

Assessment Blueprint

Standard Business Management and Administration (3-Credit)



General Assessment Information

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Test Type: This Programs of Study assessment is a customized assessment for the MBAResearch and Curriculum Center. Programs of Study assessments measure technical skills at the occupational level and include items which gauge factual and theoretical knowledge. This assessment offers a written component and is intended for use at the secondary level. This assessment is delivered entirely through QuadNet™, NOCTI's online testing system.

Revision Team: This assessment was developed by MBAResearch and Curriculum Center, a not-for-profit 501(c)(3) organization operated by 30+ state education departments. Assessment content is based on standards validated by industry professionals throughout the U.S.



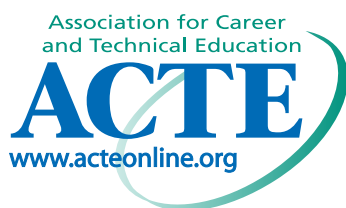
52.0201 – Business Administration and Management, General



Career Cluster 4-
Business Management and Administration



11-1021.00 – General and Operations Managers



The Association for Career and Technical Education (ACTE), the leading professional organization for career and technical educators, commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!



MBAResearch believes that “proof of learning” is the first step toward a future career. Students who successfully complete a research-based assessment put themselves a step ahead of their competitors – for college admission and for beginning substantive careers in business. MBAResearch is proud to be the primary source of industry-validated standards and curriculum for business careers, for many high school and community college business administration curricula, and for many assessments offered here.

Written Assessment

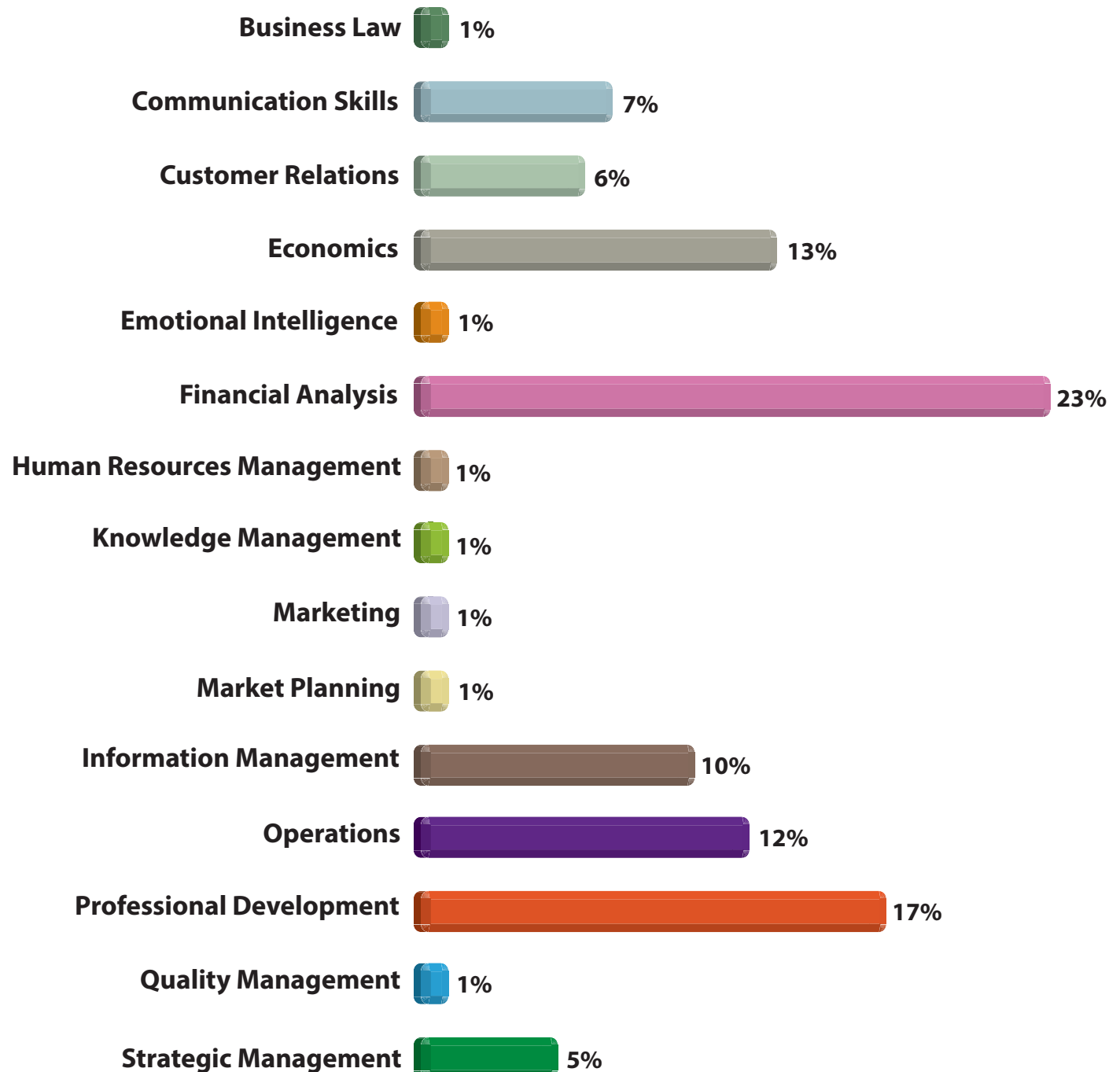
This written assessment consists of questions to measure an individual's factual theoretical knowledge.

Administration Time: 1 hour and 40 minutes

Number of Questions: 100

Number of Sessions: This assessment may be administered in one or two sessions.

