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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

The AIC Level 1 examination is a two-part written examination with 300 multiple-choice questions and several writing samples, involving a total testing time of 8 hours! It covers a wide range of fundamental topics but this study notes will focus on these areas:

- Management Concepts, and Project Management / Contract Administration
- Engineering Concepts, and Safety

Engineering Concepts is a domain that concentrates on topics such as the properties of engineering materials, soil mechanics, concrete formwork design and applied mechanics, air mechanics and fluid mechanics. We combine these information with Safety because they share common principles and both of them carry heavy weight in the exam. Management Concepts, on the other hand, covers things such as contract formation principles, types of business entities, accounting principles and financial ratios, management systems and business ethics. We also include coverage on Project Management and Contract Administration.

**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.**

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