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STUDY OUTLINE

Preface

You might think that covering a 110 page text in a semester is challenging. But, if you break it down via an outline, with approximately one bullet point per paragraph, the task becomes more manageable. In fact, most chapters or tasks I cover in a one-page outline. For chapters longer than the one-page outline, I leave two or more days to study. To proceed, you should first spend ~15-20 minutes reading the associated chapter/pages in the book. For instance, since I've divided the "Accounts Payable" chapter into two classes, you should read approximately half of that chapter. Next, spend ~10-15 minutes reviewing the bullet points (for that chapter / those pages) in the Study Outline. And, finally, spend another 10-15 minutes reviewing the associated Questions and Answers (Q & A) in the Test Bank, that follows the Study Outline. Spending three classes per week (35-50 minutes per class), you will finish 38 classes in less than 13 weeks.

Note: the material in the Appendices is subject to testing on the certification exam. So, I have outlined what you need to know, after Class 38. There are four outline pages, covering the Appendices - which should present less than a week of additional study material.

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* Note: *Chapter 5 - Debits and Credits* is purposefully out of sequence to provide that information when needed.

STUDY OUTLINE FOR APPENDICES

Preface

After significant deliberation, I (author NJD) consider it necessary for Certified Full Charge Bookkeepers (CFCB's) to know most of the material in Appendix D - Accounting 'Basics'. Inventory and Cost of Goods Sold is about the only topic in Appendix D that I provide more coverage in the book than will be tested - in the CFCB exam. Don't misunderstand. There will be material tested there, but I will cover what you need to know in this Study Outline - for the Appendices. Finally, there is some material in the other Appendices (A, C, & E) to cover, as well. The only form, that presents material to cover is the FUTA/SUTA spreadsheet design form. The other forms, for obvious reasons, do not present material that needs to be covered.//

Note: Appendix B material relating to the Chart of Accounts is covered in the >Tasks >General Ledger chapter.

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Note: there really is not quite enough material in the Appendices to issue separate practice Questions, in addition to the Certification Exam questions.

TEST BANK

Preface

I've written a number of short Questions and Answers (Q & A) per chapter or task, below. As mentioned in the Study Outline, you should first spend ~15-20 minutes reading the associated chapter/pages in the book. For instance, since I've divided the "Accounts Payable" chapter into two classes, you should read approximately half of that chapter. Next, spend ~10-15 minutes reviewing the bullet points (for that chapter / those pages) in the Study Outline. And, finally, spend another 10-15 minutes reviewing the associated Questions and Answers (Q & A) in the Test Bank, that follows the Study Outline. You may want to cover-up the "Answers" - with a half sheet of blank paper, to see what you know.

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* Chapter 5 - Debits and Credits is purposefully out of sequence to provide that information before the General Ledger - Journal Entries.