

# FOUNDATIONS OF MANAGEMENT

## SELF DIRECTED STUDY SCHEDULE



### FOUNDATIONS OF MANAGEMENT

Essential tools for supervising in today's workplace

FIRST EDITION



....Study at your own pace, when and where it's convenient for you.

### YOUR FOUNDATIONS OF MANAGEMENT (FOM) CERTIFICATE PROGRAM INCLUDES:

- a custom published study manual (print or e-book),
- access to ICPM's e-Learning Center,
- a 90-item online assessment exam, and
- a FoM Certificate of Completion

### BENEFITS OF SELF-DIRECTED STUDY

- Study at your own pace and access program materials 24/7
- Eliminate travel expenses and time away from home and office
- Adopt a study schedule that is personalized to fit your needs
- Schedule your exam for a time and location that is convenient to you

### GETTING STARTED

The FoM Program comprises approximately 45 hours of learning content which is organized in 3 parts:

- **MODULE 1: MANAGEMENT FUNDAMENTALS**
- **MODULE 2: MANAGERIAL FUNCTIONS**
- **MODULE 3: BUSINESS CONCEPTS FOR MANAGERS**

You have been allotted **12 months** to complete the coursework and take the FoM exam, after which time your program will expire. Upon expiration, your FoM Program can be reinstated one time (for a fee) for an additional 6 months by contacting ICPM at 540-568-3247.

A **Self Directed Study Schedule** is provided for each module of the FoM Program to assist you in self-assigning dates for program completion. Directions for completing the schedule are as follows:

- 1.** Print 2 copies of the Self Directed Study Schedule – use one as a working document and one to record your final schedule.
- 2.** In pencil, enter on your working document the target dates you plan to complete each module (place date in shaded box across from Session 6 for each module). At a minimum, these dates should allow for 12-14 weeks of study to complete each module. At a maximum these dates should not exceed 17 weeks to ensure completion of the program within the 12-month time frame allotted.
- 3.** Next, fill in chapter completion dates to support the module target dates you set. You may need to reassign these dates several times. Once you are satisfied, transfer the dates to your final schedule.

**NOTE:** You may desire to initially complete a study schedule for module I and then use your experience to complete the schedules for modules II and III.

## THE EXAMINATION

The Foundations of Management examination is an online, proctored exam. The exam is time-limited to 90 minutes and taken closed book. Immediate “pass” or “fail” results are given online upon completion of the exam. These results are followed by a formal grading on the first business day following the 15<sup>th</sup> of each month. This grading produces detailed exam results which are emailed to test takers the same week.

Exams are scheduled through the ICPM e-Learning Center by clicking on the yellow **“Schedule Your Exam”** button. Exam passwords should be requested 7 days prior to the date you desire to test. Online proctoring for the exam is scheduled through [ProctorU](#) and should be scheduled 72 hours prior to the exam date. A \$25 online proctoring fee is payable to ProctorU at the time of exam administration.

## SELF DIRECTED STUDY SCHEDULE

Print 2 copies of the Self Directed Study Schedule – use one as a working document and one to record your final schedule.

<b>MODULE 1: MANAGEMENT FUNDAMENTALS</b>				
<b>Study Schedule</b>	<b>Reading</b>	<b>Reinforcement</b>	<b>Practice</b>	<b>Dates</b>
Session 1	Chapter 1	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 2	Chapter 2	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 3	Chapter 3	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 4	Chapter 4	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 5	Chapter 5	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 6	Review Module	All Module Content	All Module Quizzes	
<b>MODULE 2: MANAGERIAL FUNCTIONS</b>				
<b>Study Schedule</b>	<b>Reading</b>	<b>Reinforcement</b>	<b>Practice</b>	<b>Dates</b>
Session 1	Chapter 6	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 2	Chapter 7	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 3	Chapter 8	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 4	Chapter 9	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 5	Chapter 10	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 6	Review Module	All Module Content	All Module Quizzes	

## MODULE 3: BUSINESS CONCEPTS FOR MANAGERS

Study Schedule	Reading	Reinforcement	Practice	Dates
Session 1	Chapter 6	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 2	Chapter 7	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 3	Chapter 8	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 4	Chapter 9	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 5	Chapter 10	Chapter Outline Chapter Notes	Reading Comprehension Chapter Quiz	
Session 6	Review Module	All Module Content	All Module Quizzes	
Final review of all Foundations of Management Content				
Complete Practice Exams on e-Learning Center ( <i>Timed and Explore Mode</i> )				

## FOUNDATIONS OF MANAGEMENT EXAM

Exam Schedule	Dates
Schedule Exam on e-Learning Center ( <i>at least 7 days prior to exam date</i> )	
Schedule Appointment with Proctor U ( <i>72 hours prior to exam date</i> )	
Take Foundations of Management Exam	

**Congratulations! You've completed the  
Foundations of Management Program**

(Upon passing the FoM exam, you can print your FoM Certificate from the e-Learning Center)