Areas Covered



Specific Competencies and Skills Tested in this Assessment

Business Law

- Explain types of business ownership

Communication Skills

- Analyze company resources to ascertain policies and procedures
- Employ communication styles appropriate to target audience
- Handle telephone calls in a businesslike manner
- Explain the nature of effective written communications
- Select and utilize appropriate formats for professional writing
- Edit and revise written work consistent with professional standards
- Write professional e-mails

Customer Relations

- Reinforce service orientation through communication
- Respond to customer inquiries
- Adapt communication to the cultural and social differences among clients
- Handle customer/client complaints
- Identify company's brand promise
- Discuss the nature of customer relationship management



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Specific Competencies and Skills (continued)

Economics

- Distinguish between economic goods and services
- Describe the concepts of economics and economic activities
- Determine economic utilities created by business activities
- Describe types of business activities
- Explain the organizational design of businesses
- Describe factors that affect the business environment
- Explain how organizations adapt to today's markets
- Explain the types of economic systems
- Identify factors affecting a business's profit
- Determine factors affecting business risk
- Explain the concept of competition
- Describe the nature of taxes
- Explain the concept of productivity

Emotional Intelligence

- Manage commitments in a timely manner

Financial Analysis

- Describe the need for financial information
- Explain the concept of accounting
- Discuss the role of ethics in accounting
- Explain the use of technology in accounting
- Explain legal considerations for accounting
- Describe the nature of cash flow statements
- Explain the nature of balance sheets
- Describe the nature of income statements
- Explain the purpose of internal accounting controls
- Explain the role of finance in business



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Specific Competencies and Skills (continued)

Financial Analysis (continued)

- Discuss the role of ethics in finance
- Explain legal considerations for finance
- Describe the nature of budgets
- Explain the nature of operating budgets
- Describe the nature of cost/benefit analysis
- Determine relationships among total revenue, marginal revenue, output, and profit
- Develop company's/department's budget
- Forecast sales
- Calculate financial ratios
- Interpret financial statements
- Describe types of financial statement analysis (e.g., ratio analysis, trend analysis, etc.)
- Analyze cash-flow patterns
- Manage cash-flow

Human Resources Management

- Discuss the nature of human resources management

Knowledge Management

- Explain the nature of knowledge management

Marketing

- Explain marketing and its importance in a global economy



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Specific Competencies and Skills (continued)

Market Planning

- Explain the nature of sales forecasts

Information Management

- Assess information needs
- Obtain needed information efficiently
- Apply information to accomplish a task
- Discuss the nature of information management
- Identify ways that technology impacts business
- Explain the role of information systems
- Demonstrate basic e-mail functions
- Demonstrate personal information management/productivity applications
- Demonstrate basic web-search skills
- Demonstrate basic spreadsheet applications

Operations

- Explain the nature of operations
- Follow instructions for use of equipment, tools, and machinery
- Maintain a safe work environment
- Explain routine security precautions
- Follow established security procedures/policies
- Protect company information and intangibles
- Organize and prioritize work
- Explain the nature and scope of purchasing
- Place orders/reorders
- Discuss types of inventory
- Explain the concept of production
- Explain the nature of overhead/operating costs



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Specific Competencies and Skills (continued)

Professional Development

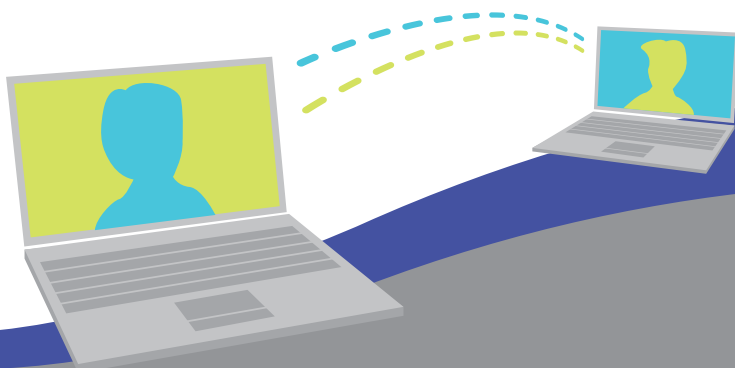
- Set personal goals
- Explain the need for innovation skills
- Demonstrate problem-solving skills
- Analyze employer expectations in the business environment
- Explain the rights of workers
- Explain employment opportunities in business
- Utilize job-search strategies
- Complete a job application
- Write a letter of application
- Prepare a résumé
- Discuss the use of cost-volume-profit analysis
- Discuss cost accounting systems
- Explain the role of managerial accounting techniques in business management
- Discuss the use of variance analysis in managerial accounting
- Describe the scope of costs in managerial accounting
- Explain the need for ongoing education as a worker
- Follow chain of command

Quality Management

- Explain the nature of quality management

Strategic Management

- Explain the concept of management
- Discuss managerial considerations in staffing
- Discuss managerial considerations in directing
- Explain the nature of business plans
- Describe the nature of managerial control (control process, types of control, what is controlled)



Sample Questions

Which of the following are examples of raw materials that a business might keep on hand for production:

- A. Wheat, fabric, and oil
- B. Oil, jewelry, and soap
- C. Fabric, wheat, and soap
- D. Oil, soap, and jewelry

Tristan and Laura disagree about how to allocate company resources. This is an example of a(n)

- A. proactive conflict.
- B. external conflict.
- C. labor dispute.
- D. dysfunctional dispute.

In what section of the business plan will Matthew provide detailed information about the types of cleaning services that his company offers?

- A. Company description
- B. Executive summary
- C. Products offered
- D. Management plan

