NOCTI

Partner Credential Blueprint

VIRTUAL ENTERPRISES INTERNATIONAL

Virtual Enterprises

General Assessment Information

Blueprint Contents

General Assessment Information
Written Assessment Information
Specific Competencies Covered in the Test

Sample Written Items
Performance Assessment Information
Sample Performance Job

Test Type: The Virtual Enterprise assessment is a customized assessment for Virtual Enterprises International. This assessment measures technical skills at the occupational level and includes items which gauge factual and theoretical knowledge. This assessment offers both a written and performance component and can be used at the secondary and post-secondary levels. This assessment is delivered entirely through QuadNet™, NOCTI's online testing system.

Revision Team: The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the state of New York.

CIP Code

52.0401 Administrative Assistant and Secretarial Science, General

CTE — Learning that works for America

Career Cluster - Business Management, and Administration

O*net in·it™

43-9061.00 Office Clerks, General

NATIONAL COLLEGE CREDIT RECOMMENDATION SERVICE
University of the State of New York - Regents Research Fund

In the lower division baccalaureate/associate degree category, 3 semester hours in Applied Business

Written Assessment

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

Administration Time: 2 hours
Number of Questions: 125
Number of Sessions: This assessment may be administered in one, or two sessions.

Areas Covered

Area	Percentage
Leadership	12%
Professional	10%
Functional	13%
Orientation	7%
Information Technology/Operations	11%
Human Resources	5%
Finance/Accounting/Risk Management	8%
Marketing/Sales/Product Development	20%
Personal Finance	14%

Specific Competencies and Skills Tested in this Assessment

Leadership
- Demonstrate intrapreneurship
- Manage conflict with others
- Adapt in an ambiguous environment
- Motivate and supervise personnel to complete projects and achieve business goals
- Model integrity and ethical leadership

Professional
- Communicate clearly and effectively orally and in writing
- Work productively, collaborate, and develop relationships effectively with diverse team members
- Demonstrate self-development and learning orientation
- Demonstrate professionalism

Functional
- Understand general business dynamics
- Conduct research and analysis utilizing data to effectively make decisions (e.g., quantitative and qualitative analysis)
- Demonstrate problem solving and critical thinking
- Demonstrate understanding of financial, business, and HR laws, standards, and regulations (e.g., payroll tax law)
- Utilize mathematical concepts, mathematical skills, and financial concepts to obtain necessary information for financial decision making

Specific Competencies and Skills (continued)

Orientation

- Demonstrate digital citizenship by applying industry-accepted ethical practices and behaviors
- Use product or service design processes, guidelines, and research to build a quality product or service
- Identify and use communication tools, strategies, and documents for business (e.g., external email, collaborative platforms, SMART goals)

Specific Competencies and Skills (continued)

Information Technology/Operations
- Apply appropriate internet skills (e.g., social media, search engines)
- Apply appropriate presentation, word processing, and spreadsheet software skills
- Implement systems, strategies, and techniques used to manage information in a business
- Implement, monitor, and evaluate business processes to ensure efficiency and quality results including complex business processes and day-to-day operations (e.g., organizational chart, workflow diagram)

Human Resources
- Demonstrate understanding of the tools used by HR to evaluate performance
- Demonstrate understanding of benefits and employee policy manuals

Finance/Accounting/Risk Management
- Understand financial statements for making business decisions
- Employ financial risk management strategies and techniques used to minimize business loss (risk)
- Recognize and analyze potential IT security threats to develop and maintain security requirements

(Continued on the following page)

Specific Competencies and Skills (continued)

Marketing/Sales/Product Development
- Comply with intellectual property laws, copyright laws, and ethical practices when creating digital communications
- Analyze customer requirements through marketing and user research to design and develop a product
- Communicate information about products, services, images, and/or ideas to achieve a desired outcome using various digital and print channels
- Apply sales techniques to meet client needs and wants and identify, demonstrate, and implement solutions in managing effective business customer relationships
- Determine and adjust prices to maximize return while maintaining customer perception of value
- Understand appropriate sales and distribution channels
- Obtain, develop, maintain, and improve a product or service mix in response to market opportunities and competition (e.g., complete a SWOT analysis)
- Access, evaluate, and disseminate information (e.g., competitive analysis)

Personal Finance
- Understand financial goals
- Identify the costs and benefits of various types of credit and the importance of one's credit record
- Make financial decisions by considering alternatives and consequences
- Evaluate saving and investment options
- Develop a system for keeping and using financial records (e.g., organize a personal budget)
- Describe/Evaluate factors affecting take-home pay

Sample Questions

Motivational praise from an employer should be specific and
    A. personal
    B. financially rewarding
    C. work-related
    D. include increased benefits

The Law of Demand indicates
    A. increases in the quantity demanded as prices rise
    B. increases in prices, which lead to increased demand
    C. decreases in demand, which lead to higher prices
    D. decreases in the quantity demanded as prices rise

Which financial statement reports net income and net loss?
    A. balance sheet
    B. cash budget
    C. break-even analysis
    D. profit and loss

To legally use music in any audio-visual production,
    A. the composer must be paid
    B. Broadcast Music Incorporated (BMI) must be consulted
    C. permission of the copyright holder(s) must be obtained for public performance
    D. any music can be used without consent

It is unlikely that a credit report will be requested when
    A. renting an apartment
    B. applying for a bank job
    C. closing an old credit card
    D. opening a new credit card

Performance Assessment

This performance assessment allows individuals to demonstrate their acquired skills by completing actual jobs using the tools, materials, machines, and equipment related to the technical area.
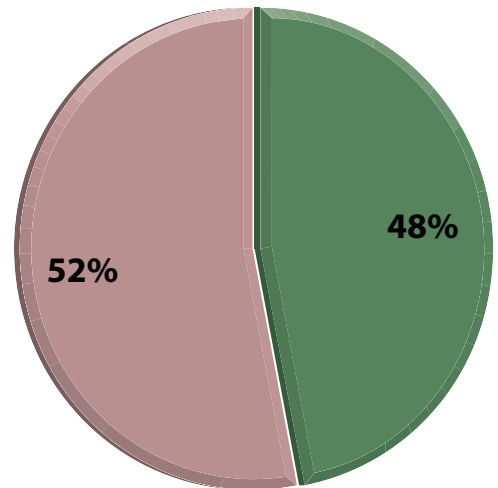
Administration Time: 3 hours
Number of Jobs: 2

Areas Covered:

48% Employment Application Process
Participant will select one of the job postings provided, and using only provided resources, complete an introductory email and job application form. Participant will also create a personal resumé using a template that may be accessed through word processing software. Online access is not permitted for the performance test.

52% Prepare a Monthly Personal Budget
Participant will use spreadsheet software to create a one-month personal budget by entering the formulas for salary, 401(k), federal and state tax, Social Security and Medicare tax, total withholdings, and net pay. The participant will also enter formulas for expenses, total payments of cash, and surplus or deficit. The participant will determine the car payment formula and surplus or deficit. Spreadsheet format will include participant name and spreadsheet heading. Participant will create a pie chart of expenditures.

Sample Job

Employment Application Process

Maximum Time: 1 hour

Participant Activity: Participant will select one of the job postings provided, and using only provided resources, electronically complete an introductory email and job application form. Participant will also create a personal resumé that emphasizes personal skills, using a template that may be accessed through word processing software. Online access is not permitted for the performance test.