

Instructor's Manual  
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**and**  
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**Examination Review Series**  

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**MANAGEMENT**  
**Fifth Edition**

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# Management

## Proposed Course Outlines

### I. Four-Week Course Format

Week #	Course Topics
1	Course Intro Chapter 1: Basic Management Principles Chapter 2: Recruitment and Selection and Performance Evaluation
2	Chapter 3: Legal and Ethical Issues Chapter 4: Job Analysis and Training and Development Chapter 5: Compensation and Benefits and Record Keeping
3	Chapter 6: Accounting Procedures, Part I Chapter 7: Accounting Procedures, Part II Chapter 8: Financial Statement Analysis and Managerial Accounting
4	Chapter 9: Time Management Chapter 10: Communication Review

### II. Eight-Week Course Format

Week #	Course Topics
1	Course Intro Chapter 1: Basic Management Principles
2	Chapter 2: Recruitment and Selection and Performance Evaluation Chapter 3: Legal and Ethical Issues
3	Chapter 4: Job Analysis and Training and Development
4	Chapter 5: Compensation and Benefits and Record Keeping
5	Chapter 6: Accounting Procedures, Part I
6	Chapter 7: Accounting Procedures, Part II
7	Chapter 8: Financial Statement Analysis and Managerial Accounting
8	Chapter 9: Time Management Chapter 10: Communication Review

### III. Twelve-Week Course Format

Week #	Course Topics
1	Course Intro Chapter 1: Basic Management Principles
2	Chapter 2: Recruitment and Selection and Performance Evaluation

3	Chapter 3: Legal and Ethical Issues
4	Chapter 4: Job Analysis and Training and Development
5	Chapter 5: Compensation and Benefits and Record Keeping
6	Chapter 6: Accounting Procedures, Part I
7	Chapter 7: Accounting Procedures, Part II
8	Chapter 8: Financial Statement Analysis and Managerial Accounting
9	Review Accounting Concepts (Chapters 6, 7, 8)
10	Chapter 9: Time Management
11	Chapter 10: Communication
12	Review, Practice Exam