

Assessment Blueprint

Accelerated Finance (4-Credit)



General Assessment Information

Blueprint Contents

General Assessment Information
Written Assessment Information

Specific Competencies Covered in the Test
Sample Written Items

Test Type: This Programs of Study assessment is a customized assessment for the MBAResearch and Curriculum Center. Programs of Study assessments measure technical skills at the occupational level and include items which gauge factual and theoretical knowledge. This assessment offers a written component and is intended for use at the secondary level. This assessment is delivered entirely through QuadNet™, NOCTI's online testing system.

Revision Team: This assessment was developed by MBAResearch and Curriculum Center, a not-for-profit 501(c)(3) organization operated by 30+ state education departments. Assessment content is based on standards validated by industry professionals throughout the U.S.



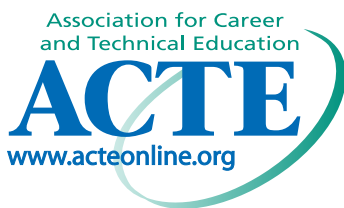
52.0899 – Finance and
Financial Management
Services, Other



Career Cluster 6-
Finance



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!



MBAResearch believes that “proof of learning” is the first step toward a future career. Students who successfully complete a research-based assessment put themselves a step ahead of their competitors – for college admission and for beginning substantive careers in business. MBAResearch is proud to be the primary source of industry-validated standards and curriculum for business careers, for many high school and community college business administration curricula, and for many assessments offered here.

Written Assessment

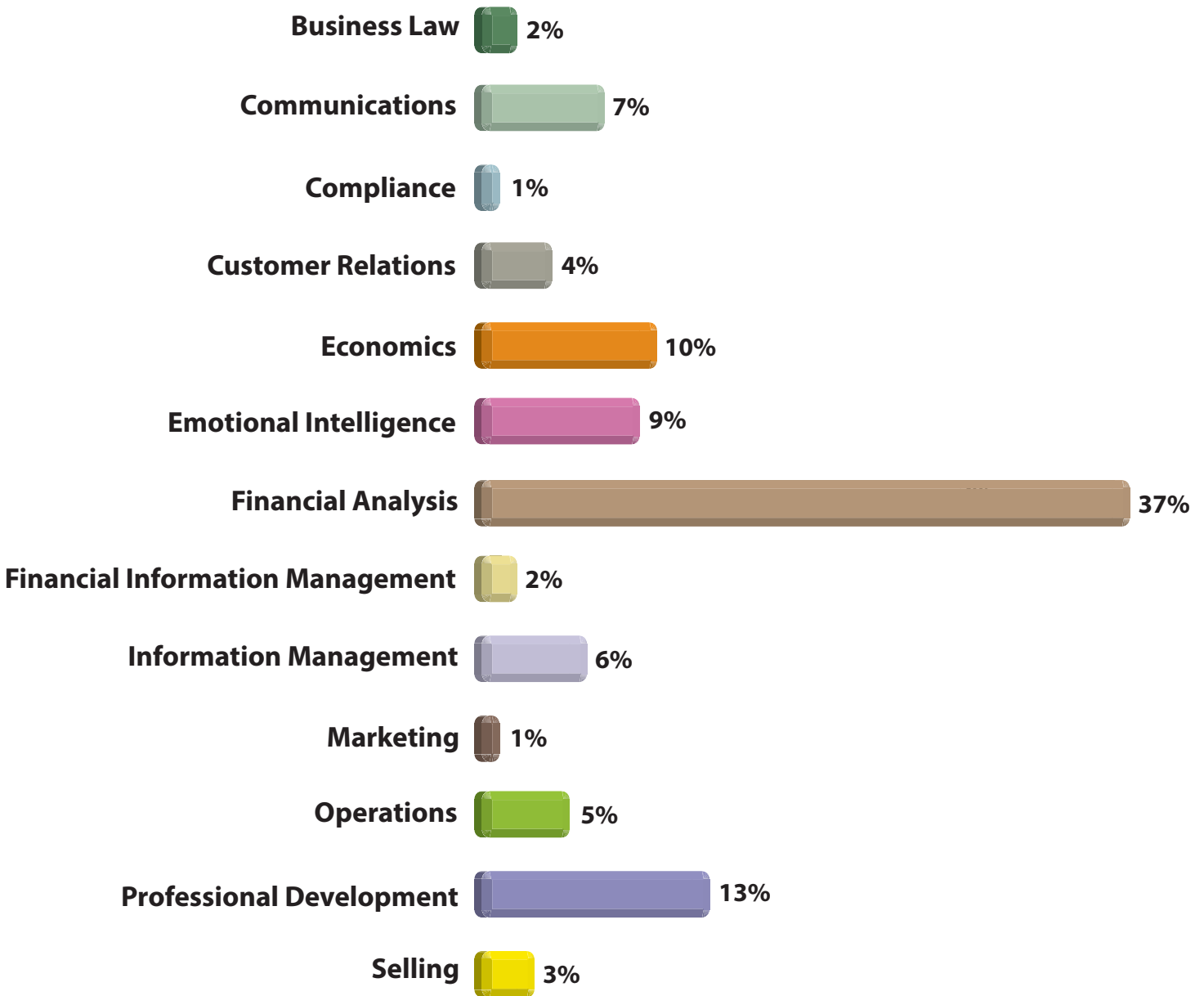
This written assessment consists of questions to measure an individual's factual theoretical knowledge.

