING FOR SECRETARIES appeals to the one-person office seeker. The nontechnical approach is stressed through cash records as used by professional and personal-service enterprises. Particular emphasis is given to business forms and procedures. The theory and practices are presented in their simplest form. It is profusely illustrated and it can be adapted to any secretarial course.
PRINCIPLES OF AUDITING, REVISED EDITION, has been so thoroughly revised that it is almost a new book. It was improved by the many suggestions given by people who had used the book. The new chapters are:

Chapter 1-- Auditing--Key Factor in Financial Reporting. Auditing is introduced by presenting the auditor's report, the end-product of the auditor's work. The report is analyzed phrase by phrase, giving the student principles that guide the preparation of the report, the work of the auditor, and the significance of the report.

Chapter 2-- The Public Accountant Profession--included in this chapter are these new topics: (a) reasons why public accounting firms are partnerships and not corporations, (b) legal liability of auditors, (c) electronic data processing, and (d) professional ethics.

Chapter 6-- Evidence--What Kind and How Much? How are the processes and procedures for gathering evidence analyzed.

Some of the important features of PRINCIPLES OF AUDITING, REVISED EDITION, are the review questions at the end of each chapter, the questions which require analysis are of greater value. There are also eight case studies at the end of the book.

Pages: 320

Price: $7.00

Annotation:

*Audit Practice Case, Fourth Edition*, treats social security and federal income tax data. Each section is so arranged as to follow a normal teaching sequence. The student is provided with working papers and auditor's report of the preceding year. These illustrate the technique that should be followed in preparing and summarizing a set of audit working papers.

The book is well illustrated and includes such topics as: procedures, explanations, miscellaneous papers, and records; audit procedures; preliminary work; trial balance; cash and petty cash; notes receivable; bad checks; accounts receivable; inventories; prepaid expenses; stocks and bonds owned; fixed assets; notes payable; vouchers payable; liabilities certificate; accrued liabilities; contingent liabilities; capital stock; retained earnings; checking vouchers; footings; and postings; minutes; apportionment of expenses; completing the audit; comparative statement forms for 1957; report; general ledger; records and vouchers; audit working papers; report on examination of accounts.

Pages: 751
Price: $7.25

Annotation:

GOVERNMENTAL ACCOUNTING, REVISED EDITION, is a comprehensive textbook which continues to place the emphasis on the "why" of governmental accounting. The book has been practically rewritten in order to clarify meanings. The author has incorporated recommendations of the Municipal Finance Officers Associations of the United States and Canada and its National Committee on Governmental Accounting.

The revised textbook has been organized around the general funds employed in governmental accounting, namely, the general fund, the bond fund, trust and agency funds, sinking funds, working capital funds, special assessment funds, and utility funds. Each type of fund is thoroughly described, analyzed, and illustrated.

This basic textbook offers excellent material for courses on public administration and hospital administration.

Pages: 631
Price: $6.00

Annotation:

FUNDAMENTAL PRINCIPLES OF ACCOUNTING covers the fundamental steps up to the complete accounting cycle. The presentation of the fundamental steps are well defined and supported by adequate illustrations. The second half of the book considers modern accounting and office procedures. Included in this last section is accounting for negotiable instruments; interest and discount; deferred items; accrued and estimated items; cash records; sales and purchases forms and procedures; the voucher system; the payroll accounting; partnership accounting; fundamentals of corporate accounting; analysis of financial statements; branch accounting; distribution of expenses and income by departments.

Pages: 505
Price: $6.00

Annotation:

ACCOUNTING SYSTEMS--INSTALLATION AND PROCEDURES emphasizes the installation of a proper accounting system to fit the requirements of each business. However, this book has been written expressly for classroom use and is not intended as a handbook or a reference book.

Part I is directed entirely to the general principles of systems installation and revision.

Part II covers applied system procedures and take into consideration the applications of these principles. This last section of the book analyzes many of the medium and small types of business.

Pages: 963
Price: $7.25
Annotation:

COST ACCOUNTING, FIFTH EDITION, contains all that an excellent textbook can give to make COST ACCOUNTING a very popular book among students and teachers. The outstanding features are: teachability, logical arrangement, simple explanations, modern up-to-date illustrations, plenty of problems carefully graded and integrated with the text, and three outstanding practice sets—the Job Order, Process, and Standard Cost Sets.

The illustrations have been improved and brought up to date. The treatment of managerial control through cost accounting, has been revised and expanded. The material on profit planning and control has been enlarged and refined. Three chapters have been devoted to discussions on direct cost, cost-volume-profit studies and break-even analysis, and decision-making costs. The FIFO method (first in, first out) of handling work in process inventory has been simplified.

The new features which made COST ACCOUNTING a favorite among teachers are: (1) the revision of all three practice sets to reduce clerical work and a revision of the objective tests, (2) the addition of new problems to follow the sequence of subject matter, (3) a summary of problems for each chapter, (4) a simplification of process cost accounting. Certified Public Accountant problems also have been distributed throughout the textbook.

Pages: 462
Price: $7.35
Annotation:

COST ACCOUNTING emphasizes the case method. It is used in order to develop the reader's ability to grasp facts and be able to analyze business problems, to reason out business situations and be able to make business decisions. COST ACCOUNTING is meant to be a tool in the solution of business problems. Text material has been combined to the case presentation giving the reader a basic and better understanding of cost accounting.


