



Fundamentals of Ethics

General Assessment Information

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General Assessment Information
Written Assessment Information

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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.



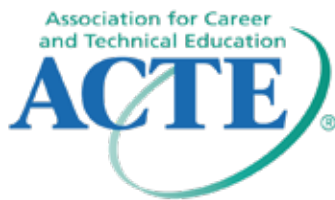
52.0201 –
Business Administration and
Management, General



Career Cluster -
Business Management and
Administration



11-1021.00 – General and
Operations Managers
11-2021.00 - Marketing Managers
11-3031.00 - Financial Managers



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

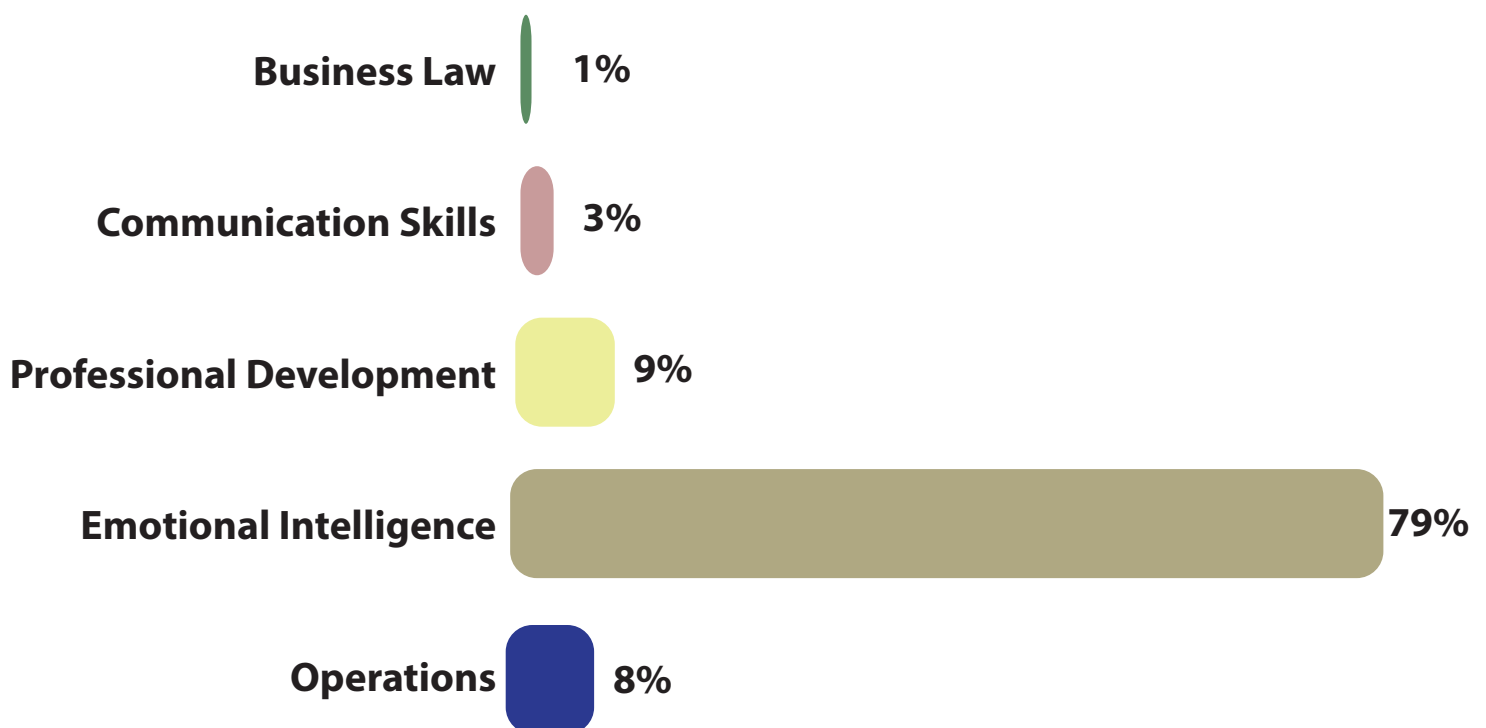
This written assessment consists of questions to measure an individual's factual theoretical knowledge.

Administration Time: 1 hour and 40 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
- Make oral presentations

Professional Development

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

Emotional Intelligence

- Inspire others
- 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
- Foster positive working relationships
- 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
- Explain the nature of effective communications
- Foster open, honest communication

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Specific Competencies and Skills (continued)

Emotional Intelligence (continued)

- 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
- Assess long-term value and impact of actions on others
- Explain the nature of organizational culture
- Recognize and respond to ethical dilemmas
- Collaborate with others
- Assess risks of personal decisions
- Assess personal behavior and values
- Use power appropriately
- Describe the nature of ethics
- Model ethical behavior
- Demonstrate active listening skills
- Challenge the status quo
- Motivate team members
- Exhibit cultural sensitivity



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Specific Competencies and Skills (continued)

Operations

- Monitor projects and take corrective actions
- Evaluate project success
- Identify resources needed for project
- Plan project

Which major marketing function communicates information to consumers about a business's products?

- A. Promotion
- B. Channel management
- C. Product/Service management
- D. Pricing

What type of software program allows business/people to combine graphics, transparencies, slides, and text for an on-screen display of information?

- A. Application
- B. Publishing
- C. Operating
- D. Presentation

A tornado destroyed a local business. This is an example of a(n) _____ risk.

- A. pure
- B. unisurable
- C. speculative
- D. predictable



Calculate the total amount of the sale, using a sales-tax rate of 6%:

2 shirts @ \$14.95 each

1 pair of jeans @ \$39.99 each

1 sweater @ \$21.55 each

- A. \$91.44
- B. \$95.94
- C. \$91.34
- D. \$96.93

Dan and Sarah are planning to open a business. Sarah is unable to devote full time to daily business operations but plans to provide financial support. Which form of business partnership would you suggest to Sarah?

- A. Open
- B. Closed
- C. General
- D. Limited

While at work, employees see that a customer has been in an accident. The customer appears to be unconscious. What should they do?

- A. Take careful notes
- B. Start CPR
- C. Call 911
- D. Move victim to a more comfortable position

