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## Principles of management clep

To continue to enjoy our site, we ask that you verify your identity as a human being. Thank you very much for your cooperation. Name of exam: Principles of leadership CLEP Number of questions: 100 Time Limit: 90 Minutes ACE Recommended Passed Score: 50 Practice Test Available?: Yes - Click Here Quick Prep Package Available?: Yes - Click Here Cost: \$80+ Sitting Fee (Usually no more than \$20) at the test site. The military can take CLEPs for free with tuition assistance. Check with your educational officer! Difficulty level 1-5 : 1 (One is the easiest, and five is the most difficult) Exam Description: The principles of management CLEP covers the material normally learned in an introduction to management and organization college class. You will be tested on your general knowledge of human resources and the operational and functional aspects of management. Personal thoughts: The principles of management CLEP is one of the simpler exams. Normally, a day or two of the study is enough to pass since most test takers already have an understanding of the majority of the material covered. That said, you still have to give it that day or two worth studying. While most of it will come quite easily, you should spend some time learning the different kinds of authority, theories of leadership, as well as who suggested them. I would also strongly suggest taking the Peterson Practice test for this as you can find the link for up above. When you score around 65+ on the practice exam you should be able to pass the real thing without any problem. A word about the theories and theories. You probably won't be asked as many questions about them about the principles of management CLEP, but I attach a lot of importance to teaching them through this free study guide. The method behind my madness is twofold. First, you'll probably get at least four or five questions on the subject, so you need to know. Secondly, there are several exams out there that use the same knowledge one way or the other. Learn it well now, and you can skim over it later. Exam breakdown: According to the College Board website, the principles of management CLEP exam are broken down as follows: 45%-55%Functional aspects of management 15%-25% Organization and human resources 10%-20% Operational aspects of management 10% -20% International Management and Contemporary Issues Areas of Study I'm going to break down the percentages above with the topics that fall under each category. This should allow you to decide what you need help with, and only study those areas where you feel a little weak. Less wade through masses of resources, and more purposeful study. Please read the comments next to each link. I include them to target what in the link you need to study. For those without comment, I feel it's quite self-explanatory. Functional aspects of management (45-55% of the principles of management CLEP) Management - Let's get it out of the way right now. Just read the entire page and zone in Keywords. You'll see quite a lot of it later down the list, but a little reinforcement won't kill you. Planning - Just know the basics of what it is. Also pay attention to the terminology on this page. Know that a goal must be achievable (or realistic). Organization - Scroll down a little and read up on the government delegation. Pay attention to the Span of Control and the second terminology. Leading - A good overview of concepts although it is not very reader-friendly. I had personally read through the entire page at least once. It has a good list of theoretics and some of the more common leadership types. Not an all-inclusive list, but enough to get started. Controllers - Only a quick read over should do so. Pay special attention to the process of controlling. Authority - Fast and to the point. Know the different types of authority listed here. Decision-making - Never was asked about this on my own principles of leadership CLEP, but here is a decent read through on the subject. Organization chart – Don't read too deeply. Most people should already be familiar with an organization chart, but for those who are not this provides a good explanation of what they are and why they are used. Leadership - Not a bad summary of such a broad topic. Organizational structure - An important resource. Read the full page and pay attention to the listed structures (Functional, Division Matrix). Budgeting - I've never been asked anything that has to do with budgets, but since it's on the CollegeBoard list, I also include it here. I want to mark budget types, but otherwise just skim this part. Problem solving - Once again, it is not something you get asked too deeply, but a short foam should be sufficient. Group dynamics and team functions - This is all knowledge of project management, but I want to pay attention to Tuckman's theory and the five stages. If you haven't heard of it yet, there is good information to have for the real application. Conflict resolution - Just know the different types of resolution (Confront, leveling, avoiding, etc) Communication Management - Not very happy with this explanation of communication in management since it does not provide examples, but it is the best I can find. Another, better, explanation of communication is here: Communication. Change - I was not asked about this on my own exam, but just in case here is a brief overview of managing change. Keep in mind that this is different from Change Management which is a formalized process. There are many ways to do it, but here is a quick overview of the reasoning behind this process. Organizational theory - I will take into account the part of theories and models of organizational studies. Devote some time to reading each of these links. Probably overkill, but you may get a question or two about the principles of management CLEP on these topics. Historical aspects - A good timeline although I wouldn't bother remembering dates. However, I will remember that the eoretics and Like Maslow's hierarchy of needs, Theory X and Theory Y, and Hawthorne Studies. Organization and staff (15-25% of the principles of management CLEP) Human resources human relations and motivation - Skim it now and teach the major players. We'll touch it again later. Training and development - Another that I was not tested on in my principles of