

Free ebook Bookkeeping and basic accounting for non accountants Copy

Accounting for Non-Accountants Basic Accounting Basic Accounting Accounting for Beginners Fundamentals of Accounting Basic Accounting for Managerial and Financial Control Basic Accounting for Small Groups Basic Accounting for Non-Accountants Accounting for Beginners & Dummies Introducing the Essentials of Basic Accounting Get it Straight BASIC ACCOUNTING CONCEPTS Basic Accounting for Lawyers Accounting Basic Accounting for Credit and Savings Schemes Accounting Basic Accounting Accounting for Beginners Basic Accounting for the Small Business Accounting for Business The Zen of Bookkeeping and Accounting Basic Accounting Basic Accounting For Beginners Basic Accounting For Managers Basic Accounting for Lawyers Basic Accounting Concepts Accounting for Small Business Owners Accounting Accounting A Statement of Basic Accounting Theory Accounting for Non-Accountants: A Work-Text for Basic Accounting Basic Accounting Concepts, Principles, and Procedures, 2ed. Volume 1 Basic Accounting Principles for Lawyers Basic Accounting for Non-accountants Basic Accounting for Non-accountants' 2005 Ed. Basic Accounting for Churches Accounting for Beginners Basic Accounting and Cost Accounting Book Keeping and Basic Account (For B.Com, BBA, BBM and BMS) Governmental Accounting Made Easy Basic Accounting for Lawyers

Accounting for Non-Accountants 2013-01-01

a quick compact and easy to understand resource for non accountants the perfect financial accounting guide for beginners accounting for non accountants is the must have guide for all of us who have never taken an accounting class are mystified by accounting jargon and have no clue about balance sheets income statements payroll management corporate taxes or statements of cash flows this simple to use accounting book is bookmaking made simple whether you own a business plan on starting one or just want to control your own assets you ll find everything you need to know how to prepare and use financial statements how to control cash flows how to manage budgets how to use accounting ratios how to deal with audits and auditors interpret financial statements let this book help you like it helped these readers dr labels explanations are simple and straightforward this will help me a lot as i set up my own business i have worked in accounting for over twenty five years and this is the best book i have seen to help people with the basics of accounting for entrepreneurs or anyone who needs to brush up on accounting fast this book will have you up and running in no time

Basic Accounting 2010-04-30

is this the right book for me basic accounting is a complete step by step course in elementary accounting giving clear and concise explanations of accounting principles and

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practice including paye cashflow statements accounting for share capital accounting standards and non financial reporting it is perfect for the newcomer to basic accounting the first level accounting student or anybody needing to brush up their accounting skills no prior knowledge of bookkeeping or accounting is assumed clear explanations diagrams and worked examples enable you to master the basic principles then apply them to practical examples to consolidate and test your knowledge basic accounting includes chapter 1 introduction chapter 2 source documents chapter 3 the ledger system chapter 4 balancing the cash book chapter 5 double entry theory and practice chapter 6 the trial balance chapter 7 gross profit and stock chapter 8 trading and profit and loss and accounts chapter 9 the balance sheet chapter 10 illustrative example chapter 11 cash and bank transactions chapter 12 bank reconciliation chapter 13 the petty cash book chapter 14 credit transactions and suppliers accounts chapter 15 the accounts of credit customers chapter 16 purchases and sales returns chapter 17 vat and paye chapter 18 classification of ledger accounts chapter 19 final accounts of a sole trader chapter 20 interpretation of accounts chapter 21 cash flow statements chapter 22 capital and revenue expenditure chapter 23 the genera journal chapter 24 depreciation of fixed assets chapter 25 bad debts and provision for bad debts chapter 26 year end adjustments chapter 27 incomplete records and single entry chapter 28 non trading concerns and club accounts chapter 29 control accounts chapter 30 partnership accounts chapter 31 accounting for management chapter 32 costs of production and manufacturing accounts chapter 33 introduction to limited

companies chapter 34 accounting for share capital chapter 35 the final accounts of a limited company chapter 36 accounting standards chapter 37 non financial reporting chapter 38 computerized accounting learn effortlessly with easy to read page design and interactive features not got much time one five and ten minute introductions to key principles to get you started author insights lots of instant help with common problems and quick tips for success based on the authors many years of experience test yourself tests in the book and online to keep track of your progress extend your knowledge extra online articles to give you a richer understanding of accounting try this innovative exercises illustrate what you ve learnt and how to use it

