

Assessment Blueprint

Standard Finance (2-Credit)



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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

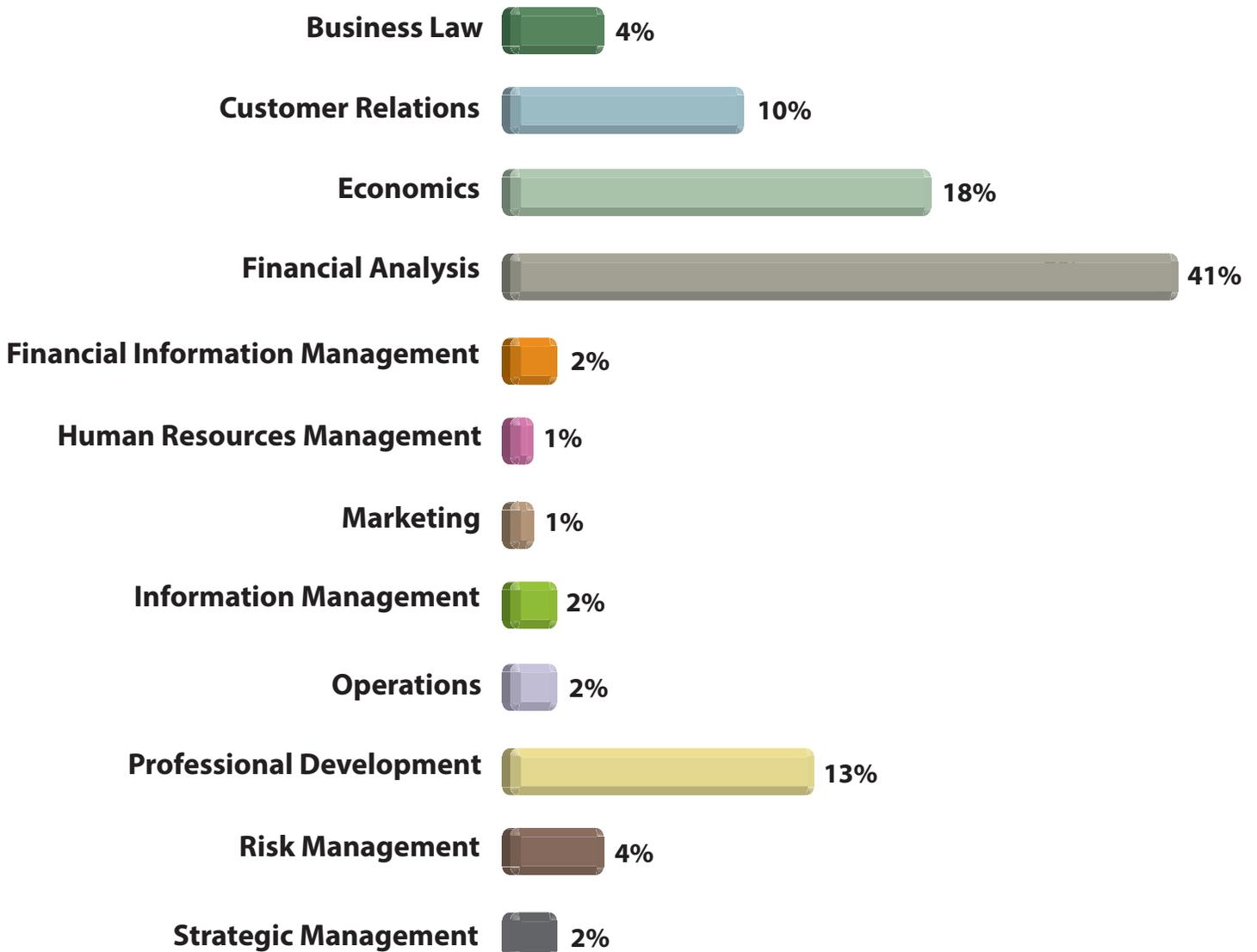
This written assessment consists of questions to measure an individual's factual theoretical knowledge.

