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Management Blueprint Information

Beginning in Fall 2016,

Year 1 will be taught and assessed using the 2016 Business Fundamentals.*

Year 2 will be taught and assessed using the 2008 Management.*

The 2008 Management curriculum will be retired July 1, 2017.*

The 2016 Management curriculum will not be taught until Fall of 2017.

*This assessment plan is subject to change based on funding and policy changes/updates. Information for test coordinators will be disseminated on the ordering process for the national certification by the Research and Curriculum Unit at Mississippi State University.

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SEC – Management Blueprints

This document contains the blueprints for the concentration areas in secondary Management.

Course Code(s)	Test Code	Program Name	Supplemental Materials/Notes
992303, 992306, 992304	10450Y2-2008	Management	

Curriculum	Perkins Assessment 2016-17		Teacher Evaluation Pilot 2016-17			
	Y1 Post-Test	Y2 Post-Test	Y1 Baseline	Y1 Post-Test	Y2 Baseline	Y2 Post-Test
Management	See Business Fundamentals*	MS-CPAS2*	NA*	NA*	NA*	NA*

* These assessments are subject to change based on funding and policy changes/updates. Information for test coordinators will be disseminated on the ordering process for the national certification by the Research and Curriculum Unit at Mississippi State University.



MS-CPAS2 Blueprint Summary

Assessment: Management
Test Code: 10450Y2-2008
CIP Code: 520204
Course Codes: 992303, 992306, 992304
Type: CP

The MS-CPAS2 Blueprint Summary indicates the number of assessment questions related to each unit on the assessment and indicates the relative emphasis placed on each unit. All of the listed competencies will appear on the assessment, but because of the length of the assessment, not every competency will be equally represented in the assessment.

The MS-CPAS2 Blueprint Summary includes a variety of information, which is explained below:

Terms and Definitions	
Assessment:	This signifies the name of the assessment, which corresponds with the name of the pathway or program.
CIP Code:	Developed by the U.S. Department of Education's National Center for Education Statistics (NCES), CIP codes are a federal coding system utilized for assessment and reporting of fields of study and program completions activity tracking.
Test Code:	A unique code that serves to numerically identify a specific assessment
DOK Levels:	Based on Webb's Depth of Knowledge (DOK), this signifies the assessment item difficulty factor to be expected in each unit. The three levels are as follows: <i>1 = Recall and Reproduction, 2 = Skills and Concepts, 3 = Short-term Strategic Thinking</i> Some postsecondary programs will not use DOK levels until the next revision.
Instructional	The total number of hours assigned to a unit per the pathway's curriculum
Total Items:	The total number of items assigned to each unit on the assessment. It is calculated as follows: <i>(Unit Instructional Hours / Total Instructional Hours) * Total Active Items</i>
Active Items:	The number of items on the assessment that will be graded
Field-test Items:	The number of items that are being field-tested, or piloted, to determine their eligibility for inclusion as an Active Item on future assessments. These items are not graded and, thus, will not impact the student's final score.
Total Assessed Items:	The total number of items on the given assessment. It is calculated as follows: <i>Active Items + Field-test Items</i>

For more information regarding this MS-CPAS2 Blueprint Summary, please contact the Mississippi Assessment Center by phone at 1.866.901.7433 or by e-mail at helpdesk@rcu.msstate.edu.



Assessment: Management Test Code: 10450Y2-2008 CIP Code: 520204 Total Hours: 175	DOK Level(s)			Instructional Hours	Total Items
	1	2	3		
Unit 9: Principles of Business Management	1	2	3	30	14
1. Describe management principles. 2. Evaluate employment information from multiple sources such as interviews, applications, references, and tests to make. 3. Plan employee orientation and training using online resources. 4. Appraise employee performance.					
Unit 10: Business Communication for Managers	1	2	3	30	14
1. Demonstrate business telephone procedures. 2. Create business documents.					
Unit 11: Business Procedures	1	2	3	25	11
1. Demonstrate business use of mail, telecommunication systems, and office equipment. 2. Investigate time management concepts. 3. Conduct formal meetings, and prepare related documents using technology. 4. Plan a trip using online resources.					
Unit 12: Business Operations and Security	1	2	3	25	11
1. Explain the functions of business operations. 2. Discuss health and safety regulations in the workplace and procedures for reporting noncompliance. 3. Discuss purchasing activities to obtain business supplies, equipment, and services. 4. Implement quality-control processes to minimize errors and to expedite work flow. 5. Implement expense-control strategies to enhance a business's financial well-being.					
Unit 13: Information Management	1	2	3	30	14
1. Apply filing procedures.					
Unit 14: Management Applications	1	2	3	35	16
1. Investigate the role of American business in a global society. 2. Explore the various business ventures, and justify the selection. 3. Conduct marketing research. 4. Produce a business plan. 5. Investigate procedures for establishing a business. 6. Apply concepts for managing a business. 7. Demonstrate business use of financial statements.					
Active Items					80
Field-Test Items					20
TOTAL ASSESSED ITEMS					100