Basic Accounting 2015-08-27

is this the right book for me basic accounting is a complete step by step course in elementary accounting giving clear and concise explanations of accounting principles and practice including paye cashflow statements accounting for share capital accounting standards and non financial reporting it is perfect for the newcomer to basic accounting the first level accounting student or anybody needing to brush up their accounting skills no prior knowledge of bookkeeping or accounting is assumed clear explanations diagrams and worked examples enable you to master the basic principles then apply them to practical examples to consolidate and test your knowledge basic accounting includes chapter 1 introduction chapter 2 source documents chapter 3 the ledger system chapter 4 balancing the cash book chapter 5 double entry theory and practice chapter 6

the trial balance chapter 7 gross profit and stock chapter 8 trading and profit and loss and accounts chapter 9 the balance sheet chapter 10 illustrative example chapter 11 cash and bank transactions chapter 12 bank reconciliation chapter 13 the petty cash book chapter 14 credit transactions and suppliers accounts chapter 15 the accounts of credit customers chapter 16 purchases and sales returns chapter 17 vat and paye chapter 18 classification of ledger accounts chapter 19 final accounts of a sole trader chapter 20 interpretation of accounts chapter 21 cash flow statements chapter 22 capital and revenue expenditure chapter 23 the genera journal chapter 24 depreciation of fixed assets chapter 25 bad debts and provision for bad debts chapter 26 year end adjustments chapter 27 incomplete records and single entry chapter 28 non trading concerns and club accounts chapter 29 control accounts chapter 30 partnership accounts chapter 31 accounting for management chapter 32 costs of production and manufacturing accounts chapter 33 introduction to limited companies chapter 34 accounting for share capital chapter 35 the final accounts of a limited company chapter 36 accounting standards chapter 37 non financial reporting chapter 38 computerized accounting learn effortlessly with easy to read page design and interactive features not got much time one five and ten minute introductions to key principles to get you started author insights lots of instant help with common problems and quick tips for success based on the authors many years of experience test yourself tests in the book and online to keep track of your progress extend your knowledge extra online articles to give you a richer understanding of accounting try this innovative exercises

illustrate what you ve learnt and how to use it

Accounting for Beginners

2019-12-06

this book provides an essential overview of the established principles and practices of the accounting profession the accounting profession is among the oldest of the world s occupations modern versions of accounting practices that represent global standards date back to medieval europe and even earlier the current age of rapid technological innovation and the seemingly endless news stories of financial scandals have brought the field of professional accounting to the forefront of the american conversation also far from limiting opportunities in the field of professional accounting technological advances and developments in global business and finance have made professional careers in accounting more relevant more exciting and more in demand than ever accounting for beginners is written for the small business owner the aspiring accountant professional and the busy professional looking for a quick and handy reference of the major conventions that govern this exciting field when you read accounting for beginners you will learn about accounting fundamentals including definitions of accounting and how accounting differs from bookkeeping financial statements the balance sheet the income statement the cash flow statement double entry accounting including debits credits and how to record transactions in journals and ledgers cash accounting vs accrual accounting accounting for beginners also covers some of the more technical aspects of

