

## Assessment Blueprint

### Standard Finance (4-Credit)



## General Assessment Information

### Blueprint Contents

General Assessment Information  
Written 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.



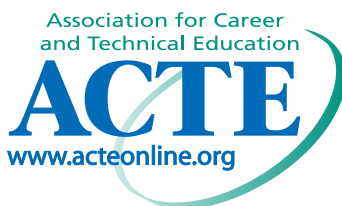
52.0899 – Finance and  
Financial Management  
Services, Other



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

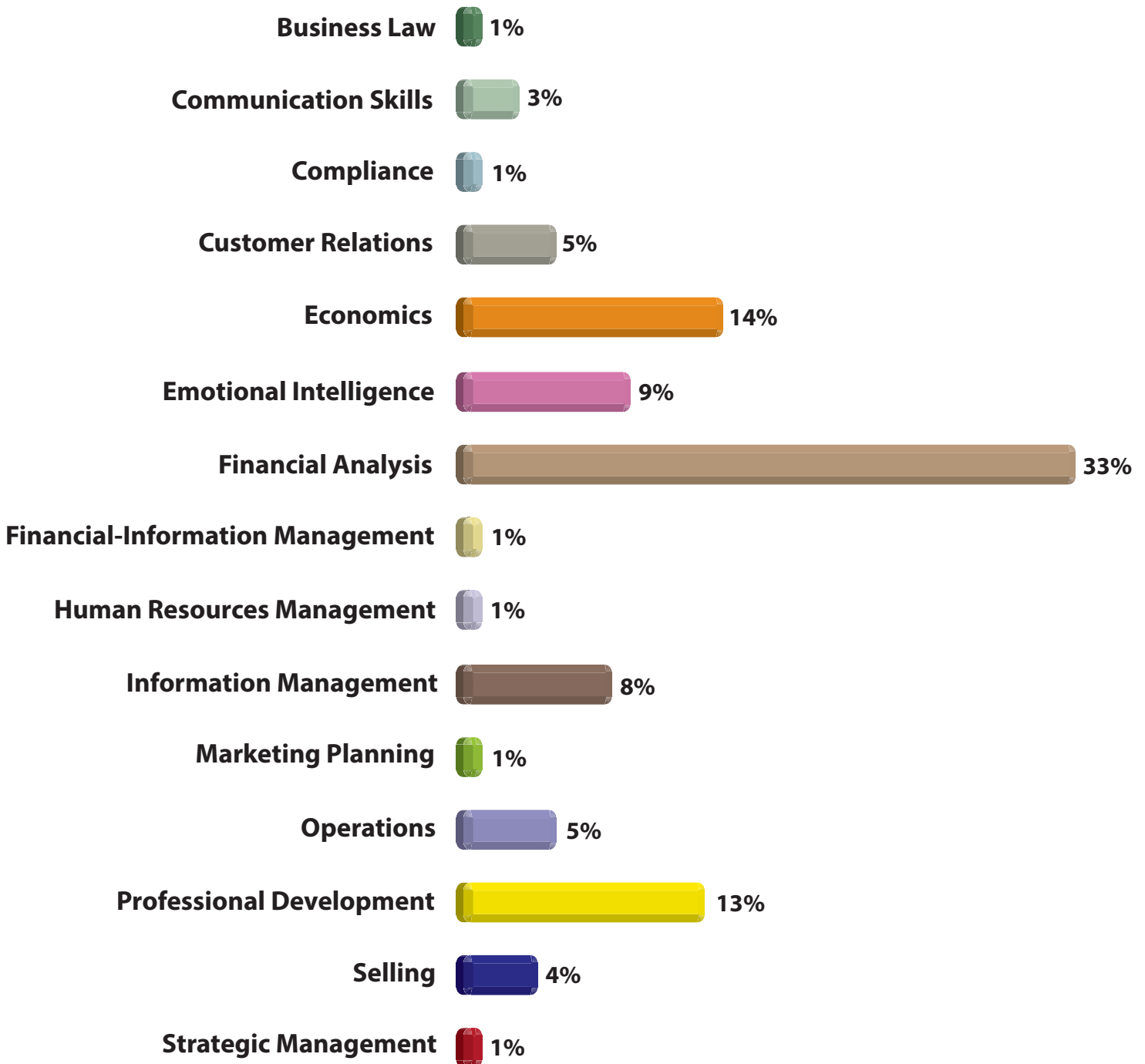
This written assessment consists of questions to measure an individual's factual theoretical knowledge.

