

Principles of Management CLEP Test Study Guide - Pass Your Class - Part 2

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Our CLEP study guides are different! Our three part series – Principles of Management CLEP study guide - TEACHES you what you need to know to pass the test. We have more than just pages of sample test questions. Our easy to understand study guide will TEACH you the information. We've condensed what you need to know into a manageable book - one that will leave you completely prepared to tackle the test. This study guide includes sample test questions that will test your knowledge and understanding of the information presented.

This study guide, part two of three will cover the following topics:

Authority

Line and Staff Authority

Line and Functional Authority

Delegation of Authority

Unity of Command

Centralization and Decentralization

Organization Charts

Staffing

Directing

Leadership

Motivation

Contingency Theory

Expectancy Theory

Communication

Communication/Information Flow in an Organizational Setting

Group Dynamics

Problem Solving

Conflict Resolution

Controlling

Management by Objectives - MBO

Normal Standards in Practice

Budgets - An Important Control Technique

Managerial Control Tools (Milestone Budgets)

Sample Test Questions

There's More To Come

Test Taking Strategies

What Your Score Means

Test Preparation

Specific Test Details

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