

NORTHERN ILLINOIS UNIVERSITY
Testing Services and Graduate Studies in Business

PHASE ONE EXEMPTION EXAMINATION MGMT 505 – PRINCIPLES OF MANAGEMENT

Phase One course work is designed to compensate for deficiencies in undergraduate course work or experiences considered to be prerequisites for Phase Two graduate course work. Deficiencies in the Phase One requirements must be resolved by either satisfactory completion of the course or by passing the appropriate exemption examination.

COURSE DESCRIPTION: An introduction to the role of manager in interaction with superiors, subordinates, associates, and staff; theories of leading, organizing, planning, and controlling; and skills in communicating, coordinating, and directing.

EXEMPTION EXAMINATION: The examination consists of 200 multiple choice items. Two hours of testing are allowed. The minimum passing score is 140 items correctly answered.

NOTE: A student may attempt an exemption examination only once for a given Phase One Course. The score for a second attempt of the same Phase One course will be automatically nullified.

REGISTRATION: To attempt the MGMT 505 examination a student must register in advance with NIU Testing Services. Office hours are Monday through Friday, 8 a.m. until noon and 1 to 4:30 p.m. This examination is administered at Testing Services during regularly scheduled office hours. Phone (815) 753- 1203.

EXAMINATION RESULTS: Results will be mailed to you from the Department of Management. Phone (815) 753-1124.

STUDY MATERIALS: Any standard text in Principles of Management.

AREAS TO BE COVERED: Introduction to Management: Its Usage and Necessity; Individual Needs, Motivation, Development and Maturation; Foundation of Individual and Group Behavior; Motivation; Sources of Influence and Social Power; Theories of Leadership; Trust; International Management; Strategic Planning; Determining Continuing Objectives; Specifying Goals and Controls; Control Problems; Staffing and Human Resource Management; Static and Dynamic Principles of Organization Design; Contingency Views on Organizational Design; Future Forms of Organizational Design; Formal and Informal Organizations; Behavior in Groups Decision Making; Role Stress; Conflicts in Organizations and Managerial Action Necessary to Resolve Problems; Organizational Creativity and Innovation; Managing Innovation and Change.

WHAT TO BRING: Students should report at their assigned testing time to Testing Services with an appropriate photo ID (driver's license, school ID or passport, etc.)