



## Pathway Assessment Blueprint

# General Management



Test Code: 1103 / Version: 01

**“Measuring What Matters”**

## Specific Competencies and Skills Tested in this Assessment:

### Technical Skills

- Define and differentiate among various types of businesses (e.g., corporation, limited liability, partnership)
- Use planning tools to guide and manage an organization's business activities
- Apply marketing techniques to foster business growth
- Plan and evaluate the use of financial resources to effectively manage a business
- Demonstrate understanding of doing business in a global environment

### Business Management

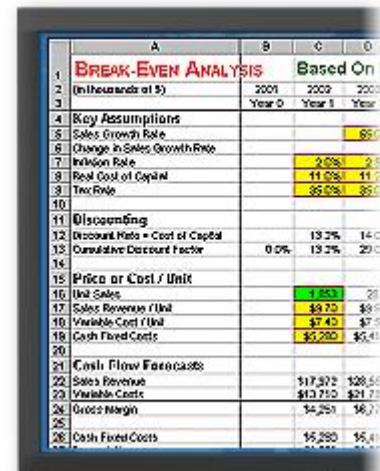
- Supervise, direct, motivate, and evaluate employees
- Develop, implement, and monitor tactical and strategic plans to manage growth and meet goals and organizational needs
- Facilitate change and implement improvement processes to optimize organizational effectiveness

### Academic Foundations

- Apply reading skills in a business environment
- Apply writing skills in a business environment
- Apply mathematical skills in a business environment
- Apply economic skills in a business environment

### Systems

- Demonstrate understanding of the role of government and other regulatory bodies in business
- Demonstrate understanding of company hierarchies and roles within company structures



	A	B	C	D
1	<b>BREAK-EVEN ANALYSIS</b>		Based On	
2	(in thousands of \$)	2001	2002	2003
3		Year 0	Year 1	Year 2
4	<b>Key Assumptions</b>			
5	Sales Growth Rate			8%
6	Change in Sales Growth Rate			
7	Inflation Rate	2.0%	2.0%	
8	Real Cost of Capital	11.0%	11.0%	
9	Tax Rate	35.0%	35.0%	
10				
11	<b>Discounting</b>			
12	Discount Rate = Cost of Capital		13.2%	14.0%
13	Cumulative Discount Factor	0.0%	13.2%	29.0%
14				
15	<b>Price or Cost / Unit</b>			
16	Unit Sales		1,000	200
17	Sales Revenue / Unit		\$9.20	\$8.00
18	Variable Cost / Unit		\$7.40	\$7.00
19	Cash Fixed Costs		\$5,250	\$5,400
20				
21	<b>Cash Flow Forecasts</b>			
22	Sales Revenue		\$17,372	\$28,560
23	Variable Costs		\$12,750	\$21,700
24	Gross Margin		\$4,250	\$6,770
25				
26	Cash Fixed Costs		\$5,250	\$5,400

## ***Specific Competencies and Skills continued:***

### **Ethics and Legal Responsibilities**

- Apply business laws and regulations to business situations
- Exhibit ethical standards in conducting business negotiations and making business decisions

### **Communication**

- Locate, organize, and reference written information from reliable sources to communicate with coworkers and clients
- Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences
- Apply listening skills and interpret verbal and nonverbal behaviors to enhance communication with co-workers and clients
- Interpret and use tables, charts, and figures

### **Information Technology Applications**

- Use software such as word processors and spreadsheets to perform common business applications
- Use software such as databases to track and maintain business information

### **Problem Solving, Critical Thinking, and Decision Making**

- Use problem solving and critical thinking skills to locate good sources of information about problems and determine appropriate methods for investigating causes
- Use problem solving and critical thinking skills to determine root causes of problems and suggest solutions



### ***Specific Competencies and Skills continued:***

#### **Leadership and Teamwork**

- Exhibit leadership practices to improve productivity and quality of the working environment
- Work effectively in a team environment to accomplish company goals and improve quality of the working environment

#### **Safety, Health, and Environmental**

- Identify and practice appropriate health and safety procedures for business occupations
- Apply appropriate emergency procedures for business occupations

#### **Employability and Career Development**

- Demonstrate employability skills related to a career in business
- Pursue career development skills to advance in business careers



