MASSACHUSETTS VOCATIONAL TECHNICAL TEACHER TESTING PROGRAM

SCOPE OF TEST CODE #26 – BUSINESS TECHNOLOGY

WRITTEN EXAM – 100 QUESTIONS

TIME ALLOWED: 3 HOURS

PERCENT OF TEST:

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

THE INTENT OF THIS EXAM IS TO ASSESS YOUR ABILITY TO TEACH THE SKILLS FOUND IN THE MASSACHUSETTS VOCATIONAL TECHNICAL EDUCATION BUSINESS TECHNOLOGY FRAMEWORK. ALL EXAMS ARE ALIGNED WITH THE MATCHING FRAMEWORK.

SOME QUESTIONS REQUIRE A SYNTHESIS OF KNOWLEDGE BASED ON EXPERIENCE IN THE FIELD AND MAY NOT BE FOUND IN ANY BOOK. HOWEVER, CANDIDATES ARE ENCOURAGED TO PREPARE FOR THEIR EXAMS 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 VOCATIONAL TECHNICAL TEACHER TESTING OFFICE IF YOU NEED FURTHER ASSISTANCE IN LOCATING RESOURCES LISTED IN THE EXAM OUTLINE. USE THE EXAM OUTLINE AND THE MASSACHUSETTS VOCATIONAL TECHNICAL EDUCATION FRAMEWORKS TO FOCUS YOUR PREPARATION FOR THE EXAM.

You may refer to http://www.doe.mass.edu/cte/frameworks for the Massachusetts Vocational Technical Educator Frameworks.
THE FOLLOWING LIST OF REFERENCE MATERIALS WAS DEVELOPED AS A GUIDE FOR WRITTEN EXAM CANDIDATES:

Microsoft Office 2016

- 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

Other

- The Office by Oliverio, Pasewark & White Thomson South-Western
- The Administrative Professional by Fulton-Calkins Thomson South-Western
- Intro to Business, By Les Dlabay, Ed.D., James Burrow, and Steven A. Eggland Cengage Learning

The written exam consists of 100 multiple choice questions. Each question consists of one incomplete sentence or a questions followed by four choices. Listed below are several sample items:

A plus sign in Windows Explorer is called the_____________button.

  a. Collapse
  b. Plus
  * c. Expand
  d. Reduce

Google, Ask Jeeves, and Yahoo are all popular:

* a. search engines.
  b. providers.
  c. web pages.
  d. home pages.

  * indicates correct answer

THE TEACHER TESTING PROGRAM WILL PROVIDE NON-PROGRAMMABLE CALCULATORS FOR USE IN COMPLETING THE WRITTEN EXAM. DOCUMENTATION REGARDING THESE CALCULATORS WILL BE INCLUDED IN YOUR ADMISSION PACKAGE.

UPDATED: 1-2019

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MASSACHUSETTS VOCATIONAL TECHNICAL TEACHER TESTING PROGRAM

SCOPE OF TEST CODE #26 BUSINESS TECHNOLOGY

PERFORMANCE EXAM

TIME ALLOWED: 4 HOURS

PERCENT OF TEST:

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

60 % Essentials of Microcomputer Applications
   - Presentation Management
   - Spreadsheet Development
   - Database Administration
   - Document Processing
   - Essentials of Social Media and Website Design using Basic HTML Code

Although keyboarding skills will not be evaluated, candidates will be expected to be proficient in keyboarding skills in order to efficiently complete Business Technology Subtests.

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PERFORMANCE EXAM CANDIDATES WILL BE ASSESSED ON THEIR COMPLETION OF THE EXAM TASKS AND THEIR DEMONSTRATION OF INDUSTRY AND OSHA RECOMMENDED SAFETY PROCEDURES.

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THE FOLLOWING LIST OF REFERENCE MATERIALS WAS DEVELOPED AS A GUIDE FOR PERFORMANCE EXAM CANDIDATES:

MS Office 2016

☐ 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

Other

☐ The Office by Oliverio, Pasewark & White Thomson South-Western

☐ Multimedia & Image Management by Lake & Bean Thomson South-Western

☐ 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

You may refer to http://www.doe.mass.edu/cte/frameworks for the Massachusetts Vocational Technical Educator Frameworks.

Equipment that will be supplied:
Dell Desktop Computers with Dual Monitors

Software used:
Windows 10 Operating System
Microsoft Office 2016 (Word, Excel, PowerPoint, Access)
Notepad

UPDATED: 3/2019
LMB