

Notes:

		Selected-response questions (approx.)	Constructed-response assignments				
<b>Test I (Test Code 042)</b>	<b>BUSINESS MANAGEMENT</b>		<b>28</b>	<b>1</b>			
	0001	Understand the functions of business management.					
	0002	Understand organizational structures and their relationship to business management.					
	0003	Understand human resource management.					
	0004	Understand financial management in business.					
	0005	Understand principles and procedures related to entrepreneurship.					
	<b>LAW, ETHICS, AND CAREER DEVELOPMENT</b>		<b>16</b>	<b>0</b>			
	0006	Understand relationships among educational achievement, leadership, employment, and career development.					
	0007	Understand principles of business law.					
	0008	Understand issues related to ethics and social responsibility in business.					
	<b>ACCOUNTING</b>		<b>16</b>	<b>1</b>			
	0009	Understand principles of accounting and the accounting cycle.					
	0010	Understand how to prepare, interpret, and analyze financial statements using appropriate accounting principles.					
	0011	Understand accounting principles and procedures related to the forms of business ownership, payroll, banking, and income taxes.					
<b>Test II (Test Code 043)</b>	<b>ECONOMICS, INTERNATIONAL BUSINESS, AND PERSONAL FINANCE</b>		<b>16</b>	<b>1</b>			
	0012	Understand basic economic concepts and how the U.S. and international economies operate.					
	0013	Understand international business and the global economy.					
	0014	Understand principles of consumer economics and personal finance.					
	<b>MARKETING</b>		<b>16</b>	<b>0</b>			
	0015	Understand basic principles of marketing.					
	0016	Understand principles of product and service planning, pricing, and distribution.					
	0017	Understand principles of product promotion and the selling process.					
	<b>BUSINESS COMMUNICATION AND INFORMATION TECHNOLOGY</b>		<b>28</b>	<b>1</b>			
	0018	Understand principles of effective business communications.					
	0019	Understand principles related to computer concepts, technology, and office equipment.					
	0020	Understand principles of information processing, information systems, and technology applications.					
0021	Understand principles of computer networking, programming, and the Internet.						
0022	Understand principles and procedures related to confidentiality, security, and data integrity associated with computer technology.						