



Take Charge!™

The Bookkeeper's Crash Course in Accounting

Today's bookkeepers are being asked to do more than ever before. To help you, Open Systems has teamed up with Marlatt Crash CourseWare to bring you Take Charge!, an interactive CD-ROM based program designed to teach accounting principles and concepts to people already involved in the day-to-day bookkeeping activities of a business. You'll get a clearer understanding of the accounting process and you can print each topic for future reference. You'll gain confidence and find yourself able to anticipate coding problems before they occur. And, you'll be able to review the financials and learn to identify coding errors and unusual items on your own.

Take Charge! includes an introduction to financial statements, a discussion of principles and concepts, and detailed information on reviewing accounting data for reasonableness. It includes a section with examples and descriptions of accounts, a section with common questions and answers, and a comprehensive glossary of accounting terms. Each section includes several interactive opportunities for you to confirm your understanding of the material.

Practical examples taken from real world experience are used. Two narrators discuss each example, with active highlighting to focus your attention on appropriate areas of the screen.

Take Charge! provides answers to many common accounting questions. Interesting, attractive screens make it easy to stay focused during the entire course. The HELP feature located on the main menu allows you to see a list of topics and printable documents.

You can use Take Charge! as a reference source once you have reviewed the material, or use it as a training resource for new employees, clients and write-up staff members. This helpful tool offers quick answers to real-world questions asked by working bookkeepers on a daily basis.

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