management CLEP although this is on the list from CollegeBoard. Organizational development of performance assessment - A short reading should be sufficient. Just know that it's about improving the whole organization. Legal concerns - Know what you can and can't ask during an interview. I had one or two questions that asked me about this under my own principles of leadership CLEP. Workforce Diversity - Understand what it is, as well as have a basic understanding of U.S. anti-discrimination laws. The link above should have covered most of this for you. Recruitment and Choice - This touches on the legal concerns again, but also gives you a rough idea of the hiring process. I didn't get any direct questions on this topic, so I had read through it enough to have a basic understanding. Should be quite intuitive for most people. Compensation and benefits - Pretty simple things here for most people, but you may want to pay attention to the compensation link. If you scroll down a bit, you'll see a list of definitions, including job descriptions, analysis, etc. Good information to know. Collective bargaining - A very nice write-up to include the relevant laws. International Management and Contemporary Issues (10-20% of the principles of management CLEP) Value dimensions - Best I could find on this topic. Just know that one of the challenges of managing internationally is that your employees come from different cultures. Regional economic integration - Another topic that you just need a basic understanding of. It's an interesting read if you have time, but I wouldn't expect to see too many questions about it on the principles of management CLEP. Trading Alliances Global Environment - Blasted impossible to find a description of so here is mine, A business environment encompassing many geographical and economic regions to include nation states. Eat your heart out Mr. Webster. Corporate Social Responsibility - Short skim of the first two paragraphs will work. Ethics Systems - One of the challenges of building a study guide using CollegeBoard's list. What do Systems mean? International management systems? I do not remember anything on the exam touching this, nor on practice exams. So we're going to do the best we can. Check out the organizational theory section and skip the rest. Environment - Always a problem with international activities in less regulated countries. State regulation - Nice article, especially considering the current debate on Wall Street at the time of writing. Management theory and theories - We have already seen this list of theories and the people Them. Give them a quick read to make it hold. Do not miss the other page on this link. E-business creativity and innovation - Another annoying term, courtesy of CollegeBoard. Here is an article about creativity as it applies to management. Not sure how this will apply to International Management, but who knows? Operational aspects of management (10-20% of the principles of management CLEP) Operational planning and control Work planning - More vague terms that I have never looked at the principles of management CLEP. I take this to mean the project management's idea of planning since nothing else makes much sense to study for. I know what a WBS is. Good knowledge to have anyway. Pert - Knows what it stands for along with its uses. You may be asked this which is why I leave it even if it is not on the CollegeBoard list. Critical Path - Just know that there is the longest possible duration (path) in a project without delaying the scheduled completion. Total Quality Management - Great explanation. Not touched too deeply on exams, but I will at least know what the letters TQM stands for and what the premise is. Information processing and management - I was not asked about this at all, but here you go. Touches some of the other things we've already covered if you read down a little. Strategic planning and analysis - Self-explanatory productivity Recommended affordable study resources Always check your library first! You may be able to find some of these for free. You don't have to buy the officially recommended resources all the time. If you are the kind of person who prefers to study from a textbook source, see below. Principles of management CLEP Quick Prep Package - Our own study package for the Principles of Management CLEP exam. Do you need these credits quickly and don't have time to do all the research? We've done the job for you here. Get our Quick Prep Sheet for this exam, two extra full length practice tests, and even an mp3 file to study from. It's fast, it's cheap, and it's guaranteed to help you pass. Review for CLEP Principles of Management - I rarely suggest the official CLEP study material just because most of it I have found to be almost useless. This one, however, seems to be doing well. I don't know if it's because the exam is one of the easiest out there, but the book covers a lot of the same material I saw on the exam. Principles of Management (Cliffs Quick Review) - If you are the type who likes to be 100% sure when entering the test center, then I will choose this along with the above books or InstantCert. Between the two you will be covered for study materials. InstantCert Academy - Principles of management-specific exam feedback - Four pages of study notes, specific topics of studies, and by action reports. Also do not forget to check out Instantcert Flashcards for the principles of management CLEP If you do not know what InstantCert is, then here for the scoop as well as a discount code: \*\* InstantCert Academy \*\* You will find an InstantCert link for each exam here if it gives you an idea of how much information they have available. It's an outstanding resource. Concluding thoughts Do not let this exam give you too much concern. As long as you dedicate a few days worth studying to the material above, you should have small problems. Make sure you study on theories and theories and theories and can apply the knowledge needed. The exam likes to test you on them. If you're in a hurry, you can pick up our quick preparation package for this exam to really hit the information you need. Good luck! Go back from principles of management to Clep Exams Page Or, you can return to the homepage with the link below Return from Principles of Management CLEP to Free Clep Prep website

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