Pages: 742
Price: $6.00
Annotation:

ACCOUNTING PRINCIPLES, SEVENTH EDITION, emphasizes an understanding of fundamental procedure and accounting theory. The accounting cycle is presented by the spiral method. Included with the theory discussions are footnotes and quotations and recommendations of the American Institute of Certified Public Accountants. The new feature in ACCOUNTING PRINCIPLES, SEVENTH EDITION, is the division of the end of the chapter into questions, exercises, and problems. Optional working papers provide convenient stationery for completing the problems at the end of each chapter. Three practice sets are available: sole proprietorship, partnership-corporation, and a manufacturing concern account.
Pace, Homer St. Clair and Koestler, Edward J., BASIC ACCOUNTING, PART I, Pace and Pace, New York, New York, 1954.

Pages: 360
Price: $6.50

Annotation:

BASIC ACCOUNTING, PART I, presents the fundamental accounting processes. The records considered in this basic textbook are limited to the two-column journal, simple cash, purchase, sale, and payroll records; general ledger; customers' ledger; and creditors' ledger.

Section I defines and explains the nature of accounting and various terms that will be encountered throughout the textbook. Section II describes and illustrates the meaning and use of double-entry bookkeeping. Sections III and IV introduces and explains journalizing and posting. They give the function of income, profit, expense, and loss accounts. Section V outlines the reasons for adjusting entries, illustrates the procedures that are followed in adjusting and closing a set of books. Five sections cover the whole accounting process—all by the use of a simple journal and a single ledger. It illustrates and discusses the use of special records, separate ledgers for customers' and creditors' accounts. Section VI deals with cash and simple cash records. Section VII covers simple purchase and sales records, payroll procedures and related tax entries. Section VIII covers subdivision of the ledger, control accounts, a review of closing process, preparation of financial statements in good form and the analysis of financial statements.

Pages: 392
Price: $7.00

Annotation:

BASIC ACCOUNTING, PART II, is designed to supplement and to broaden the understanding of those who studied PART I or some other comparable textbooks on the fundamentals of accounting. A large portion of the book is devoted to working papers, accounting records and systems. It also includes accounting problems dealing with partnership.

Section I deals with the preparation of monthly financial reports. Section II covers special forms of cash, purchase and sales records. Section III provides a full discussion on voucher system. Section IV explains the use of miscellaneous records of original entry such as notes receivable and payable records, columnar general journal, cashbook journals, and journal vouchers. Section V deals with the operation of correlated ledgers, variation in ledger rulings. Section VI explains the advantages of comparison in the preparation of comparative balance sheets, profit and loss statements, and statements of working capital. Section VII compares the cash basis of accounting with the accrual, and illustrates the entries for the final winding up of a business. The last section treats with partnership enterprises.
AUDITING acquaints the students with the principles and techniques of auditing as may be applied to the critical and objective review, analysis, verification, and presentation of financial data. This textbook emphasizes the basic concepts of auditing and the typical procedures which may be modified or supplemented, since no two audit engagements are the same.

Section I lays the groundwork for the remaining sections. It discusses the nature and purpose of auditing, the standards that are generally accepted, the techniques, the terminology, the negotiations, the field work, and the audit programs. Cash counts and bank reconciliation are given detailed consideration.

Sections II and III outline the procedures of records of original entry, the audit verification of income items, and balance sheet items such as accounts receivable and payable. Sections IV and V deal with the audit verification of assets. Section VI outlines the audit procedures for liabilities, capital stock, and surplus. Section VII covers methods of indexing work papers, types of audit reports, and drafting reports. Section VIII discusses office procedures for the review of the audit work papers and report draft; for the mechanical process of final report preparation; methods of fixing fees, time, and expense reports; special examinations or investigations; preparations of tax returns; and rules of professional conduct.

Pages: 576
Price: $7.00
Annotation:

COST ACCOUNTING demonstrates the principles that need to be adapted from general accounting to the special requirements of manufacturing enterprises. Many types of cost accounting methods are illustrated and discussed. The use of cost data is well illustrated as it plays an important part in the decisions and policies of management.

Section I discusses and illustrates the segregation of such expenditures from other expenditures under a procedure sometimes called "general accounting for costs." Section II discusses departmentalization of productive activities and the assembly of costs by operations or processes. Section III discusses charging overhead as cost on the basis of predetermined rates; the allocation of common costs in joint product industries; the nature and treatment of by-products; and the form and preparation of cost reports. Section IV covers job costing and job production control methods. Section V illustrates the use of both process and job costs in the same plant and the correlation of general and factory ledgers. Section VI discusses assembly and control procedures for direct labor and overhead expenditures, the allocation or proration of overhead to production, and estimated cost procedures. Section VII considers all aspects of standard costs, including the analysis of deviations from standards. The final section deals with cost accounting from a managerial viewpoint.
CORPORATION ACCOUNTING develops a thorough understanding of the nature of a corporation. It describes the way corporations are organized and managed. It illustrates the records peculiar to corporate form of enterprise such as the minute book, stock book, and the treatment of special accounting problems for a corporate organization.

Section I explains the nature of a corporation; how an organization is formed; and how corporations are managed—directors' and stockholders' meetings, voting of stock, keeping of minutes. Section II is concerned with all phases of capital stock—kinds, issuance, reacquisition, cancellation, stock rights, stock book and transfer records, cash dividends. Section III deals with corporate financing which includes the sources of corporate assets, stock dividends and stock split-ups; bonds and notes, including the related problems of premiums and discounts. Section IV covers segregation of assets for special purposes, reserves of various kinds, and book value of capital stock. Section V deals with methods of corporate expansion, including combinations effected through merger and consolidation; and corporate dissolution. Section VI covers the preparation of consolidated financial statements when complications, such as the existence of minority interests, intermediate parent companies, and reciprocal stockholdings, are involved. The final section is devoted to the evolution and the preparation of modern financial statements for general corporate purposes which includes annual reports to stockholders.
SPECIALIZED ACCOUNTING presents various special-type situations of accounting. This textbook broadens the student's understanding of accounting principles and techniques. Illustrations and explanations are given with the application of principles to the fields covered in this book.

