



# **Specialized English for the Students of Management and Maritime Commissariat**

**By:**

*Saeed Masoudi*  
*Ali Alimohammadpour*  
*Alireza Aalipour*



مسعودی، سعید، ۱۳۵۱ -

سرشناسه

Saeed Masoudi

Specialized English for the Students of Management and Maritime

Commissariat/ by: Saeed Masoudi, AliAlimohammadpour, Alireza

Aalipour

عنوان و نام پدیدآور

م. ش. دانشگاه علوم دریایی امام خمینی (ره)، ۱۳۹۶.

مشخصات نشر

۹۷۸-۶۰۰-۷۹۴۱ ۴۷-

شابک

۱۶۰۰، نمودار.

مشخصات ظاهری

فیفا.

وضعیت فهرست نویسی

علی محمدپور، ۱۳۶۶-

شناسه افزوده

AliAlimohammadpour

عالی پور، علیرضا، ۱۱۶۰

شناسه افزوده

Alireza Aalipour

عنوان به فارسی: زبان تخصصی دریایی، مجریان مدیریت و کمیسر دریایی

یادداشت

PE۱۱۲۷/ع۸م۱۳۹۶۳

رده بندی کنگره

۴۲۸/۶۴۰۲۴۵۵۱۴۶

رده بندی دیویی

۴۷۱۴۸۱۷

شماره کتابشناسی ملی

زبان انگلیسی، علوم دریایی

موضوع

دانشگاه علوم دریایی امام خمینی (ره)

ناشر

چاپ اول

نوبت چاپ

۱۳۹۶

تاریخ انتشار

۱۰۰۰

تیراژ

۱۴۰۰۰۰ ریال

قیمت

انتشارات دانشگاه علوم دریایی امام خمینی (ره)

حروفچینی، چاپ و صحافی

حق چاپ برای ناشر محفوظ است

## Prefece

People have always used their ancestors life experiences and tries to use them in the best way. The issue of knowledge management is no exception. Management science hometown, the birthplace of knowledge and technology, are the industrialized nations that use the International English Language and on the other hand the high speed of research and science in the global arena and massive information published in English on the world wide web, day-to-day need for specialized knowledge of the English language became more obvious and besides according to international missions of strategic navy and the need for international engagement of Navy personnel, the need is felt more than ever. This situation creates an additional incentive for authors to write specialized English for management (2) and on the other hand one of the important goals and issues of management and maritime communication faculty has been a change in military and scientific lessons which needs a review and formulating of existing references. This book is also arranged as a title of "specialized English for management (2)" according to logistic, Financial and Human recourse management.

The book consists of three parts of logistics, finance and human recourse management. In the logistics part, the terminology, guidelines and procedures related to procurement and logistics have been noticed and in the financial and accounting part definition of accounting, book keeping, accounting cycle, financial management, public accounting and cost accounting are written and Introduction to human resources, job analysis, recruitment, staff training, analysis of future performance and human resources personnel department has been investigated.

The difficulty of compiling and writing textbooks are not covered on experts and enthusiasts. The nature of the textbook is also to be regularly updated with updated knowledge. Therefore, professors, students and researchers will be asked to help us with tips, comments and suggestions in this field.

Saeed Masoudi  
Ali Alimohammadpour  
Alireza Aalipour  
Nowshahr – 2017 spring

## *Table of Contents*

<b>SECTION A: Supply .....</b>	<b>1</b>
Unit A1: Ship's Supply Department Organization .....	3
Unit A2: Material Management .....	17
Unit A3: Ship Board Form 3 Processing .....	29
Unit A4: Special Storage, Handling and Preservation .....	33
<b>SECTION B: Accounting &amp; Finance .....</b>	<b>43</b>
Unit B1: What is Accounting .....	45
Unit B2: Analyzing Business Transactions .....	53
Unit B3: Book Keeping .....	59
Unit B4: Accounting Cycle .....	67
Unit B5: Financial Statement .....	77
Unit B6: Financial Management .....	91
Unit B7: Governmental Accounting .....	95
Unit B8: Cost Accounting .....	105
<b>SECTION C: Human Resource Management .....</b>	<b>117</b>
Unit C1: Introduction To Human Resource Management .....	119
Unit C2: Human Resource Planning .....	127
Unit C3: Job Analysis and Job Design .....	133
Unit C4: Recruitment and Selection .....	141
Unit C5: Employee Training .....	145
Unit C6: Performance Appraisal .....	151
Unit C7: Wage and Salary Administration .....	157
Unit C8: The Future of HRM .....	161
Reference .....	165
APPENDIX .....	167