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accounting such as depreciation of fixed assets amortization of intangible assets budgeting for operational activities and capital expenditures recording costs for inventory and cost of goods sold next accounting for beginners discusses many of the important professional practice conventions and regulatory foundations that professional cpas must understand before earning a license including generally accepted accounting principles gaap background information about regulatory agencies such as the sec the aicpa the fasb and the gasb differences between u s accounting standards and international standards finally accounting for beginners discusses some of the more pressing concerns that face many of today s most successful accounting professionals such as important principles and conventions of professional accounting firms fraud and ethics current fields actively seeking qualified accountants whether you are currently considering a major course of study pondering a career change or actively engaged as a mid career professional accounting for beginners will give you a thorough and comprehensive review of established practices a detailed guide to many of the most fundamental account recording techniques and an experienced critique of the most pressing concerns and challenges facing contemporary cpas

Fundamentals of Accounting

2007-09

this text discusses and presents accounting principles and concepts in lay man s terms using simple day to day terminologies definitions are always amplified by examples

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familiar to students the steps in the accounting process are discussed using the same illustration problems from chapter to chapter so that the student can connect the relationship of the steps in the accounting process being a basic accounting textbook the book will provide students with a solid and strong basic accounting knowledge to better equip them to tackle more advanced accounting courses accounting as a field of study is professive accounting knowledge is learned in stages what is learned in basic accounting is used and applied in more advanced accounting courses consequently if a student has a weak basic accounting foundation he will have difficulty succeeding in more advanced accounting courses

Basic Accounting for Managerial and Financial Control 1972

this book offers a step by step guide to basic accounting and financial management techniques it is written in plain language for people who have no previous experience of accounting and book keeping in this second edition of a best selling book first published in 1992 each section is followed by activities to practise the material covered solutions are also included the systems described are not specific to development programmers this book should be useful to any small group which needs to keep accurate records of its financial transactions

Basic Accounting for Small Groups 2003

this book is dedicated to introducing you to the world of accounting using simplified information you may have tried to learn about accounting standards before but were discouraged by the complexity of the online resources rest assured that this book is designed for beginners and explains everything you need to know about accounting you'll understand what accounting is and why it's important for small and large businesses you'll learn the different accounting standards and principles needed when creating a financial report have you always created budgets but were never able to stick to them do you understand what happens when your paycheck is deposited into your account when you understand the basic rules of accounting you'll learn how to manage your personal expenses and stick to your budget if you're a business owner accounting knowledge will help you track any discrepancies in your business while you may be dealing with an accounting firm it's very important to learn the basic terms and standards in accounting to communicate better with your financial team

Basic Accounting for Non- Accountants 2024-05-15

this 80 page introducing the essentials of basic accounting get it straight is what you see is what you get it is a thorough introduction to the essentials from the basic definitions what makes up the financial statements from the definitions make

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makes up the financial statements u s gaap and ifrs applying debits and credits the chart of accounts what is an account among others to a mini income statement and balance sheet other topics include accruals depreciation disposition of a capital asset cost of sales subscription revenue prepayments adjusting journal entries cash vs the accrual methods manufacturing and ratios as a small business owner does your bookkeeper tells you whatever they want as you know nothing about basic accounting the bookkeeper can hold a gun to your head gain an immediate rate of return on professional fees paid as you aren t paying the accountant for repeating the concept month after month use the time to ask more important questions beginning accounting 101 gain an overview of the accounting basics time is money having spent 18 hours viewing free youtube videos coming out more confused than you went in most of these videos serve as bait to sign on new clients replacing the one you have when all said and done the move is generating zero benefit and possibly hidden higher fees you don t speak the accountant s language accounting is the language of business from the smallest to the multinational anybody can produce a financial statement or the data for tax filing is it accurate the 3q s the quality of the reports depends on the quality of the input and the quality of the management of the input the accounting section in financial accounting corporate structure u s bankruptcy u s irs tax debt relief programs u s irs audit and falling under intellectual property copyrights patents trademarks and trade secrets get it straight which is 80 in the question and answer format is more detailed for example the introduction to the balance sheet is over 20 pages don t wait for a financial disaster before gaining these

essential accounting basics

Accounting for Beginners & Dummies 2013-05-17

basic accounting concepts is a book written for people who desire or need to understand accounting terminology and processes without all of the complexities and technical language often associated with such a study readers will learn in simple everyday language the main concepts of accounting including the accounting cycle process and other accounting functions used by a business the concepts learned in this book will also help the reader in organizing their own personal finances among the topics discussed in this book are budgeting bank reconciliations and preparing a simple balance sheet that may be required by the bank if you are applying for a loan or mortgage the reader will also learn the complete accounting process involved in keeping the books for a small business