Section I deals with the accounting procedures incident to the establishment and operation of domestic branches, foreign branches, and foreign subsidiaries. Section II covers department store procedures, which includes the retail inventory, production unit accounting, and operating statements; it includes the application of the retail inventory method of chain stores and the accounting for installment sales. Section III deals with consignment accounts, joint venture accounts, accounting for income on long-term contracts, and the financing of receivables by discount or pledge. Section IV covers accounting for decedents' estates and trusts. Section V deals with accounting procedures in the instance of bankruptcies and receiverships. Section VI explains the "funds" concept in nonprofit institutions, and covers specifically the accounting procedures for nonprofit institutions other than those of a governmental nature, that is, universities, hospitals, and membership-plan type institutions. Sections VII and VIII cover accounting principles as applied to the affairs of municipalities.

Pages: 740
Price: $6.75
Annotation:

CORPORATION ACCOUNTS AND STATEMENTS is a textbook that treats of the corporate form of business enterprise in a very intensive way. Since the authors knew of the growing confusion and misunderstanding regarding corporations, its operations and characteristics, they have presented this textbook and have described clearly and accurately all the implications of a corporation. The primary purpose of this textbook was to provide an advanced textbook to accompany ESSENTIALS OF ACCOUNTING and ASSETS ACCOUNTING rather than include a chapter at the end of these textbooks like many authors do.

Special emphasis is placed on income dollar determination and reporting, common dollar reporting, present day problems of corporate financing from the standpoint of accounting, fund statements and other analytical devices, and problems of accounting for affiliated companies. Some of the topics discussed include capital-raising transactions, the capital aspect of stock option plans, mergers, and reorganizations including the "quasi," stock "dividends," "reserve" accounts, stock rights, split-ups and conversions, "treasury stock," discount and premium, pension and retirement obligations, major bases of revenue measurement, periodic deductions, and fund analysis.

Three hundred problems are included in the book. These problems are based on annual reports, Tax Court reports, prospectuses and audit working papers.

Pages: 280
Price: $7.00

Annotation:

INTEGRATED AUDITING develops the patterns of evidence, thinking, and verification which are the basis of all successful auditing and business control. The basic procedures of auditing are presented, each respective area is fully illustrated, and the practical techniques involved are clearly described. Working paper preparation is discussed and illustrated fully. As a result of its integrated approach the book offers a comprehensive treatment of auditing theory. This book is not only written from experience but also from a teaching background. This textbook provides an understandable and authentic guide to the practice of auditing and business control. It contains problems and cases that are particularly valuable for staff training.

Pages: 500
Price: $7.88

Annotation:

ECONOMIC ACCOUNTING explains the difference between business and economic concepts in accounting. This textbook is designed to acquaint the reader with a general knowledge of accounting principles. It also gives the relation of accounting terms to economic ideas and points out the areas in which accounting is valuable in economic analysis.

Topics considered in the textbook include: individual enterprise accounting; proprietorship accounting; corporation accounting; aggregate accounts; national product accounting; balance of payments accounting.

Pages: 770
Price: $7.00

Annotation:

FUNDAMENTAL ACCOUNTING PRINCIPLES, REVISED EDITION, is an excellent textbook for accounting majors. It treats all topics covered in a first year accounting course but it also leads the student into intermediate work fully prepared to meet any major textbooks. The point that distinguishes FUNDAMENTAL ACCOUNTING PRINCIPLES, REVISED EDITION, from other textbooks is that it not only shows the students "how" but also explains "why."

The REVISED EDITION has taken a new appearance with its two-color printed matter which gives attractiveness and usefulness to the illustrations. The chapters have been entirely revised and four new chapters have been added. One of the important features of this new edition is management's use of accounting information.

The first edition could boast of its abundance of questions and problems for every chapter but this REVISED EDITION has considerable problem material. In this new edition the problems are completely different, the number of problems have been almost doubled, the new ones are closely correlated to the textbook material and presented in order of difficulty. Though the revision of the problems has been the outstanding feature of the REVISED EDITION, workbooks and working papers have been prepared to accompany this edition, also practice sets and achievement tests.

Pages: 555
Price: $15.00

Annotation:

SEC ACCOUNTING PRACTICE AND PROCEDURE is a comprehensive guide for accountants, corporate officials, lawyers, investment bankers, security analysts, and those concerned with financial statements internal for Securities and Exchange Commission filing. This book is prepared by an accountant who specialized in SEC work for twenty years. It is distinctive in two respects: (1) it organizes, codifies, and summarizes a wealth of official SEC information which has been scattered in many sources; and (2) it offers specific suggestions on troublesome points of procedure and interpretive advice on SEC requirements based on the author's broad experience in working with a wide variety of business concerns. This book explains the provisions of the Securities Acts, the reporting requirements and the procedures involved in the SEC's review of registration statements, prospectuses, proxy statements, and other documents containing financial data. It describes in detail what must be done in a particular filing, and it illustrates both the problem and its solution with examples taken from actual cases. The chapters on Regulation S-X are of particular interest because of the author's explanation and interpretation of each requirement.
COST ACCOUNTING presents a thorough treatment of industrial

cost accounting, and the managerial purposes to cost accounting are

analyzed.

