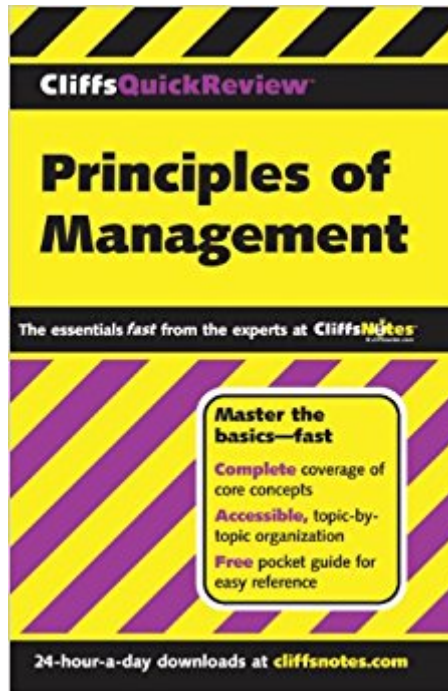


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# CliffsQuickReview Principles Of Management (Cliffs Quick Review (Paperback))



## Synopsis

CliffsQuickReview course guides cover the essentials of your toughest subjects. Get a firm grip on core concepts and key material, and test your newfound knowledge with review questions. Whether you're a new managerial professional or a student who's decided upon a career in business, government, or educational management, CliffsQuickReview Principles of Management can help. This guide provides a valuable introduction to the concepts of management and business. In no time, you'll be ready to tackle other concepts in this book such as Planning and organizing Staffing and directing Managing change Decision making and problem solving Motivating and communicating CliffsQuickReview Principles of Management acts as a supplement to your other learning material. Use this reference in any way that fits your personal style for study and review — you decide what works best with your needs. You can flip through the book until you find what you're looking for — it's organized to gradually build on key concepts. Or, here are just a few other ways you can search for topics: Use the free Pocket Guide full of essential information Get a glimpse of what you'll gain from a chapter by reading through the Chapter Check-In at the beginning of each chapter Use the Chapter Checkout at the end of each chapter to gauge your grasp of the important information you need to know Test your knowledge more completely in the CQR Review and look for additional sources of information in the CQR Resource Center Use the glossary to find key terms fast. With titles available for all the most popular high school and college courses, CliffsQuickReview guides are a comprehensive resource that can help you get the best possible grades.

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## Customer Reviews

I have a background in Quality and Project Management, but had limited knowlege of HR and motivational theories. I bought this book the week before, and passed the CLEP yesterday with a 76 out of a possible 80. This is literally the only book you'll need to pass the exam, and you can read it in a day or so. Spend special attention to theories and pioneers of management.

This is my all-time favorite book on management. The main points on the subject are present in succinct form. The writing is clear and crisp. I even enjoyed reading this Cliffs Notes: Principles of Management. While there can never be an end to books and studies about management, most of us need only a solid foundation in the field. However, we have to know the basic facts well and that's what this book was designed to help us with. A view of the table of contents the winning approach of this book. The first chapters provide definitions, history of management theory, managerial environments. After that come actions such as decisions and also organizational structure. Next come change, human resources management (HRM) and topics related to HRM. This is followed by Total Quality Management (TQM), which is treated better than in most texts because those buzz words can mean many things at different times. The final chapter covers international considerations. Some people will think deeply about management themes and perhaps develop new material. Most of us need to understand the concepts, integrate them into our work lives and be mindful of keeping up with the vocabulary of management. It's the latter group (most of us) to which this book is addressed.

This really is the only book you need to pass this test. It gives in depth explanations for the terms covered on the test, while remaining easy to read and not as wordy as other CLEP prep materials can be. Pay attention to the pioneers of management and the management theories. I read this book in 2 days while taking quick notes on each chapter. I went into the testing center feeling a bit worried that I hadn't made the right choice in study material, but I was welcomed by an easy test. I got a 75 on the test out of the possible 80. Rolled out of the testing center on my Heelys with a smile on my face and 3 college credits in my hand. Swag420Blazelt

I sat down with this book for four hours, two days before taking the management CLEP. I read it

once through, went to the CLEP, and passed with a comfortable margin to spare. Of course, it's not the most difficult test in the world, but this book lays out a lot of specifics that you have to "know," and can't just lie your way through. It is well written and reads clearly. Of course, it's kind of like taking an overview class in college. You're bored, unsatisfied, and have more questions than answers, but it was enough to get me through the test with basic knowledge of management principals. Happy reading

This book made my CLEP exam pretty simple. I got this book, along with CLEP Principles of Management by Ogilvie and the practice test on the CLEP website. I think that this book takes a great time to summarize, and a lot of the topics mentioned were in this book. I would spend more time on making sure that you can apply this information learned to exact scenarios and you will be good for the exam.

This book contains all that you need to know for the CLEP Principles of Management test. If you study it a little bit, you should easily pass. I scored a 76, which is well above the ACE passing score.

Information was a bit out-of-date. I purchased two books to help me study for this test, I found the other one much more helpful, so if you are only going to get one book I'd get that one, as it has practice tests and more up-to-date information.: CLEP Principles of Management w/ CD-ROM (REA) - The Best Test Prep for (REA Test Preps)

I purchased this book and studied both this and the CLEP review for the principles of management exam. I passed, but not by a large margin. I think the book is a little outdated but gives a majority of the functions of management and its history. I have an extensive management background and took a small business management class before this exam. Overall I think it is helpful, but don't rely solely on this book to pass!

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