Introducing the Essentials of Basic Accounting Get it Straight 1999

this book is intended for people who want to know something about the fundamentals of financial accounting without becoming an accountant many people are in this position small business owners employers employees business owners stockholders investors and many many more

BASIC ACCOUNTING CONCEPTS

2020-02-16

intended for readers without any formal accountancy training this book explains in clear and simple language how to document the financial transactions associated with credit and savings schemes efficient administration and accurate accounting records are vital for any scheme to be successful recording and sorting the data and preparing financial summaries such as receipts and payments reports and balance sheets are described in detail with numerous illustrations and worked examples the administration of loans and savings and the recording of stock transfers are also fully covered basic accounting for credit and savings schemes will be of use to community development workers involved in or considering setting up such schemes

Basic Accounting for Lawyers 1996

this guidebook is going to take the time to explain some of the important aspects of accounting

Accounting 2019-08-10

one of the biggest obstacles to overcome in accounting is understanding the terminology well this simple book break down important terms and principles in a way that is easy for the average person to understand as you read about the principles of accounting you'll find clear examples that will help you apply the principles to accounting work without

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becoming an accountant accounting isn't something to be intimidated by it something that once learn can help your business expand and grow into new markets amazon

Basic Accounting for Credit and Savings Schemes 2015

accounting for business is print only written in clear and uncomplicated language the new edition of accounting for business guides non accounting students through the basic accounting concepts now up dated to cover the gst new tax laws and the vet training package this is the ideal resource for students needing to cover the key accounting elements but not requiring the depth of a more traditional textbook

Accounting 2019

the material in the zen of bookkeeping and accounting accounting for new college students and other learners is based on a simple framework for teaching and learning bookkeeping and accounting using activities related to the elements of a simple combined chart of accounting and trial balance created by dr pettigrew to help organize the thoughts of readers dr pettigrew a cpa and successful university professor uses a three books concept and the simple combined chart of accounting and trial balance to demonstrate day to day bookkeeping and accounting activities accountants and bookkeepers use a systematic step by step set of activities to keep update and report on the three main books of an organization 1 journal book to

record transactions 2 general ledger to post the recorded journal entries and 3 financial reports comprising the balance sheet income statement statement of retained earnings and statement of cash flows to summarize and report on the balances in the general ledger a simple description of what bookkeeping and accounting is about and how bookkeeping and accounting activities are performed in real world situations is presented using a fictitious organization smallz bizniz llc the material in the zen of bookkeeping and accounting accounting for new college students and other learners focuses on financial accounting accounting for the sources and uses of valuable resources values shown in dollars in a business organization the definition used for this simplified book is in terms of the activities involved in the accounting process accounting is both a process and a means of summarizing and reporting of financial transactions and activities of a business for a specific period the process involves identifying and recording financial transactions in journals and posting them to related accounting ledgers the accounting ledgers are then summarized classified and reported in financial statements such as the balance sheet income statement statement of changes in owner s equity and cash flows statement to be used by users for decision making purposes in other words accounting is a systematic step by step set of activities taken by the accountant to 1 identify analyze and record financial transactions 2 record the transactions in the journal using a chart of accounts 3 post the journal entries to the general ledger 4 prepare a trial balance of the general ledger accounts 5 make adjustments at the end of accounting periods and 6 summarize and report on the activities of the firm dr

pettigrew hopes you enjoy reading and learning from the zen of bookkeeping and accounting accounting for new college students and other learners and realize that you too can learn bookkeeping and accounting and wishes you all the best for a successful career in business and accounting