The following topics are discussed: general accounting for

the factory; cost accounting for the factory; introduction to cost account-
ing for factory; introduction to standard cost accounting; sequential proc-
ness cost accounting; job cost accounting; materials and supplies, labor;

burden and burden budgets in job cost accounting; cost reports; combina-
tion of cost accounting; methods; distribution of factory overhead; budg-
eting and control of factory overhead; burden application; effect of vol-
ume on costs and profits; current standard costs; accounting for distrib-
ution costs of manufacturers; profits and losses resulting from price

changes; waste; spoilage; scrap; by-products and joint products; interest

as a cost of manufacturing.

Pages: 296
Price: $2.48
Annotation:

PRINCIPLES OF COST ACCOUNTING, THIRD EDITION, outlines an intensive, specific, and practical course. It covers the fundamentals in a minimum amount of time. It stresses the three cost elements—materials, labor, and overhead. They are then applied to the job cost system, the process cost system, and the standard cost system. After Unit V a job order set, The Mathews Manufacturing Company, can be used.


Pages: 224
Price: $3.94
Annotation:

INCOME TAX PROCEDURE offers a simple and nontechnical presentation that individuals need to know in preparing for individuals, partnerships, and corporations. It is in textbook-workbook form with filled-in returns model. Tax tables are included.

College Accounting:

Pages:
- 728 Complete
- 544 Parts I & II
- 294 Part I
- Parts II & III (Bound separately, 10 chapters each)

Price:
- $4.13 Complete
- 3.19 Parts I & II
- 2.21 Part I
- 2.06 Parts II & III

Secretarial Accounting:

Pages:
- 544 Parts I & II
- 294 Part I

Price:
- $3.19 Parts I & II
- 2.21 Part I

Annotation:

COLLEGE AND SECRETARIAL ACCOUNTING, SIXTH EDITION, is especially recommended for junior colleges or for a self-contained comprehensive course in senior colleges.

These books are divided into three parts. Part I emphasizes mer-cantile and personal service enterprise. Part II deals with partnership and corporate types of organization. Part III covers the corporate form of organization. It stresses industrial or manufacturing type of enter prise. The workbooks correlate with the study assignments in the text-books. Practice sets are available with each part of these books.
FINANCIAL AND ADMINISTRATIVE ACCOUNTING considers accounting from an economic viewpoint. This textbook will give the reader the accounting knowledge necessary for everyday business situations. It is written solely for the individual confronted with economic problems.

The book includes such topics as: nature of accounting and its place in the economic world; the statistical method of compiling accounting data; the accounting period; financial accounting—its underlying concepts; financial statements; financial accounting—cash, receivables, investments, inventory, and prepaid expenses; financial accounting—fixed assets, liabilities, and stockholders' equity; interpretation of financial statements and analysis of working capital; financial statements and price-level changes; organization for accounting control; accounting procedures and internal control—purchases, sales, inventories, and fixed assets; accounting procedures and internal controls—cash receipts, cash disbursements, payroll and sundry assets; administrative accounting—costing products manufactured; the forecast budget; cost analysis in developing budgets and standards; accounting reports for administrative control; the place and work of the public accountant; federal income tax—individual taxpayer, individual returns; federal income tax of partnerships and corporations—sundry tax considerations.

Pages: 736
Price: $7.00

Annotation:

AUDITING PRINCIPLES: OBJECTIVES, PROCEDURES, WORKING PAPERS is a stimulating textbook for students who wish to study auditing. It appeals to teachers of auditing, as well, because this textbook presents auditing from a very practical viewpoint.

The following topics are included: audits--what and why; independence--keystone of a profession; internal control; evidence; the auditor's approach, receivables, cash, inventories, investments, property, plant, equipment, and other assets; liabilities, owner's equity; revenues and income; costs and expenses, and other audit considerations; standards of reporting; short form report; and long form reports.

In the appendix may be found interesting material such as internal control questionnaire; American Institute of Accountants case study on internal control, no. 2; summary and conclusions--Securities and Exchange Commission; investigation concerning McKesson and Robbins, Inc.; extensions of auditing procedure (A. I. A.); rules of professional conduct; statistical interpretation of auditing test checks (article by author in JOURNAL OF ACCOUNTANCY, January, 1954).

Pages: 640
Price: $7.50

Annotation:

MUNICIPAL AND GOVERNMENTAL ACCOUNTING, THIRD EDITION, has been revised so as to bring out all phases of municipal and governmental accounting. This textbook shows the difference between commercial and governmental accounting. It points out the laws that govern financial operations of a unit of government. The principles and procedures employed by the Municipal Finance Officers Association and the National Committee on Municipal Accounting are thoroughly explained.

The new features of this third edition include: principles and standards of governmental accounting, classification of accounts, budgeting, the general fund balance sheet, general fund revenues, general fund expenditures, bond funds, special assessment funds, sinking funds, trust and agency funds, working capital funds, utility or other enterprise funds, general fixed assets, general bonded debt, and interest-inter-fund relationships, cash, general property taxes, fixed assets, liabilities, auditing and financial reporting, accounting for hospitals, accounting for colleges and universities, cost accounting, and governmental terminology.

