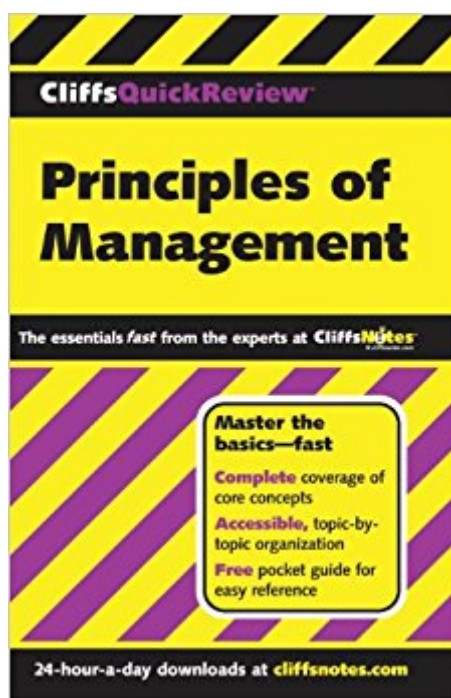


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Synopsis

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

Leading educators help you succeed When it comes to pinpointing the stuff you really need to know, nobody does it better than CliffsNotes. This fast, effective tutorial helps you master core management concepts—from the systems approach and decision making to organizational design and human resource planning—and get the best possible grade. At CliffsNotes, we're dedicated to helping you do your best, no matter how challenging the subject. Our authors are veteran teachers and talented writers who know how to cut to the chase—and zero in on the essential information you need to succeed. Study smarter @ cliffsnotes.com Free extra review questions Free info on other resources Free test-taking tips and tricks Free CliffsNote-A-Day™ tips Plus hundreds of downloadable Cliffs titles 24 hours a day CliffsQuickReviews make studying a snap CliffsQuickReviews are available for more than 30 introductory level courses. See inside for a complete listing of these and other bestselling Cliffs titles.

Professor Ellen A. Benowitz has been employed at Mercer County Community College since 1972. In addition to providing instruction in the areas of accounting, business organization, business communications and management, she has also served in several administrative positions. Professor Benowitz is also the New Jersey State Chairman for Future Business Leaders of America-Phi Beta Lambda and serves as member of the national board of directors.

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 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.

Great !

It's a good supplement to text books. I teach Principles of Management at the college level, and I find this book's more concise explanations very helpful in aiding students to understand some of the more didactic prose in most textbooks.

used this for CLEP exam, read it for 2 weeks and passed it.

This is a fantastic book. I bought a copy for myself and for several of my clients. When studying for the Certified Records Manager Exam, I consider this to be one of the core books required to passing the exam. I highly recommend this book to anyone interested in quickly learning base PM principles. You'll know more than your boss and you'll be able to inject business phrases and principles into your conversations which will make you look like a top notch player. Keep this book with you at all times and review it often.

Pithy, strong intro or brush-up for those getting ready to take the step into management or those who simply want to understand basic concepts. No fooling around with cutesy fables or psycho-babble, just straightforward definitions and explanations. Good for those being interviewed for lower-level management or graduate programs that look for management material.

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.:Â CLEP Principles of Management w/ CD-ROM (REA) - The Best Test Prep for (REA Test Preps)

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