Basic Accounting 1984

basic accounting service business study guide is designed as a reference material in introductory accounting that can be used by readers especially students taking basic accounting for service business presentations and discussions of various accounting concepts and frameworks are simplified to provide the reader with an initial working knowledge on the different steps of the accounting cycle for a service business emphasis is given to various accounting concepts at the same time the development of the procedural accounting skills different basic accounting frameworks and forms are used to assist readers in understanding seemingly complex accounting subject matters the authors would like to inform the users of this study guide that this was written for readers especially students who would want to read a quick guide for the rubrics of basic accounting for service business each unit is prefaced with learning objectives to serve as guide to readers discussion questions and problem exercises are not included in this reference material this study guide can be effectively use together with a workbook which is available in the university where one of the authors is currently affiliated this reference material is not intended to replace existing accounting textbooks written by famous authors whom we have respectfully cited and given credit in this guide the user

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

Accounting for Beginners 2003

owning and running a small business can be complicated on top of developing marketing and selling your product or service you ve got to be prepared to handle the money that is coming in pay your employees track expenditures consider your stock options and much more accounting for small business owners covers the entire process of establishing solid accounting for your business and common financial scenarios and will show you how to set up and run your business manage and sell your product or service perform a month end balancing of accounts packed with definitions of basic accounting terms sample accounting statements and a wealth of tips and tricks to simplify the accounting process

Basic Accounting for the Small Business 2017-07-26

discover accounting made easy are you looking for an accounting book that can teach you how to run your small business are you tired of having to continually visit an accountant or consultant for essential advice on how to

manage your financial records do you want a book that not only gives you the basic knowledge of accounting fundamentals but also provides valuable ways to manage your business and finances like a pro if you said yes to any of these questions then this book is for you in this book you will master the conceptual knowledge about accounting and bookkeeping discover the differences between accounting and bookkeeping discover which accounting methods suit your small business get the top 10 tools for digital accounting learn step by step instructions on setting up your chart of accounts understand the differences in transactions ledgers and journal entries learn how to process payroll get an entire chapter on financial statements and how to analyze them master how to close your books easily and quickly get advice on small business budgeting uncover the 3 small business accounting pitfalls you should avoid at all costs and so much more this easy to understand guide will provide you with clear concepts and methods to help you think like an accountant and teach you how to implement them into your small business so what are you waiting for click the add to cart button now to get your copy of this book

Accounting for Business 2011-10-27

3 comprehensive manuscripts in 1 book accounting principles the ultimate guide to basic accounting principles gaap accrual accounting financial statements double entry bookkeeping and more management accounting the ultimate guide to managerial accounting for beginners including management accounting principles financial accounting the ultimate guide to financial accounting for beginners including

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how to create and analyze financial statements accounting is a crucial part of any successful business as it records all profits losses credits and debts and tells you the state of a business in an economy where labor driven jobs are disappearing faster than ever before it is essential to know the concepts of accounting so you can succeed in your own business or in your career by increasing the profits in the company you work for here are some of the topics that are discussed in the first part of this book the explosive basics accounting methods two sides of the accounting coin merchandising and their inventories analyze like a pro payroll accounting budgeting to make it big balanced scorecard fraud and internal controls and much much more here are some of the topics that are discussed in the second part of this book accrual accounting financial accounting basics who may use the financial statements recording business transactions stockholders equity ratios and other tools for analyzing income statement balance sheet statement of cash flows statement of stockholders equity and much more here are some of the topics that are discussed in the third part of this book management accounting and its importance management accounting principles responsibility accounting understanding and managing costs budgeting like a pro forecasting tools for business trends theory of constraints careers in management accounting and much much more so what are you waiting for get this book now and learn more about accounting