Pages: 706

Price: 27.50

Annotation:

*READINGS IN COST ACCOUNTING, BUDGETING, AND CONTROL* presents articles by many of the most prominent contributors to professional writing. These articles were compiled under the sponsorship of the American Accounting Association and were selected on the quality of thought and expression, and its accessibility for student use. It is primarily recommended as a basic textbook for the courses in advanced accounting and advanced managerial accounting. It is a "must" for the professional library of every accounting instructor.

Pages: 840
Price: $7.50

Annotation:

FUNDAMENTAL ACCOUNTING, THEORY AND PRACTICE, SECOND EDITION, is a self-teaching textbook which meets the needs of two groups of students--those who intend to specialize in accounting and those who are to study it as a tool subject.

The first half of the book deals with instructional material; the second part has a variety of topics that the student may pursue according to his needs. Accompanying the textbook are two practice sets and laboratory material.

Pages: 536
Price: $7.50

Annotation:

THEORY AND TECHNIQUE OF COST ACCOUNTING, REVISED EDITION, presumes that the user of this textbook knows the fundamentals of accounting. This textbook explains cost accounting and the different procedures of cost accounting theory and technique. The management department of any company is more and more interested in cost accounting, its data and records. The important features of this one-semester textbook include a chapter on process cost which develops unit cost calculations where units are added in process; special attention is given to the analysis that recognizes a "joint product" or "combined effect"; there is also the inclusion of a chapter on direct costing.

Pages: 487
Price: $7.95
Annotation:

BUDGETING: PROFIT-PLANNING AND CONTROL covers all aspects of budget principles and procedures. It places emphasis on managerial applications, profit-planning, and financial control. This textbook develops a comprehensive budget program and shows how such a program can help management in accomplishing the basic functions of planning, coordinating, and control. It is the ideal textbook for Executive Department Program.

The following titles are included: budgeting for effective managerial control; budget construction and application; operation of the budget; miscellaneous budget considerations.

Pages: 1616
Price: $15.00

Annotation:

ACCOUNTANTS' HANDBOOK is a well-known handbook. Rufus Wixon and Walter G. Kell, along with a board of 28 contributing editors, bring to the public and private accountants as well as to all who deal with accounts and accounting reports, authoritative information on principles, rules, methods, and procedures needed to solve problems of policy or operation in the broad field of commercial and financial accounting. Such areas as the organization of accounts, the preparation of reports and statements, the design and installation of accounting systems, methods of budgeting, internal control, and auditing procedures, provide a vertical reference library which is coordinated in 29 sections. Facts, forms, techniques, and the essence of successful practice are carefully organized, illustrated, and indexed for quick, dependable reference. In compiling this information, the editors have consulted substantially the entire literature of accounting and allied fields, including standard books, accounting and business periodicals, pronouncements and bulletins of leading professional organizations, governmental reports and releases, and legal decisions.
ANNOTATED BIBLIOGRAPHY

of

GREGG SHORTHAND

TEXTBOOKS
SHORTHAND TRANSCRIPTION STUDIES, THIRD EDITION, is a textbook that correlates shorthand and typewriting on a job production basis. This book proceeds to develop from the very first lesson the related skills of word usage, spelling, punctuation, and hyphenation.

Transcription skill is developed in five stages: (1) from accurate shorthand plates, (2) from students' shorthand notes taken from print, (3) from familiar dictated material, (4) from unfamiliar dictated material requiring editing and revision, (5) from unfamiliar dictated material after notes have become cold.

The dictation material is given in the teacher's manual.

Pages: 320
Price: $2.75

Annotation:

GREGG SHORTHAND MANUAL SIMPLIFIED, SECOND EDITION, is a basic textbook which includes all principles for the writing of shorthand symbols. This book contains 70 lessons. Every sixth lesson reviews each preceding shorthand principle taught.

Although the second edition is basically the same as the first edition in shorthand outlines and organization, the second edition has many new devices designed to attract and maintain the student's interest such as talks with the student, step-by-step directions for each phase of shorthand study, reading scoreboards, check lists, and photographs. Theory is presented into smaller units with a greater stress in pre-transcription training. Color has also been added for emphasis and eye-appeal.

Additional material such as a teacher's handbook, a student's transcript, and a workbook accompany this book. Theory dictation tapes and records are available.

Pages: 448

Price: $3.53

Annotation:

GREGG SPEED BUILDING SIMPLIFIED, SECOND EDITION, is a textbook that can be used either for third or fourth term for the advanced course in speed building. This textbook contains 36,000 words of practice material in print and 32,000 words in perfect Gregg Simplified plates. It continues giving attention to construction of new outlines, to the mastery of more word families, to skill in writing proper names and shorthand phrases, and to practice for shorthand penmanship. The marginal reminders on spelling and punctuation characteristic of the Gregg Simplified series is included.
Gregg, John Robert, Blanchard, Clyde I., and Baldwin, Woodrow W.,
GREGG SPEEDBUILDING FOR COLLEGES, SIMPLIFIED, SECOND EDITION,
Gregg Publishing Division, McGraw-Hill Book Company, Inc.,

Pages: 512
Price: $4.25

Annotation:

GREGG SPEEDBUILDING FOR COLLEGES, SIMPLIFIED, SECOND EDITION,
retains the same pattern of a five-lesson plan as found in all Gregg
shorthand program with slight changes in skill development and trans-
scription. This textbook, GREGG SPEEDBUILDING FOR COLLEGES, SIMPLIFIED,
SECOND EDITION, has been divided into three parts: (1) the brief form
review, (2) departmental dictation and transcription, and (3) vocational
dictation and transcription. Part I gives a review of brief forms in
Gregg shorthand. Parts II and III are organized according to the follow-
ing objectives: (1) building transcription skill, (2) mastering short-
hand theory, (3) building phrase skill, (4) building speed progressively,
and (5) building sustained speed. Part II is especially devoted to spell-
ing improvement drills, shorthand penmanship drills, transcription English
pointers, word and phrase lists, vocabulary previews. Part III empha-
sizes transcription through common word lists together with the short-
hand outlines and definitions. A special feature of this speedbuilding
textbook is that the reading and writing practice is given in longhand
which gives the student the advantage of copying from longhand to short-
hand.

