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Valid for September 2018, December 2018, March 2019 and June 2019 Examination Sittings  
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Writing is one of the key factors in professional success. It is one of the ways in which managers appraise you. Write well and clients and colleagues will rate you. Write poorly and you could harm your prospects. This book explains how to write well in the workplace. Christopher Stoakes is a lawyer and trainer acclaimed for his concise style

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**Is Law for You?** BPP Learning Media

The Association of Chartered Certified Accountants (ACCA) is the global body for professional accountants. With over 100 years of providing world-class accounting and finance qualifications, the ACCA has significantly raised its international profile in recent years and now supports a BSc (Hons) in Applied Accounting and an MBA. BPP Learning Media is an ACCA Official Publisher. The new ACCA syllabus for paper P4 is about the practical application of financial theory to problems that managers face, such as investment appraisal, funding policies, risk management,

growth, organic or through mergers and acquisitions and dividend policy. The paper also covers crucial issues such as corporate governance and ethical and environmental aspects of financial policy. The practice and revision kit contains a large number of examination style questions by key topic and integrated where appropriate together with three mock examinations, one of which is the ACCA's pilot paper. BPP Learning Media is the publisher of choice for many ACCA students and tuition providers worldwide. Join them and plug into a world of expertise in ACCA exams.

#### STRATEGIC BUSINESS REPORTING - STUDY TEXT. BPP Learning Media

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#### **Advanced Performance**

**Management** ADVANCED FINANCIAL MANAGEMENT - STUDY TEXT. ACCA P4 Advanced Financial Management Practice and

Revision Kit BPP Learning Media's status as official ACCA Approved Learning Provider - Content means our ACCA Study Texts and Practice & Revision Kits are reviewed by the ACCA examining team. BPP Learning Media products provide you with the exam focussed material you need for exam success. ACCA F9 Financial Management

#### ADVANCED FINANCIAL MANAGEMENT - STUDY TEXT. ACCA P4 Advanced Financial Management Practice and Revision Kit

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#### *ACCA P4 Advanced Financial Management - Pocket Notes* BPP Learning Media

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#### ACCA F9 Financial Management

BPP Learning Media

BPP Learning Media provides comprehensive materials that

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highlight the areas to focus on for your exams and complement the syllabus to increase your understanding.

Passcards BPP Learning Media

The BPP Study Text provides a comprehensive treatment of the updated ACCA syllabus for P4. It addresses all learning outcomes and the higher skills required in an integrated and practical way. The material, despite the technical nature of certain areas, follows a practical, common sense approach with plenty of case studies and real life business examples. The key points of each topic are summarised in a chapter roundup and tested in a diagnostic quiz at the end of each chapter. A question bank at the end of the book provides practice on exam style questions.

FINANCIAL ACCOUNTING (FA) - Study Text BPP Learning Media

All-inclusive guide to designing vacation retreats  
Hospitality building is today's fastest-growing construction category. Resort Design: Planning, Architecture and Interiors, by international expert Margaret Huffadine, gives you a foundation for working successfully on a wide range of resort projects, casino-based, spa, sport, beach, ecotourism, urban and theme resorts anywhere in the world. This from-the-ground-up guide takes you from feasibility studies through planning, financing, and design stages. Renderings and photographs of architectural and interior design details of

public areas and guest rooms at renowned resorts richly illustrate profit-determining concepts. You get critical front-of-house and back-of-house operational details for restaurants and bars...security...housekeeping...structural, mechanical, and electrical requirements...executive and administrative offices...staff working conditions and accommodations...and much, much more, details guaranteed to help your projects go smoothly and cost less.

*ACCA P3 Business Analysis* BPP Learning Media

The examining team reviewed P4 Study Text covers all the relevant ACCA P4 syllabus topics. It focuses on how to apply the knowledge and skills of a senior financial professional to make sound financial decisions and/or recommendations for organisations. The material follows a practical, common sense approach and detailed case studies and real life business examples throughout the text will help build your understanding and reinforce learning. Key points are also summarised in chapter roundups.

*ACCA Paper P4 - Advanced Financial Management Practice and Revision Kit*

The examining team reviewed P4 Practice & Revision Kit provides invaluable guidance

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on how to approach the exam. Questions are grouped by key topic areas and integrated where appropriate. Three mock examinations provide ample opportunity to practise questions and marking schemes show you how the examiner awards marks.