



Fundamentals of Ethics

General Assessment Information

Blueprint Contents

General Assessment Information
Written Assessment Information

Specific Competencies Covered in the Test
Sample Written Items

Test Type: This A*S*K Business Institute certification assessment is a customized assessment for the MBA Research and Curriculum Center. This assessment measures technical skills at the occupational level and includes items which gauge factual and theoretical knowledge. This assessment offers a written component and can be used at the secondary level and post-secondary levels. This assessment is delivered entirely through QuadNet™, NOCTI's online testing system.

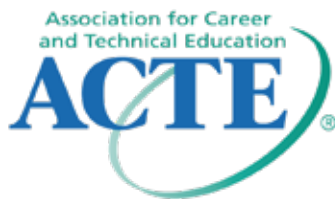
Revision Team: This assessment was developed by MBA Research and Curriculum Center, a not-for-profit 501 (c)(3) organization operated by 27+ state education departments. Assessment content is based on standards validated by industry professionals throughout the U.S.



CIP: 52.0201 - Business Administration
and Management, General



Career Cluster 4-
Business Management and
Administration



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!



The A*S*K Institute offers independent proof of learning for and about business, finance, marketing, management, and entrepreneurship. A*S*K certification is a critical tool for serious students of business who wish to document their understanding of key business skills, their willingness to be accountable for their learning, and their interest in positioning for employment and promotion. The Institute operates as a quasi-independent agency providing objective, industry-based proof of learning based on continuing research of the business community. The Institute is administered by MBA Research with guidance from a variety of public and private organizations nationwide. www.ASKInstitute.org

Written Assessment

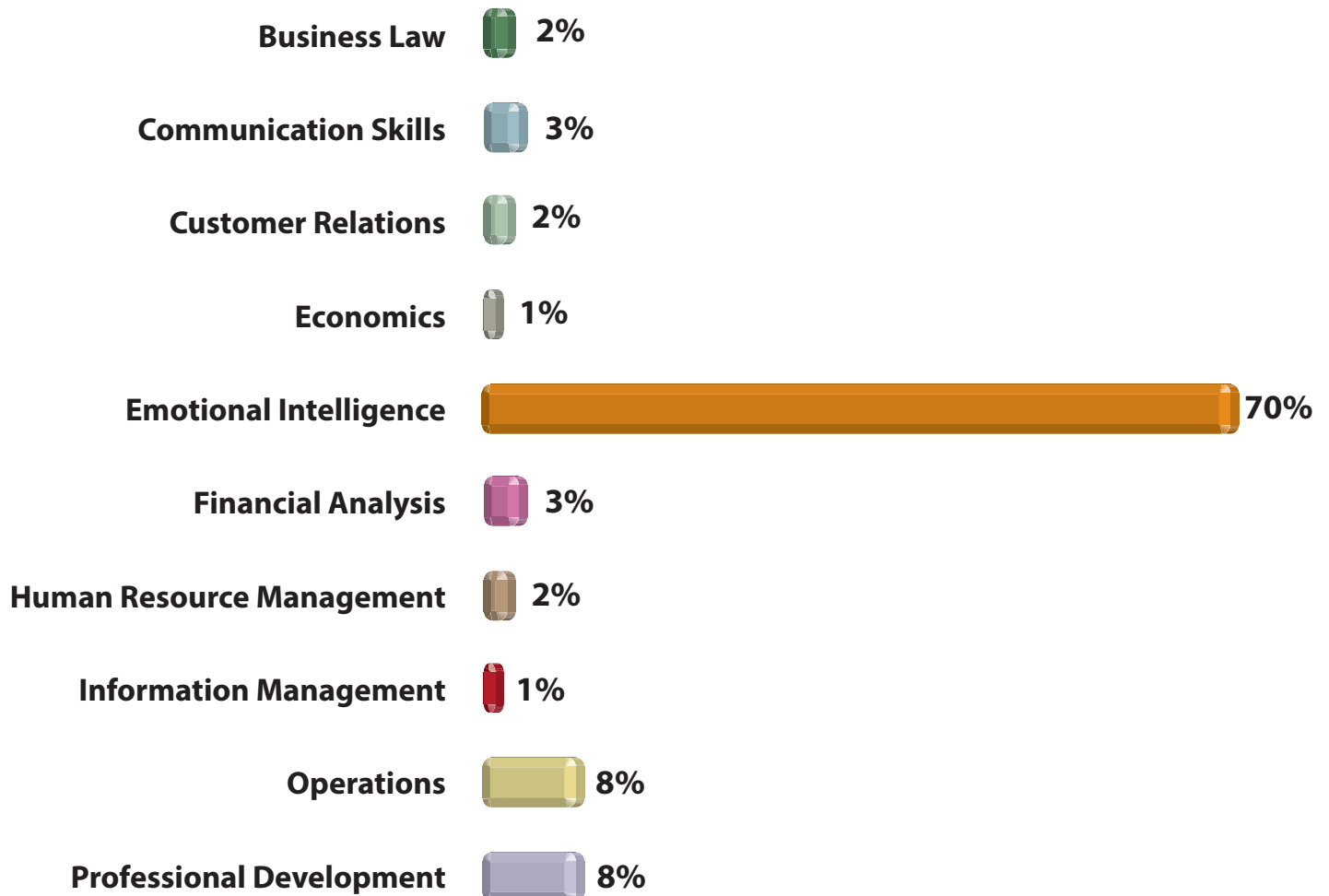
This written assessment consists of questions to measure an individual's factual theoretical knowledge.