Pages: 127
Price: $1.81

Annotation:

APPLIED DICTATION AND TRANSCRIPTION is an integrated office project. It is altogether a new concept in teaching transcription. It is a ten-lesson series of dictation and transcription jobs based on actual correspondence provided by a number of real business organizations. The project is of special interest to students and teachers of transcription. A set of five-45-rpm records made by a variety of dictators' voices create an office atmosphere and give a realistic situation.
Hosler, Russell J., Grubbs, Robert L., and Wagoner, George A.,

Pages: 256
Price: $1.25

Annotation:

GREGG TRANSCRIPTION FOR COLLEGES is a textbook designed especially as a terminal course. It shows the student how to combine the skills of shorthand, typewriting, and English in the process of typewritten transcription.

The objectives are: (1) to provide for a systematic review of the major principles of Gregg shorthand, (2) to develop the student's ability to construct new outlines under the stress of dictation, (3) to strengthen the student's ability to spell and punctuate, (4) to train the student in the use of dictation and transcription techniques that will enable him to work efficiently under office conditions. The teacher's handbook contains supplementary dictation material correlated with this textbook.
Leslie, Louis A., Zoubek, Charles E., and Strony, Madeline S., GREGG
DICTATION SIMPLIFIED, SECOND EDITION, Gregg Publishing
Division, McGraw-Hill Book Company, Inc., New York, New York,
1955.

Pages: 448
Price: $3.28

Annotation:

GREGG DICTATION SIMPLIFIED, SECOND EDITION, is the second-
semester textbook designed to follow either the basic or functional
manual.

It contains 80 lessons and it is an all-shorthand book that
features the new training devices such as marginal reminders and secre-
tarial pointers. Pretranscription emphasis has been heightened with
the addition of seven new transcription pointers.

Each new assignment provides a carefully planned word list
which helps in developing a broader writing vocabulary. Business letters
have been increased to provide an automatic review.

Supplementary material that accompany this textbook is the
teacher's handbook, the student's transcript, and the transcription
workbook.

Pages: 448
Price: $3.45
Annotation:

GREGG SHORTHAND MANUAL SIMPLIFIED, FUNCTIONAL METHOD, SECOND EDITION, is a basic textbook stressing the reading approach. There has been no change in shorthand outlines from the first edition. However, the functional manual differs from the basic manual in three major concepts: (1) It contains about 30 per cent more material, (2) it omits the formal statements of rules, and (3) it contains a key to the plate material in the first 5½ of the 70 lessons in the textbook.

All the supplementary material of the basic manual may be used with the functional manual except that it contains the student's transcript.

Pages: 128
Price: $1.35
Annotation:

GRADED TRANSCRIBING TESTS IN GREGG SHORTHAND SIMPLIFIED, SECOND EDITION, is a booklet of 54 tests, one for each of the lessons of the GREGG SHORTHAND MANUAL SIMPLIFIED, SECOND EDITION. These tests consist of two parts: transcription of word lists and transcription of connected matter. These tests are used to check on student's grasp of theory, as graded exercises in transcription, as a progress record, and as a quick homework check.


Pages: 384
Price: $4.73
Annotation:

TRANSCRIPTION DICTATION is a book of new-matter dictation in correlation with the 80 assignments of the GREGG TRANSCRIPTION SIMPLIFIED, SECOND EDITION. Other features include punctuation control, shorthand preview, transcription preview, and office-style dictation. From chapter five on it stresses alertness exercises which require correction by the stenographer.

Pages: 512
Price: $3.66

Annotation:

GREGG TRANSCRIPTION SIMPLIFIED, SECOND EDITION, is a one-term course in vocational transcription. This textbook contains 80 lessons and it is divided into four parts of sixteen chapters. Ninety per cent of it is new material. The student is given guidance in all phases of transcription: (1) what he does before he takes dictation; (2) what he does during dictation; (3) what he does after dictation. This book contains theory drills, transcription word studies, pre-transcription quizzes, office-style dictation, special short-cuts for expressions that occur frequently. The appendix gives a complete list of brief forms and phrases, word beginnings and endings. A teacher's handbook and student's transcript are also available.

Pages: 394
Price: $4.20

Annotation:

GREGG SHORTHAND SIMPLIFIED FOR COLLEGES, VOLUME I, SECOND EDITION, is a basic shorthand textbook designed for use on the college level. The fundamental principles are presented in such a manner as to appeal to the adult mind. The new edition especially emphasizes transcription and typographical attractiveness. The reading and writing practice material is interesting and informative to the college student. In fact, it provides material that he will need and use throughout his business career. Volume I contains 70 lessons; the first 54 lessons cover theory and the additional 16 lessons concentrate on review and introduce the student to skill building.

Pages: 512

Price: $4.17

Annotation:

GREGG SHORTHAND SIMPLIFIED FOR COLLEGES, VOLUME II, SECOND EDITION, is the continuation of the basic program of Gregg Shorthand Simplified for Colleges. The practice material is presented in an interesting way to the adult mind of the college student. Volume II features all the learning devices which characterizes the Gregg Shorthand Simplified Series.