The Zen of Bookkeeping and Accounting 1965

this book the revised edition of the first one published in 2011 remains an answer to the need for a customized textbook for basic accounting students students who need to acquire accounting knowledge but do not have to go through the kind of preparatory training needed by those who will be taking the cpa board exams this also is a suitable material for those who would like to learn the basic concepts of accounting and bookkeeping while there is no substitute to classroom instruction this book can also be used as a personal learning material for those who want to become bookkeepers or those managers who want to learn how to read their financial statements and understand the financial health of their businesses

Basic Accounting 1974

new edition retains the popular step by step introduction to basic accounting concepts principles and procedures leading to a basic accounting system 2nd edition substantially increases the number of problems and solutions and adds chapters on partnerships and financial analysis methods book comprehensively covers proprietorship corporation and partnership accounting

Basic Accounting For Beginners

2017-04-12

an everything you need to know guide to church accounting

Basic Accounting For Managers

2021-03-17

basic accounting skills are necessary tools when dealing with finance understanding the basic concepts and methods used in accounting is a critical tool in the organizational skills managing your money is an absolute necessity in any line of business knowing how to keep track of your actions make projections and set up budgetary limits are useful tools and key factors on the way to success

Basic Accounting for Lawyers

2018-07-11

the book has been designed for the beginners in the field of accounting to provide comprehensive coverage of book keeping and basic accounting principles techniques and practices this book is intended to build the foundation for learners who are planning to develop their understanding of financial accounting for this purpose the text has been developed in a very logical and clear manner key features content has been developed according to the syllabus requirements the units are written in simple language numerous illustrations examples and case studies for better

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understanding of concepts chapter end questions for practice

Basic Accounting Concepts 1966

for laypeople and accountants with little or no governmental accounting experience governmental accounting made easy second edition is a complete and easy to use road map to a broad range of governmental accounting topics and how these individual aspects of governmental accounting work together under the financial reporting model for governments adopted by the governmental accounting standards board read interpret and analyze governmental financial statements governmental accounting made easy second edition explains everything you need to know with an entirely new chapter on accounting for opeb benefits the second edition offers just the basics coverage of basic accounting concepts underlying all governmental accounting and financial reporting basic financial statements prepared by governments including government wide financial statements and fund financial statements note disclosures that accompany governmental financial statements complicated accounting issues commonly found in governmental financial statements background and definition for understanding the reporting entity accounting requirements for revenues from non exchange transactions recording and valuing capital assets now with new coverage of accounting for pollution remediation obligations asset impairment and asset classification as well as revised and expanded discussion of pension reporting and sales and pledges of receivables and future revenues governmental accounting made easy second edition is the most helpful

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single source reference you will find whether you are a manager budget preparer state legislator comptroller lawyer bond counsel underwriter of municipal bonds rating agency employee bond insurer contractor or a member of a school board or city council governmental accounting made easy second edition offers a wealth of practical information for putting accounting principles to work for your organization

Accounting for Small Business Owners 2019-12-21

this fourth edition provides the most basic information needed to understand accounting and treats the most current issues in accounting principles practices and procedures it is both an introductory text for the practitioner who is not versed in the ways of accounting and an update for those who have some basic knowledge of accounting

Accounting 2017-09-15

Accounting 2008

A Statement of Basic Accounting Theory 2015

**Accounting for Non-Accountants: A
Work-Text for Basic Accounting
1994**

***Basic Accounting Concepts,
Principles, and Procedures, 2ed.
Volume 1 2010-12-30***

***Basic Accounting Principles for
Lawyers 1964***

**Basic Accounting for Non-
accountants 2015**

**Basic Accounting for Non-
accountants' 2005 Ed. 2009-10-26**

Basic Accounting for Churches 1988

Accounting for Beginners

Basic Accounting and Cost Accounting

Book Keeping and Basic Account (For B.Com, BBA, BBM and BMS)

Governmental Accounting Made Easy

Basic Accounting for Lawyers

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