| **Test Content Categories** | **How well do I know the content?  (scale 1–5)** | **What resources do I have/need for this content?** | **Where can I find the resources I need?** | **Dates I will study this content** | **Date completed** |
| --- | --- | --- | --- | --- | --- |
| **I. Accounting and Finance (15%)** |  |  |  |  |  |
| A. Accounting: the accounting cycle, the accounting process, and the interpretation and use of financial statements |  |  |  |  |  |
| B. Personal and business finance: savings and investments; managing credit, finances, and risks; financial institutions |  |  |  |  |  |
| **II. Communication and Career Development (15%)** |  |  |  |  |  |
| A. Foundations of communication: barriers, techniques, and skills |  |  |  |  |  |
| B. Written and oral communications: letters, memos, email, presentations, reports |  |  |  |  |  |
| C. Employment communication: résumés, applications, interview techniques and tools |  |  |  |  |  |
| D. Career research: evaluating occupational interests and using career research tools and resources |  |  |  |  |  |
| **III. Economics (10%)** |  |  |  |  |  |
| A. Allocation of resources: supply and demand, opportunity cost, scarcity, factors of production, etc. |  |  |  |  |  |
| B. Economic systems: free enterprise, market versus command economies, mixed economies |  |  |  |  |  |
| C. Market structures: monopolies, oligopolies, competition, the effect of the structures on pricing and the quality of goods and services |  |  |  |  |  |
| D. Role of government: fiscal policies, taxation, monetary policies, banking regulations |  |  |  |  |  |
| E. Economic indicators: growth, productivity, employment, the business cycle |  |  |  |  |  |
| **IV. Entrepreneurship (10%)** |  |  |  |  |  |
| A. Characteristics |  |  |  |  |  |
| B. Entrepreneurial opportunities |  |  |  |  |  |
| C. Forms of ownership: sole proprietorship, partnership, corporation |  |  |  |  |  |
| D. Business plans: components and rationale |  |  |  |  |  |
| **V. Information Technology (15%)** |  |  |  |  |  |
| A. Operations and concepts: hardware, software, networking, operating environments, file management, security |  |  |  |  |  |
| B. Human factors: ergonomics, workflow, physical design/layout |  |  |  |  |  |
| C. Technology tools: |  |  |  |  |  |
| 1. Communication (e.g., telecommunications, Internet, netiquette) |  |  |  |  |  |
| 2. Research (e.g., Internet usage, search strategies, databases) |  |  |  |  |  |
| 3. Problem solving and decision making using applications (e.g., word processing, multimedia, spreadsheet, database, desktop publishing, Web design, programming, collaborative software) |  |  |  |  |  |
| **VI. Law and International Business (15%)** |  |  |  |  |  |
| A. Foundations of international business: role and impact |  |  |  |  |  |
| B. International business environment: social, cultural, political, legal, and economic factors; and the impact of a country’s infrastructure |  |  |  |  |  |
| C. Trade relations: imports and exports; trade barriers, trade agreements, and balance of trade |  |  |  |  |  |
| D. Contract law |  |  |  |  |  |
| E. Consumer law |  |  |  |  |  |
| F. Computer law: copyright, intellectual property, privacy/security |  |  |  |  |  |
| G. United States court system |  |  |  |  |  |
| **VII. Marketing and Management (10%)** |  |  |  |  |  |
| A. Marketing: marketing principles, marketing mix, and consumer behavior |  |  |  |  |  |
| B. Management: management functions and human resources |  |  |  |  |  |
| **VIII. Professional Business Education (10%)** |  |  |  |  |  |
| A. Professional business education organizations |  |  |  |  |  |
| 1. Student organizations and the role of the advisor |  |  |  |  |  |
| 2. Teacher organizations and the importance of staying actively involved in the profession |  |  |  |  |  |
| B. Career and technical education legislation (e.g., Carl Perkins) |  |  |  |  |  |
| C. School and community relationships |  |  |  |  |  |
| 1. Advisory committees |  |  |  |  |  |
| 2. Student recruitment |  |  |  |  |  |
| 3. Involvement of business community |  |  |  |  |  |
| D. Mission and objectives of the business education program |  |  |  |  |  |
| E. Pedagogy |  |  |  |  |  |
| F. Work-based learning |  |  |  |  |  |
| 1. School-based enterprises |  |  |  |  |  |
| 2. Internships |  |  |  |  |  |
| 3. Mentorship |  |  |  |  |  |
| 4. Cooperative education |  |  |  |  |  |
| 5. Job shadowing |  |  |  |  |  |