Pages: 175
Price: $1.96

Annotation:

DYNAMIC SHORTHAND SKILL BUILDING, REvised Edition, is the first shorthand book published especially for Catholic schools. The purpose of this book is to enrich the shorthand course by presenting to students some encyclicals of Pope Pius XI. Part One—covers "This is Freedom," the popular version of the encyclical, DIVINI REDENTORIS (On Atheistic Communism). Part Two—deals with "This Is Social Justice," the popular version of the encyclical, QUADRAGESIMAE ANNOC (On the Reconstruction of the Social Order). Part Three—includes "This Is Marriage," the popular version of the encyclical, CASTI CONVIVII (On Christian Marriage). Part Three is the new feature in this book.

This book is only a supplement to the basic textbook. It is an excellent homework book for building skill as well as spiritual values. Very little time should be given for class work, about ten minutes a day only is recommended by the author. This book has 80 lessons. Each assignment begins with a warm-up on a well-known scripture text, a shorthand preview of selected words contained in the encyclical, a reading and writing practice exercise follows which contains a short portion of an encyclical and last there is a "challenge to the student," three questions on the encyclical. A key to the encyclicals is provided at the end of the book. This key may be used as an aid to the student; its greater purpose, however, is to encourage members of the student's family to dictate the encyclicals to him.

Pages: 160
Price: $1.94
Annotation:

DIRECTED HOMEWORK IN GREGG SHORTHAND SIMPLIFIED, SECOND EDITION, is a self-supervising workbook for mastery of Gregg Shorthand Simplified. It provides 70 daily homework assignments, following in sequence the content of the GREGG SHORTHAND MANUAL SIMPLIFIED, SECOND EDITION. Every new principle is covered by a guiding question. The illustrative words, brief forms, and phrases are presented in sentences and are practiced in special drill exercises such as daily and periodic planned reviews.


Pages: 320
Price: $3.94
Annotation:

PROGRESSIVE DICTATION WITH PREVIEWS contains 185 five-minute takes at speeds ranging from 50 to 150 words a minute. This textbook is restricted to new-matter dictation. It may be used at any class level after the completion of GREGG SIMPLIFIED MANUALS.
ANNOTATED BIBLIOGRAPHY

of

TYPEWRITING

TEXTBOOKS

Pages: 96
Price: $1.08

Annotation:

SPEED TYPING is now in its THIRD EDITION. It is recommended as a regular textbook, although it is often used as a supplement. It contains all of the basic skills in typing and is designed to help students gain higher rates of speed.

It is also recommended for use as an intensive finishing course, for review and brush-up training, for periodic supplement, or in-service training.

Price: $3.36

Annotation:

PRODUCTION TYPING, SECOND EDITION, is designed for the advanced terminal course in typewriting. Production skill development is emphasized throughout the book. Each lesson contains a short skill-building drill and every fifth lesson is a speed drill lesson.

The textbook is divided into 7 units as follows: Unit 1, Typewriting Clinic and Rough Drafts; Unit 2, Letter Review; Unit 3, Production Typing of Envelopes, Cards, and Labels; Unit 4, Verbatim Reports, Plays, Scenarios, Radio and Television Scripts; Unit 5, Tabulation; Unit 6, Reports, Term Papers, and Manuscripts; Unit 7, Executive Office Typing.

There are 19 production jobs and 4 special projects in this edition. A range of time for each job is suggested for expert, average, and basic skills.

The laboratory materials consist of related special business forms, such as letterhead stationery, legal forms, carbon papers, gummed labels, binders, and envelopes.

Pages: 71
Price: $1.80

Annotation:

TECHNIQUE, SPEED, AND ACCURACY TYPING shows the psychological approach of teaching typing after testing the principles of physical and mental learning. This textbook, therefore, is designed to teach typing with the greatest possible efficiency and show that students can attain a speed of 40 words per minute in 30 lessons.

The word count system gives the number of strokes, and total words for each line of timed drills.


Pages: 122
Price: $1.32

Annotation:

BUSINESS LETTER TYPING contains twenty-six models of letters of varying lengths from the very simple block style to the more challenging and varied styles. All letters in the textbook originally came from the files of business offices.

Pages: 44
Price: $2.36

Annotation:

APPLIED OFFICE TYPEWRITING deals with real business firm activities based on the author's doctoral study. This 30-period kit of business forms include snap-out carbons, rough draft copies, hand-written assignments and number drills. This practice set in clerical typewriting may also be used as supplementary material in typewriting classes as well as in clerical practice and secretarial practice course.

Pages: 354 Complete
134 Part I
220 Part II

Price: $3.75 Complete
2.25 Part I
3.00 Part II

Annotation:

COLLEGE TYPEWRITING, FIFTH EDITION, is a skill builder in typewriting. This edition of COLLEGE TYPEWRITING features many new devices for developing skills, techniques, building speed and control, and integrating basic skills into problems skills to production typing. Part I is planned for personal or introductory typewriting course, Part II and III are for advanced students. They serve the purpose for a full two-year course program of typewriting. The optional workbooks which accompany COLLEGE TYPEWRITING, FIFTH EDITION, contain letterheads, progress charts, and supplementary exercises.

Pages: 64
Price: $1.39
Annotation:

*Typing Power Drills* compiles nearly 200 drills for correcting, improving, and perfecting skill in operating the typewriter. The large number of drills on each step provides for improvement. The drills appear under three indexes: by type, by name, and by purpose. The copy matter is in typewriter form with a 60-space line.