**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**

- Discuss legal considerations in the finance industry

### **Communication Skills**

- Extract relevant information from written materials
- Demonstrate active listening skills
- Explain the nature of effective verbal communications

### **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
- Determine ways of reinforcing the company's image through employee performance
- Explain the responsibilities of finance professionals in providing client services



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## Specific Competencies and Skills (continued)

### Economics

- Distinguish between economic goods and services
- Explain the concept of economic resources
- Explain the principles of supply and demand
- Describe types of business activities
- Discuss the global environment in which businesses operate
- Identify factors affecting a business's profit
- Explain the concept of competition
- Describe the nature of taxes
- Explain the concept of productivity
- Explain the concept of organized labor and business
- Explain the impact of the law of diminishing returns
- 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

- Describe the nature of emotional intelligence
- Identify desirable personality traits important to business
- Demonstrate responsible behavior
- Explain the use of feedback for personal growth
- Exhibit cultural sensitivity
- Use conflict-resolution skills
- Participate as a team member
- Demonstrate adaptability
- Foster positive working relationships



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## Specific Competencies and Skills (continued)

### Financial Analysis

- Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, etc.)
- Explain the purposes and importance of credit
- Explain the need to save and invest
- Interpret a pay stub
- Maintain financial records
- Demonstrate the wise use of credit
- Protect against identity theft
- Describe the role of financial institutions
- Explain the nature and scope of financial globalization
- Describe types of financial-services providers
- Describe sources of securities information
- Explain types of investments
- Describe the concept of insurance
- Describe the need for financial information
- Explain the concept of accounting
- Explain the use of technology in accounting
- Describe the nature of cash flow statements
- Explain the nature of balance sheets
- Describe the nature of income statements
- Discuss the nature of the accounting cycle
- Prepare income statement
- Explain cash control procedures (e.g., signature cards, deposit slips, internal/external controls, cash clearing, etc.)



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## Specific Competencies and Skills (continued)

### Financial Analysis (continued)

- Explain the nature of the voucher system
- Explain the nature of special journals
- Explain the nature of accounts receivable
- Discuss the role of ethics in finance
- Describe the nature of budgets
- Describe the nature of cost/benefit analysis
- Develop company's/department's budget
- Calculate financial ratios
- Interpret financial statements
- Describe types of financial statement analysis (e.g., ratio analysis, trend analysis, etc.)
- Analyze cash-flow patterns

### Financial-Information Management

- Explain the nature and scope of the financial-information management function

### Human Resources Management

- Discuss the nature of human resources management

### Information Management

- Obtain needed information efficiently
- Evaluate quality and source of information
- Discuss the nature of information management
- Explain the role of information systems
- Demonstrate personal information management/productivity applications
- Demonstrate basic web-search skills
- Demonstrate basic database applications
- Demonstrate basic spreadsheet applications

### Market Planning

- Explain the nature of sales forecasts

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## Specific Competencies and Skills (continued)

### Operations

- Report noncompliance with business health and safety regulations
- Explain routine security precautions
- Protect company information and intangibles
- Explain the nature and scope of purchasing
- Explain the concept of production

### Professional Development

- Explain the need for innovation skills
- Demonstrate problem-solving skills
- Make responsible financial decisions
- Explain the rights of workers
- Explain employment opportunities in business
- Complete a job application
- Interview for a job
- Discuss career opportunities in the finance industry
- Explain the role of managerial accounting techniques in business management
- Describe the nature of the insurance industry
- Describe techniques for obtaining work experience (e.g., volunteer activities, internships)
- Explain the need for ongoing education as a worker
- Discuss licensure and certification available to finance professionals

### Selling

- Describe components of automobile insurance coverage
- Discuss components of homeowners insurance
- Explain the nature of bonds
- Describe the nature of mutual funds

### Strategic Management

- Explain the concept of management



## 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.