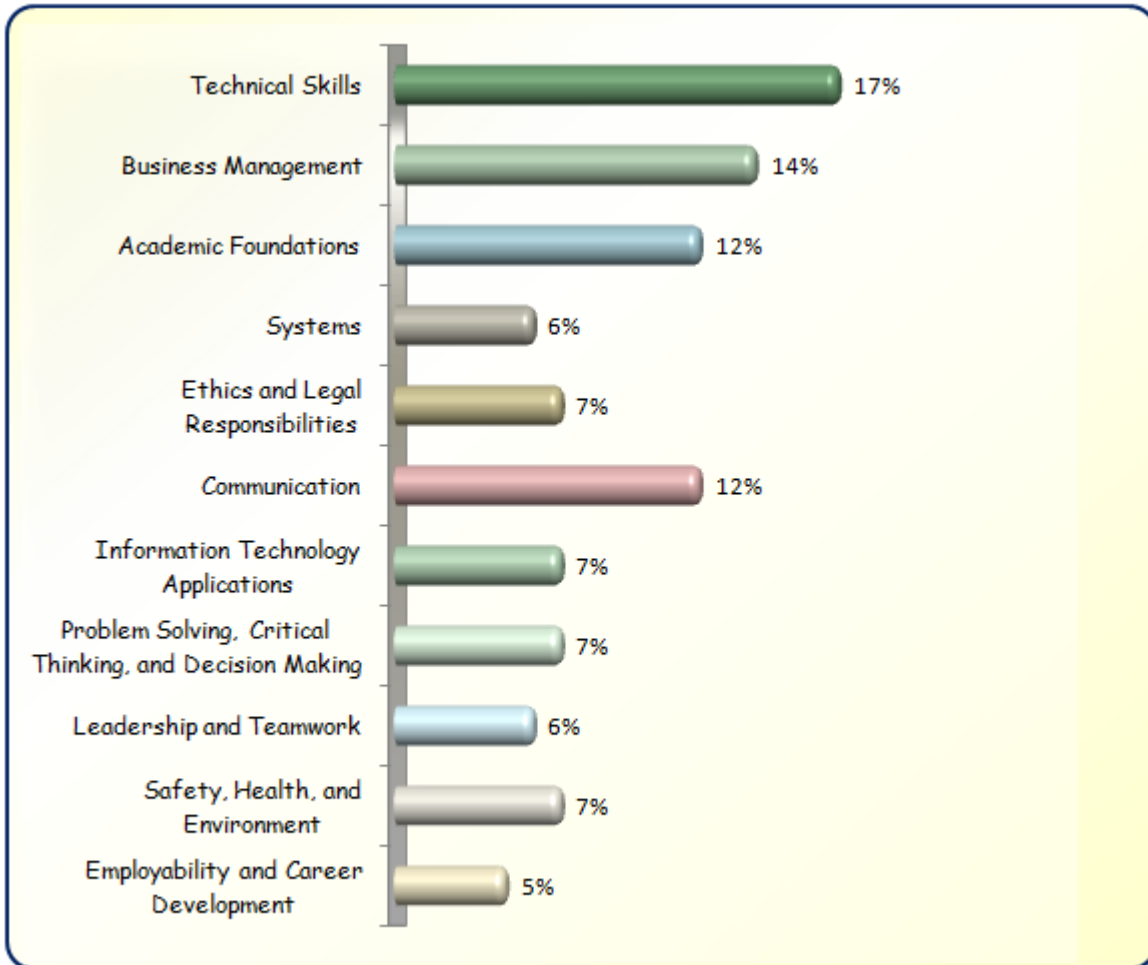
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## Written Assessment:

**Administration Time:** 2 hours

**Number of Questions:** 104

### Areas Covered:



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.

## Sample Questions:

In business, the letters CFO stand for

- A. corporate finance office
- B. chief funding officer
- C. chief financial officer
- D. corporate fiscal organization

One benefit of teamwork is

- A. less responsibility
- B. higher pay
- C. greater work efficiency
- D. less training is required

Constructive criticism gives information

- A. without words through body movements
- B. about how well a message is understood
- C. that an employee could not otherwise obtain
- D. intended to encourage improvement

A sales forecast can help a retailer

- A. accurately plan for the upcoming holiday season
- B. maintain accurate purchasing records
- C. determine the cost of goods sold
- D. determine past profits

A market economy is one that

- A. is dependent on agriculture and natural resources
- B. has low economic wealth
- C. has all economic activities regulated by the government
- D. is based on supply and demand



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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!