Pages: 225
Price: $4.20
Annotation:

*Gregg Typewriting for Colleges* contains nine steps to typing mastery. The first step teaches the basic machine controls and the next eight steps lead the learner to increase his typing rate as well as to apply his typing skill to production of letters, tabulations, and business forms. Each of these steps contains twenty-five lessons, the last lesson being a test on that part of the book. Workbooks are available for each part of *Gregg Typewriting for Colleges*. 

Pages: 148
Price: $1.20
Annotation:

TYPEWRITING TECHNIQUES AND SHORT CUTS, SECOND EDITION, is a special skill-building textbook containing 37 lessons, each of which is a warm-up drill, a 15-minute timed writing, and a follow-up exercise.

The unusual feature of this book is that all copy to be typed consists of discussions of the various typewriting techniques.


Pages: 240
Price: $2.20
Annotation:

PRODUCTION TYING is a series of practical laboratory exercises as performed by clerk-typists and found in every type of business. Throughout the textbook the student learns the importance of good office procedure and techniques. The use of standard office forms stimulates the student for a higher business office position.

Pages: 93
Price: $1.32
Annotation:

CATHOLIC TIMED WRITING calls particular attention to Catholic students taking typing courses. The 32 speed tests included in this textbook discuss the lives of great personalities such as Saint Dominic, Saint Francis of Assisi, and founders of religious orders, as well as Catholic action, that is, the movement in which the laity participate in the work of the Catholic Church.

Pages: 92
Price: $2.40
Annotation:

MODERN BASIC TYPEWRITING is an 20-lesson textbook for personal-use typewriting. All the material included in this book was tested in the classroom three years prior to publication. Each page emphasizes the development of basic typewriting skills. Each lesson is made up of a finger warm-up drill, a keyboard review, the new key control, and the tryout. The new key control drill is used for the time that the keyboard is taught then it changes to the keyboard control drill. Starting as early as lesson 2 the letters learned are made into words and it is called a checkup drill. The checkup consists of independent typing bringing in short words, and group of words. Sentences appear as early as lesson 5. In this lesson 5 the checkup takes the name of production checkup. The teacher's manual that accompanies this textbook has a unique feature that of printed notes in red in the margins. These notes give hints and teaching procedures to the teacher.

Pages: 272 Complete Course

Price: $3.16 Complete Course
      2.40 One-Year Course
      2.00 Advanced Course

Annotation:

TIDWELL-STUART TYPING with its 200 or more lucid line cuts and photographs explains to students how to master every typing technique. An important feature is the "high frequency" approach to keyboard learning that teaches letters by the frequency of their occurrence in words. This approach enables students to gain command of 90 per cent of their eventual business vocabulary by the time they have completed the book. The use of clear and precise language, practice drills in letter, in word and phrase, and interesting timed material which make this text a very outstanding book.

To satisfy different needs the complete course is organized in two separate sections: one-year course and the advanced course. Workbooks are available for each part. Certificates of proficiency are offered to students who complete this course.

Pages: 64
Price: $1.39
Annotation:

*TABULATION TYPING* presents the use of non-arithmetic "easy way" tabulation. Since this book is exclusively on tabulation it "telescopes" all the tabulation exercises of a two-year course in a 64 pages of intensive learning. The exercises are carefully graduated from simple problems of tabulation to the most complex ones.


Pages: 64
Price: $1.40
Annotation:

*TESTED TYPING DRILLS* contain all the basic technique drills needed to make experts out of beginning and trained typists. The special feature that makes this small textbook outstanding is that it includes such drills as analogous words and numbers, digraphs, typing demons, initial and terminal syllables, frequent phrases and stroke building sentences. These permit the student to concentrate and to correct his particular defects.

Pages: 62

Price: $0.80

Annotation:

STATISTICAL TYPING, SECOND EDITION, is a textbook of 62 pages which covers the setting up of tables on the typewriter. Consequently it places emphasis on arranging, centering, tabulating, and the use of symbols. Great stress is given to proofreading.
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D. C. Heath and Company, 285 Columbus Avenue, Boston 16, Massachusetts.


The H. M. Rowe Company, 624 N. Gilmor Street, Baltimore 17, Maryland.


International Textbook Company, Scranton 15, Pennsylvania


The Macmillan Company, 60 Fifth Avenue, New York 11, New York.


Pace and Pace, 296 Broadway, New York 7, New York.


Prentice-Hall, Inc., Englewood Cliffs, New Jersey

Richard D. Irwin, Inc., 1818 Ridge Road, Homewood, Illinois.


South-Western Publishing Company, 310 Huguenot Street, New Rochelle, New York.
Gentlemen:

Please send a copy of your current descriptive catalogs of college textbooks.

I am compiling an annotated bibliography of college textbooks in business education from 1954 to 1959 inclusive.

Will you also please send any supplementary lists of recent textbooks on the college level. Since this bibliography will comprise books copyrighted 1959 please put my name on your mailing list for any publications coming out during the year.

Sincerely yours,
Gentlemen:

Enclosed are lists of your textbooks on the college level about which I need information. I shall greatly appreciate your co-operation in checking these lists for errors or omissions.

1. Please add any missing information concerning any publication within the last five years, 1954-1959.

2. Draw a line through any item which is out of print.

3. Also draw a line through any item listed which is not on the college level.

4. Add any titles that may have been omitted.

A self-addressed envelope is enclosed for your convenience in returning the completed lists.

Sincerely yours,