Administration Time: 1 hour and 40 minutes

Number of Questions: 100

Number of Sessions: This assessment may be administered in one or two sessions.

Areas Covered



Specific Competencies and Skills Tested in this Assessment

Business Law

- Discuss the impact of the Sarbanes-Oxley Act of 2002 on accounting
- Discuss legal considerations in the finance industry

Communications

- Demonstrate active listening skills
- Interpret others' nonverbal cues
- Provide legitimate responses to inquiries
- Defend ideas objectively
- Participate in group discussions
- Utilize note-taking strategies
- Write informational messages

Compliance

- Discuss the nature and scope of compliance in the finance industry

Customer Relations

- Respond to customer inquiries
- Handle difficult customers
- Determine ways of reinforcing the company's image through employee performance
- Explain the responsibilities of finance professionals in providing client services



(Continued on the following page)

Specific Competencies and Skills (continued)

Economics

- Distinguish between economic goods and services
- Explain the concept of economic resources
- Determine economic utilities created by business activities
- Describe the functions of prices in markets
- Discuss the global environment in which businesses operate
- Identify factors affecting a business's profit
- Discuss the measure of consumer spending as an economic indicator
- Describe the economic impact of inflation on business
- Determine the impact of business cycles on business activities
- Explain the nature of global trade

Emotional Intelligence

- Explain the concept of self-esteem
- Identify desirable personality traits important to business
- Exhibit self-confidence
- Demonstrate responsible behavior
- Demonstrate self-control
- Adjust to change
- Participate as a team member
- Determine personal vision
- Coach others



(Continued on the following page)

Specific Competencies and Skills (continued)

Financial Analysis

- Explain the purposes and importance of credit
- Set financial goals
- Interpret a pay stub
- Maintain financial records
- Demonstrate the wise use of credit
- Validate credit history
- Prepare personal income tax forms (i.e., 1040 EZ form)
- Explain types of financial markets (e.g., money market, capital market, insurance market, commodities markets, etc.)
- Explain fundamental analysis used in making investment decisions
- Explain strategies for selecting investments
- Describe sources of securities information
- Explain types of investments
- Assess securities' fundamentals
- Describe the concept of insurance
- Explain the use of technology in accounting
- Describe the nature of cash flow statements
- Prepare cash flow statements
- Explain the nature of balance sheets
- Describe the nature of income statements
- Discuss the nature of the accounting cycle
- Demonstrate the effects of transactions on the accounting equation
- Prepare income statement
- Prepare balance sheets
- Explain cash-control procedures
- Prepare invoices



(Continued on the following page)

Specific Competencies and Skills (continued)

Financial Analysis (continued)

- Maintain a vendor file
- Prepare a credit memorandum for returned goods
- Process accounts payable checks
- Prepare an accounts payable schedule
- Prepare customer statements
- Process sales returns and allowances
- Process customer payments
- Maintain employee earnings records
- Calculate employee-paid withholdings
- Explain the role of finance in business
- Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, etc.)
- Explain factors to consider when selecting investments

Financial Information Management

- Explain the role of ethics in financial-information management
- Discuss types of accounting systems used to report a business's financial position (i.e. financial, tax, management, cost, accrual)

Information Management

- Discuss the nature of information management
- Identify ways that technology impacts business
- Explain the role of information systems
- Demonstrate basic word processing skills
- Demonstrate basic spreadsheet applications
- Access information needs

(Continued on the following page)

Specific Competencies and Skills (continued)

Marketing

- Describe marketing functions and related activities

Operations

- Explain the nature of operations
- Maintain a safe work environment
- Explain the nature and scope of purchasing
- Explain the concept of production
- Report noncompliance with business health and safety regulations

Professional Development

- Demonstrate systematic behavior
- Make decisions
- Identify tentative occupational interest
- Utilize job search strategies
- Interview for a job
- Discuss career opportunities in the finance industry
- Describe the role and responsibilities of general ledger accountants
- Discuss the role and responsibilities of government accountants
- Discuss the role and responsibilities of forensic accountants
- Describe techniques for obtaining work experience (e.g., volunteer activities, internships)
- Discuss licensure and certification available to finance professionals
- Discuss opportunities for building professional relationships in finance
- Explain possible advancement patterns for jobs

Selling

- Explain the nature of stocks
- Explain the nature of bonds
- Describe the nature of mutual funds

Sample Questions

Which of the following can be taxed twice:

- A. IRA contributions
- B. Capital gains
- C. Transaction fees
- D. Corporate dividends

When consumers purchase gasoline and telephone services, they most often pay a(n) _____ tax.

- A. property
- B. proportional
- C. income
- D. excise

Lily, Natasha, and Sophia are college friends who want to start a business. Lily has creative ability, Natasha's expertise is selling, and Sophia's expertise is management. However, each has limited capital. The ideal business ownership option for these young women is a

- A. corporation.
- B. merger.
- C. partnership.
- D. franchise.