Administration Time: 100 minutes

Number of Questions: 100

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

Areas Covered



Specific Competencies and Skills Tested in this Assessment

Business Law

- Comply with the spirit and intent of laws and regulations

Communication Skills

- Demonstrate active listening skills

Customer Relations

- Explain the role of ethics in customer relationship management

Economics

- Explain the nature of business ethics

Emotional Intelligence

- Describe the nature of emotional intelligence
- Recognize and overcome personal biases and stereotypes
- Assess personal strengths and weaknesses
- Demonstrate responsible behavior
- Demonstrate honesty and integrity
- Demonstrate fairness
- Demonstrate ethical work habits
- Take responsibility for decisions and actions
- Build trust in relationships
- Explain reasons for ethical dilemmas
- Manage commitments in a timely manner
- Develop tolerance for ambiguity
- Explain the use of feedback for personal growth
- Show empathy for others

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Specific Competencies and Skills (continued)

Emotional Intelligence(continued)

- Explain the nature of effective communications
- Foster open, honest communication
- Persuade others
- Demonstrate negotiation skills
- Use conflict-resolution skills
- Participate as a team member
- Use consensus-building skills
- Explain the concept of leadership
- Explain the nature of ethical leadership
- Determine personal vision
- Demonstrate adaptability
- Develop an achievement orientation
- Lead change
- Enlist others in working toward a shared vision
- Coach others
- Recognize/ Reward others for their efforts and contributions
- Treat others with dignity and respect
- Foster positive working relationships
- Assess long-term value and impact of actions on others
- Explain the nature of organizational culture
- Assess risks of personal decisions
- Assess personal behavior values
- Inspire others
- Use power appropriately
- Describe the nature of ethics
- Challenge the status quo
- Motivate team members
- Exhibit cultural sensitivity
- Model ethical behavior

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Specific Competencies and Skills (continued)

Financial Analysis

- Discuss the role of ethics in accounting
- Discuss the role of ethics in finance

Human Resources Management

- Explain the role of ethics in human resources management

Information Management

- Explain the role of ethics information management

Operations

- Discuss the role of ethics in operations
- Monitor projects and take corrective actions
- Evaluate project success
- Identify resources needed for project
- Plan project

Professional Development

- Set personal goals
- Explain the need for innovation skills
- Make decisions
- Use time-management skills
- Follow rules of conduct