



## FUNDAMENTALS OF BUSINESS MANAGEMENT SERIES

The Fundamentals of Business Management series provides learners with basic theories, skills, and tools they can use to improve their performance as managers.

### **COURSE 1: MANAGEMENT IN PERSPECTIVE**

- Describe the attributes Socrates believes are important to management
- Define the position of management
- Identify the contributions of different management theorists
- Identify the informational, interpersonal, and decisional roles a manager should assume to be successful
- Identify areas to improve your skill set
- Describe skills common to managers

### **COURSE 2: FUNCTIONS OF FRONT-LINE MANAGEMENT**

- Build sound human relations
- Create productive working climates
- Manage productive staff and teams
- Communicate effectively
- Delegate authority
- Make sound priorities and decisions

### **COURSE 3: MANAGERIAL FINANCE AND ACCOUNTING**

- List rules and regulations related to financial reporting
- Identify types, reductions, and costs of sales
- Classify assets and liabilities
- Create depreciation schedules
- Outline how equity is affected by different types of ownership (sole proprietorships, partnerships, and corporations)
- Calculate and monitor budgets