
Written and Performance Exam General Overview

- The intent of this exam is to assess your ability to teach the skills found in the Massachusetts Technical Education Framework.
- This exam is aligned to the frameworks which can be accessed [here](#).
- Many questions and tasks require a synthesis of knowledge based on experience in the field and may not be found in any book.
- Candidates are encouraged to prepare for their exam by reviewing textbooks and reference material which has been listed as part of this exam outline. These resources can be found using online search tools, online vendors, and websites.
- Contact the Technical Teacher Testing Office if you need further assistance in locating resources listed in the exam outline.
- Use this exam outline and the Massachusetts Technical Education Framework to focus your preparation for the exam.

Written Exam

- Number of Questions: 100
- Administration Time: 3 hours
- Administration Method: Remote Proctoring Online Session

Written Exam Content Coverage

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- 2%** ***Health and Safety***
- 10%** ***Essentials of Business Technology***
- Business, Customer Service, and Technological Skills and Practices
- 20%** ***Entrepreneurship and Business Management***
- Starting, Managing, and Marketing a Business
- 10%** ***Accounting Concepts and Practices***
- Accounting Cycle for a Service Business
 - Payroll Concepts
- 15%** ***Financial Concepts and Practices***
- Financial and Economic Concepts and Applications
- 7%** ***Social Media and Website Design***
- Plan, Create, Edit, and Manage a Social Media Site and Website
- 10%** ***Database Administration***

11% Spreadsheet Development

10% Document Processing

5% Presentation Management

Written Exam Reference Materials (Reference Current Edition)

- **Microsoft Office**
 - **Microsoft Access 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman & Pratt (Course Technology)
 - **Microsoft PowerPoint 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman, & Pratt (Course Technology)
 - **Microsoft Publisher 2016 Complete Concepts and Techniques** by Shelly, Cashman, & Pratt (Course Technology)
 - **Microsoft Word 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman, & Pratt (Course Technology)
 - **Microsoft Excel 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman, & Pratt Course Technology
 - **Microsoft Office Specialist Exam Reference 2016** by Campbell Thomson (Course Technology)
- **The Office** by Mary Ellen Oliverio, William Pasewark & Bonnie White (Thomson South-Western)
- **The Administrative Professional** by Patsy Fulton-Calkins, Dianne Rankin, and Kellie Shumack (Cengage Learning)
- **Intro to Business**, By Les Dlabay, Ed.D., James Burrow, and Steven A. Eggland (Cengage Learning)
- **Multimedia & Image Management** by Susan Lake & Karen Bean May (Cengage Learning)
- **Century 21 Accounting General Journal**, by Claudia Bienias Gilbertson, Mark W. Lehman & Kenton E. Ross (Thomson South-Western)
- **HTML 4.0 Fundamentals** by Curt Robbins DDC Publishing OSAP Dentistry's Resource for Infection Control and Safety from Policy to Practice (OSAP Publishing)

Materials Needed for the Written Exam

- A four-function calculator is included in the online testing system. No other calculators are permitted.
- Scrap paper and pencil/pen are permitted.

Written Exam Sample Items

Each question on the exam consists of one incomplete sentence or question followed by four choices. Some items reference an image or diagram. A few sample items are included below; the correct answer is designated with an asterisk (*).

People who fit the description of existing customers but are not being served currently are called:

- *a. prospects.
- b. potential customers.
- c. profiles.
- d. leads.

Jean purchased a \$1,000 bond from the Ward Corporation. The bond pays 11.75% annual interest. What is the value of one semi-annual coupon?

- a. \$558.75
- b. \$117.50
- *c. \$58.75
- d. \$11.75

Performance Exam

- Administration Time: 4 hours
- Administration Method: Onsite at an approved Teacher Testing Location

Performance Exam Content Coverage

16% Essentials of Business Technology

- Filing Procedures According to Current Industry Practices (ARMA)
- Managing Electronic Files
- Demonstrate E-mail Etiquette in Communication

24% Essentials of Accounting Concepts and Practices

- Income Statement
- Balance Sheet
- Account Classification

60% Essentials of Microcomputer Applications

- Presentation Management
- Spreadsheet Development
- Database Administration
- Document Processing
- Essentials of Social Media and Website Design using Basic HTML Code

Note: Although keyboarding skills will not be evaluated, candidates will be expected to be proficient in keyboarding skills to efficiently complete Business Technology subtests.

Materials Required for the Performance Exam (Candidate Must Supply)

- Face mask (cotton face covering or respirator which fully cover the nose and mouth)

Equipment that will be supplied:

- Dell Desktop Computers with Dual Monitors

Software that will be used:

- Windows Operating System
- Microsoft Office (Word, Excel, PowerPoint, Access)
- Notepad

<p>Note: Additional lab equipment/supplies will be provided. No books or notes will be allowed. Cell phones are prohibited during the exam administration.</p>

Onsite Performance Exam Requirements

- Candidate must practice social distancing and wear the appropriate face covering that covers the nose and mouth while at the exam site.
- Testing sites may have individual requirements based on location and the current guidance from the Center for Disease Control and Prevention (CDC).

Performance Exam Reference Materials (Reference Current Edition)

- **Microsoft Office**
 - **Microsoft Access 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman & Pratt (Course Technology)
 - **Microsoft PowerPoint 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman, & Pratt (Course Technology)
 - **Microsoft Word 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman, & Pratt (Course Technology)
 - **Microsoft Excel 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman, & Pratt Course Technology
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- **Multimedia & Image Management** by Susan Lake & Karen Bean May (Cengage Learning)
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