

Assessment Blueprint

Accelerated Finance (2-Credit)



General Assessment Information

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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.



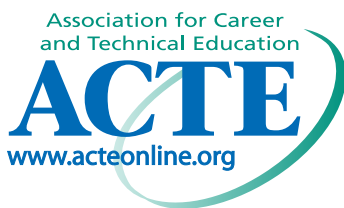
52.0899 – Finance and
Financial Management
Services, Other



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

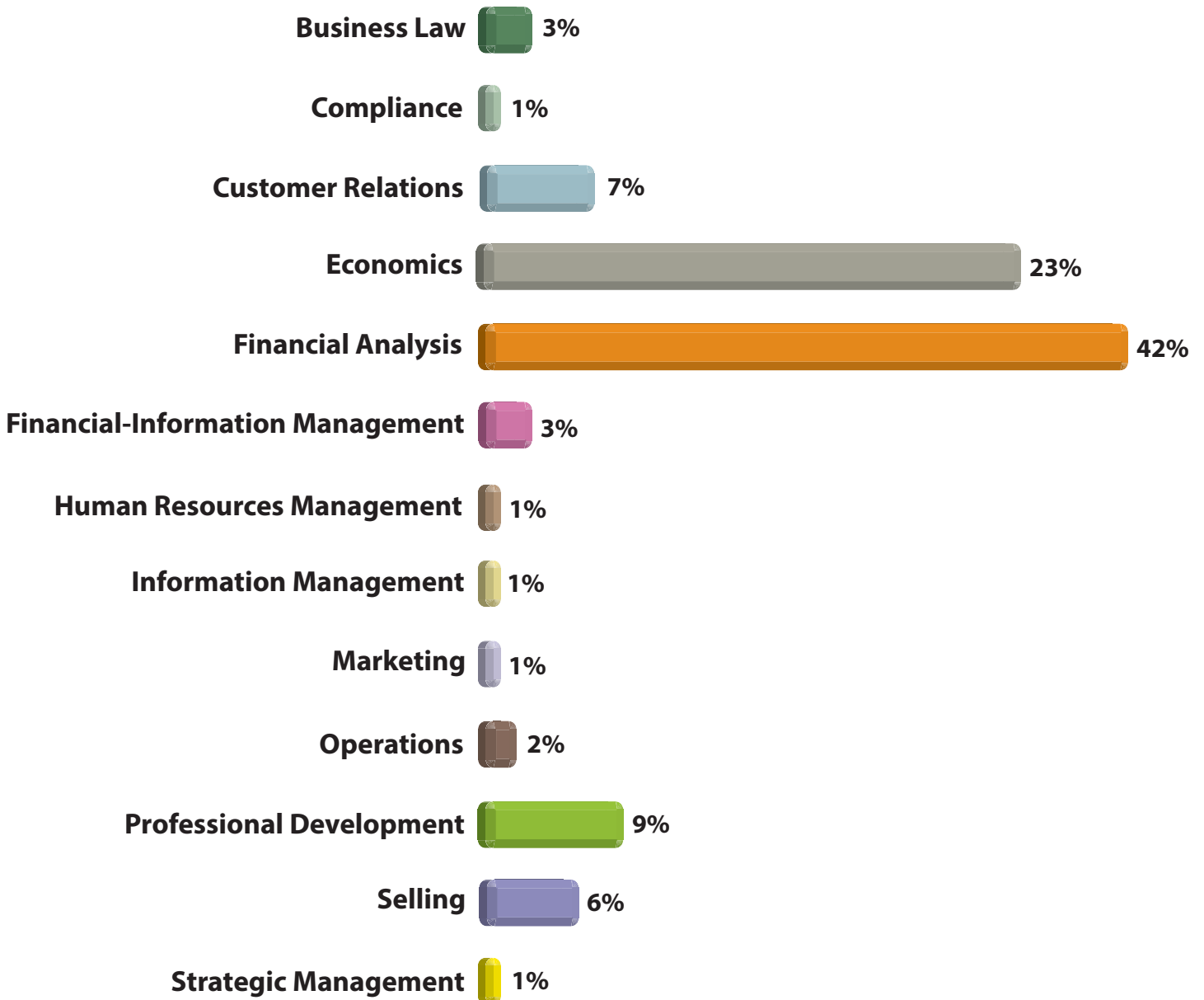
This written assessment consists of questions to measure an individual's factual theoretical knowledge.