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

Customer Relations

- Explain the nature of positive customer relations
- Demonstrate a customer-service mindset
- Reinforce service orientation through communication
- Respond to customer inquiries
- Adapt communication to the cultural and social differences among clients
- Interpret business policies to customers/clients
- Handle difficult customers
- Handle customer/client complaints
- 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
- Describe the concepts of economics and economic activities
- Determine economic utilities created by business activities
- Explain the principles of supply and demand
- Describe types of business activities
- Explain the organizational design of businesses
- Discuss the global environment in which businesses operate
- Describe factors that affect the business environment
- Explain the nature of business ethics
- Explain how organizations adapt to today's markets
- Explain the types of economic systems
- Identify factors affecting a business's profit
- Determine factors affecting business risk
- Explain the concept of competition
- Determine the relationship between government and business
- Describe the nature of taxes
- Explain the concept of productivity



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Specific Competencies and Skills (continued)

Financial Analysis

- Describe functions of money (medium of exchange, unit of measure, store of value)
- Describe sources of income (wages/salaries, interest, rent, dividends, transfer payments, etc.)
- Explain the time value of money
- Explain the purposes and importance of credit
- Explain legal responsibilities associated with financial exchanges
- Explain the nature of financial needs (e.g., college, retirement, wills, insurance, etc.)
- Develop personal budget
- Explain the need to save and invest
- Interpret a pay stub
- Prepare bank account documents (e.g., checks, deposit/withdrawal slips, endorsements, etc.)
- Maintain financial records
- Read and reconcile bank statements
- Demonstrate the wise use of credit
- Validate credit history
- Describe the role of financial institutions
- Explain types of financial markets (e.g., money market, capital market, insurance market, commodities markets, etc.)
- Discuss the nature of convergence/consolidation in the finance industry
- Describe the relationship between economic conditions and financial markets
- Explain the nature and scope of financial globalization
- Describe types of financial-services providers
- Discuss considerations in selecting a financial-services provider
- Describe sources of securities information

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Specific Competencies and Skills (continued)

Financial Analysis (continued)

- Interpret securities table
- Explain types of investments
- Describe the concept of insurance
- Describe the need for financial information
- Explain the concept of accounting
- Discuss the role of ethics in accounting
- Explain the use of technology in accounting
- Explain legal considerations for accounting
- Describe the nature of cash flow statements
- Explain the nature of balance sheets
- Describe the nature of income statements
- Explain the role of finance in business
- Discuss the role of ethics in finance
- Explain legal considerations for finance
- Describe the scope of costs in managerial accounting (e.g., direct cost, indirect cost, sunk cost, differential cost, etc.)
- Discuss the use of variance analysis in managerial accounting
- Describe the nature of budgets
- Calculate the time value of money



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Specific Competencies and Skills (continued)

Financial Information Management

- Explain the nature and scope of the financial-information management function
- Describe the use of technology in the financial-information management function

Human Resource Management

- Discuss the nature of human resources management

Marketing

- Explain marketing and its importance in a global economy

Information Management

- Discuss the nature of information management
- Identify ways that technology impacts business

Operations

- Explain the nature and scope of purchasing
- Explain the concept of production



Specific Competencies and Skills (continued)

Professional Development

- Identify sources of career information
- Identify tentative occupational interest
- Explain employment opportunities in business
- Utilize job-search strategies
- Complete a job application
- Interview for a job
- Write a follow-up letter after job interviews
- Write a letter of application
- Prepare a résumé
- Discuss employment opportunities in the finance industry
- Describe the components of a well-governed company (e.g., board of directors, reporting, transparency, internal and external audit functions)
- Identify the factors that impact governance structures
- Discuss opportunities for building professional relationships in finance

Risk Management

- Explain the role of ethics in risk management
- Describe the use of technology in risk management
- Discuss legal considerations affecting risk management
- Discuss the nature of risk control (i.e., internal and external)

Strategic Management

- Explain the concept of management
- Explain the nature of risk 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.

