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TECHNOLOGY/ENGINEERING/CIVIL SUCCESSFUL FINANCIAL MANAGEMENT IN THE CONSTRUCTION INDUSTRY BEGINS WITH THIS HANDS-ON GUIDE While construction professionals are skilled in the technical side of their work, they often find the financial management aspect of the business daunting. Financial Management and Accounting Fundamentals for Construction will help you better understand and navigate the financial decisions that are part of every construction project. This book is a compact summary of the basic financial skills that a construction professional must have to be successful in the management of a construction company and its projects. Its topics address many of the questions that any construction administrator will face, such as: How to organize and use a company's financial reports What amount of cash must be made available to the contractor to complete a project Why the early payment of supplier invoices can enhance profitability How to quantify the time value of money in financial decisions What tax amount is owed by a company and how it impacts the bottom line How to control project costs What financial sources are available to a construction contractor for capital expansion In this text, you will learn about accounting fundamentals, project-related financial matters, and company level financial issues—three factors that are key to your career success. An ideal reference for students of construction management and engineering, as well as professionals who need a quick refresher when dealing with cost control analysis and other financial issues, this text also offers: Easy-to-understand coverage of financial concepts specific to the construction industry, including business taxation, project control, engineering economy, and financial forecasting Numerous worked examples, plus end-of-chapter review questions and exercises Helpful appendices that present the structure of a typical chart of accounts, the flow of transactions through a construction accounting system, and tables required for computing interest and the time value of money

Project management is the process of managing and organizing resources to complete a project, whether it's incorporating a new computer

system or building a factory, within a defined scope, quality, time and cost constraints. In the business world, we are frequently called upon to manage a project to a specific timeframe and budget, but we don't always know where to begin. Certified Project Management Professional Vijay Kanabar and Roger D. H. Warburton offer quick and easy guidance on successfully managing a project from start to finish. Through engaging real-life situations and simple exercises, busy professionals receive just the information they need, from the basics of planning and quality assurance to picking the right people for your team.

We've taken our popular Accounting 1 guide and made it even better! Updated content and an additional panel of information not only make this an essential companion for students in introductory accounting courses, but also a refresher for those in higher level courses. In this edition you will find more coverage of the subject including expanded sections on financial statements and accounting in business, making this a study tool you won't want to be without!

This easy-to-use handbook is an essential resource for anyone who needs to write English correspondence for an international business audience. In an engaging, accessible style it integrates the theory and controversies of intercultural communication with the practical skills of writing and editing English for those who read it as a second language. The book emphasizes principles of simplicity and clarity, proper etiquette, cultural sensitivity, appropriate layout and typography, and more to increase the chances that a text prepared by a native English speaker will be better understood by a non-native speaker. It also updates traditional advice with new insights into "e-mail culture." Equally useful for students and professionals in business communication, marketing communication, and international business, *The Elements of International English Style* is filled with realistic examples, problems, and projects, including: 57 specific tactics to internationalize one's English; hundreds of before-and-after comparisons showing the effects of editing for an international audience; models of international correspondence; practical discussion questions and work projects; useful resources for further study, including books, articles, and websites.

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MBA Math & More provides expert academic support you need for all the key material--especially the math--that you'll see in your first year of business school. After all the hard work, you've finally gotten accepted to business school. But you're worried about the "school" part of b-school--especially the math of Statistics, Finance, Accounting, and so on. Or maybe you've already started your program, and your head is spinning. Statistical distributions are brutal on their own, and they're even harder when you're also schmoozing recruiters and tackling all the other challenges of your MBA program. MBA Math & More will be your go-to academic guide throughout your first year of business school. Armed with top-shelf MBAs and years of GMAT teaching, the authors have drawn on their own experiences and those of hundreds of other MBA students to craft straightforward reviews of all the key concepts. The math is explained simply with plenty of easy-to-follow diagrams and concrete examples. At last, you'll feel like you really get how the discount rate affects the price of a bond, along with dozens of other challenging ideas at the heart of b-school programs. The book even includes a glossary of need-to-know jargon, so you won't feel lost when classmates start slinging around acronyms.

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