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Page Formatting and Typeface

To accommodate the needs of those with weaker vision, we use LARGER PRINT throughout the book whenever practical. The text in this book was created using Garamond (size 16). A little bit of page resizing, however, may have happened along the actual book printing process.

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Exam topics covered in this book

According to the CMCI, a Certified Construction Manager CCM must meet the prescribed criteria of the CCM program with regard to education, field experience and demonstrated comprehension of the CM body of knowledge. The CCM exam is a multiple-choice exam based on the CM Body of Knowledge. These are the core competencies being covered:

- Project Management
- Cost Management
- Time Management
- Contract Administration
- Quality Management
- Professional Practice
- Safety & Risk Management

To succeed in the exam, you need to read as many reference books as possible. There is no single book that can cover everything! This ExamFOCUS book focuses on the more difficult topics that will likely make a difference in exam results. The book is NOT intended to guide you through every single official topic. You should therefore use this book

together with other reference books for the best possible preparation outcome.

BE SURE to check out the CMAA Ethics codes. As of the time of this writing the URL is <http://cmaanet.org/code-of-ethics>. Know the codes inside and out. These codes are the basis of “professional practices”. Also go through the glossary. There are terms you want to know for the exam: <http://cmaanet.org/cm-glossary>

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