



# SEC – Business Fundamentals Blueprints

This document contains the blueprints for the concentration areas in secondary Business Fundamentals.

Course Code(s)	Test Code	Program Name	Supplemental Materials/Notes
992300, 992301, 992302	10450Y1-2016	Business Fundamentals	

Perkins Assessment 2017-18		
Curriculum	Y1 Post-Test	Y2 Post-Test
Business Fundamentals	MS-CPAS*	See Marketing, Management or Finance*

\* 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-CPAS Blueprint Summary

<b>Assessment:</b>	<b>Business Fundamentals</b>
<b>Test Code:</b>	<b>10450Y1-2016</b>
<b>CIP Code:</b>	<b>520101</b>
<b>Course Codes:</b>	<b>992300, 992301, 992302</b>
<b>Type:</b>	<b>CP</b>

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

Terms and Definitions	
<b>Assessment:</b>	This signifies the name of the assessment, which corresponds with the name of the pathway or program.
<b>CIP Code:</b>	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.
<b>Test Code:</b>	A unique code that serves to numerically identify a specific assessment
<b>DOK Levels:</b>	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> <b>Some postsecondary programs will not use DOK levels until the next revision.</b>
<b>Instructional</b>	The total number of hours assigned to a unit per the pathway's curriculum
<b>Total Items:</b>	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>
<b>Active Items:</b>	The number of items on the assessment that will be graded
<b>Field-test Items:</b>	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.
<b>Total Assessed Items:</b>	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-CPAS Blueprint Summary, please contact the Research and Curriculum Unit by phone at 1.866.901.7433 or by e-mail at [helpdesk@rcu.msstate.edu](mailto:helpdesk@rcu.msstate.edu).

Assessment: Business Fundamentals	DOK Level(s)			Instructional Hours	Total Items
Test Code: 10450Y1-2016					
CIP Code: 520101					
Total Hours: 215					
<b>Unit 1: Introduction to Business Management and Administration</b>	1	2		10	4
<p>1. Not tested on MS-CPAS</p> <p>2. Not tested on MS-CPAS</p> <p>3. Identify key concepts associated with green business practices.</p>					
<b>Unit 2: Communication and Customer Relations</b>		2		20	7
<p>1. Read to acquire meaning from written material and to apply the information to a task.</p> <p>2. Apply active listening skills to demonstrate understanding of what is being said.</p> <p>3. Apply verbal skills to obtain and convey information.</p> <p>4. Record information to maintain and present a report of business activity.</p> <p>5. Write internal and external business correspondence to convey and obtain information effectively.</p> <p>6. Communicate with staff to clarify workplace objectives.</p> <p>7. Understand the techniques and strategies used to foster positive, ongoing relationships with customers.</p> <p>8. Resolve customer issues to encourage repeat business.</p> <p>9. Reinforce company's image to exhibit the company's brand promise (what is said to the customer and what is to be delivered).</p> <p>10. Understand the nature of customer relationship management to show its contributions to a company.</p>					
<b>Unit 3: Professional Development</b>		2		15	6
<p>1. Acquire self-development skills to enhance relationships and improve efficiency in the work environment.</p> <p>2. Utilize critical-thinking skills to determine best options/outcomes.</p> <p>3. Participate in career-planning to enhance job-success potential.</p> <p>4. Implement job-seeking skills to obtain employment.</p> <p>5. Utilize career-advancement activities to enhance professional development.</p>					
<b>Unit 4: Economics</b>		2	3	70	26
<p>1. Understand that the nation's overall economy is characterized by the interaction of spending and production decisions.</p> <p>2. Understand that there is an increasing economic interdependence among nations in the global economy.</p> <p>3. Understand how different economic systems affect civil and human rights.</p> <p>4. Understand that resources are limited, and therefore choices must be made.</p> <p>5. Understand that markets exist when buyers and sellers interact and engage in exchange.</p> <p>6. Understand the personal economic consequences of spending and investment decisions made by individuals, businesses, and governments.</p>					
<b>Unit 5: Personal Finance</b>		2		70	26
<p>1. Apply reliable information and systematic decision-making to personal financial decisions.</p> <p>2. Use a career plan to develop personal income potential.</p> <p>3. Organize personal finances and use a budget to manage cash flow.</p> <p>4. Maintain creditworthiness, borrow at favorable terms, and manage debt.</p> <p>5. Use appropriate and cost-effective risk management strategies.</p> <p>6. Implement a diversified investment strategy that is compatible with personal goals.</p>					

<b>Unit 6: Business Management and Administration</b>	<b>2</b>	<b>30</b>	<b>11</b>
1. Explain quality management practices within a business. 2. Identify management principles utilized for continuous quality improvement. 3. Understand the role and function of human resources management. 4. Use information literacy skills to increase workplace efficiency and effectiveness. 5. Acquire a foundational knowledge of information management. 6. Utilize information technology tools to manage and perform work responsibilities. 7. Maintain business records to facilitate business operations. 8. Acquire information to guide business decision-making. 9. Understand marketing's role and function in business to facilitate economic exchanges with customers. 10. Understand operations' role and function in business to value its contribution to a company. 11. Adhere to health and safety regulations to support a safe work environment. 12. Discuss the following types of business ownership and entrepreneurial opportunities.			
<b>Active Items</b>			<b>80</b>
<b>Field-Test Items</b>			<b>20</b>
<b>TOTAL ASSESSED ITEMS</b>			<b>100</b>