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

- Explain types of business ownership
- Discuss legal considerations in the finance industry
- Discuss the effect of tax laws and regulations on financial transactions

Compliance

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

Customer Relations

- Demonstrate a customer-service mindset
- Respond to customer inquiries
- Handle difficult customers
- Identify company's brand promise
- Determine ways of reinforcing the company's image through employee performance
- Explain the responsibilities of finance professionals in providing client services
- Adapt communication to the cultural and social differences among clients



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Specific Competencies and Skills (continued)

Economics

- Analyze impact of specialization/division of labor on productivity
- Discuss the measure of consumer spending as an economic indicator
- Describe the economic impact of inflation on business
- Explain the concept of Gross Domestic Product (GDP)
- Determine the impact of business cycles on business activities
- Explain the impact of the law of diminishing returns
- Distinguish between economic goods and services
- Explain the concept of economic resources
- Describe the concepts of economics and economic activities
- 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
- Explain the concept of competition
- Explain the concept of productivity
- Explain the organizational design of businesses
- Describe factors that affect the business environment
- Explain the concept of private enterprise
- Determine factors affecting business risk
- Describe the nature of taxes
- Determine the relationship between government and business
- Explain the nature of global trade
- Describe the determinants of exchange rates and their effects on the domestic economy



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Specific Competencies and Skills (continued)

Financial Analysis

- Explain types of financial markets (e.g., money market, capital market, insurance market etc.)
- Explain the role of finance in business
- Describe functions of money (medium of exchange, unit of measure, store of value)
- Explain the purposes and importance of credit
- Describe types of financial-services providers
- Explain the concept of accounting
- Explain legal responsibilities associated with financial exchanges
- Discuss the nature of convergence/consolidation in the finance industry
- Explain the time value of money
- Describe the need for financial information
- Describe the concept of insurance
- Explain the use of technology in accounting
- Discuss the nature of the accounting cycle
- Demonstrate the effects of transactions on the accounting equation
- Explain cash-control procedures
- Prepare invoices
- Maintain a vendor file
- Prepare a credit memorandum for returned goods
- Process accounts payable checks
- Process sales returns and allowances
- Describe the nature of cash flow statements
- Describe the nature of income statements
- Describe sources of securities information
- Explain factors to consider when selecting investments

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Specific Competencies and Skills (continued)

Financial Analysis (continued)

- Explain fundamental analysis used in making investment decisions
- Explain strategies for selecting investments
- Assess securities' fundamentals
- Prepare cash flow statements
- Explain the nature of balance sheets
- Process customer payments
- Prepare income statements
- Describe information that can be obtained from annual reports
- Explain the nature of special journals
- Explain the nature of the voucher system
- Analyze purchase transactions
- Prepare customer statements
- Explain the nature of risk management
- Explain the nature of accounts receivable
- Explain the nature and scope of financial globalization
- Interpret securities table
- Choose investments based on security's fundamental analysis
- Explain legal considerations for accounting

Financial Information Management

- Explain the role of ethics in financial-information management
- Describe the use of technology in the financial-information management function
- Discuss types of accounting systems used to report a business's financial position (i.e. financial)

Human Resource Management

- Discuss the nature of human resources management

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Specific Competencies and Skills (continued)

Information Management

- Discuss the nature of information management

Marketing

- Explain marketing and its importance in a global economy

Operations

- Explain the nature of operations
- Explain the concept of production

Professional Development

- Discuss opportunities for building professional relationships in finance
- Discuss career opportunities in the finance industry
- Discuss licensure and certification available to finance professionals
- Utilize job-search strategies
- Interview for a job
- Prepare a résumé
- Describe the nature of retail/business banking processes
- Describe the nature of the insurance industry
- Describe how securities are traded

Selling

- Explain the nature of stocks
- Explain the nature of bonds
- Discuss the nature of life insurance
- Discuss the nature of health insurance coverage
- Describe the nature of mutual funds
- Describe components of automobile insurance coverage

Strategic Management

- Explain the concept of management

Sample Questions

Yesterday, Cantrell Industries purchased file cabinets, copy paper, and pens from Parson's Office Supply and will pay for the items later. This is an example of a business

- A. using credit.
- B. negotiating terms.
- C. spending impulsively.
- D. managing natural resources.

If a financial manager wants to assess the company's current assets and liabilities, s/he should review the company's

- A. balance sheet.
- B. pro forma cash-flow statement.
- C. income statement.
- D. bank records.

The primary reason that businesses sell bonds to investors is to

- A. obtain capital.
- B. reorganize priorities.
- C. improve image.
- D. increase demand.

