



# Job Ready Assessment Blueprint

## Accounting-Advanced



Test Code: 4900 / Version: 01

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## General Assessment Information

### Blueprint Contents

General Assessment Information	Sample Written Items
Written Assessment Information	Performance Assessment Information
Specific Competencies Covered in the Test	Sample Performance Job

**Test Type:** The Accounting-Advanced industry-based credential is included in NOCTI's Job Ready assessment battery. Job Ready assessments measure technical skills at the occupational level and include items which gauge factual and theoretical knowledge. Job Ready assessments typically offer both a written and performance component and can be used at the secondary and post-secondary levels. Job Ready assessments can be delivered in an online or paper/pencil format.

**Revision Team:** The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states of Georgia, Maryland, Michigan, Missouri, Pennsylvania, South Carolina, Tennessee, and Virginia.



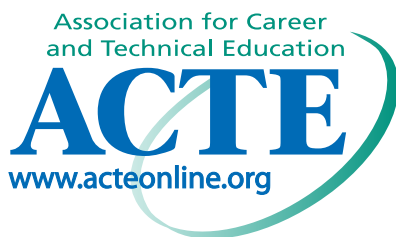
52.0302- Accounting  
Technology/Technician  
and Bookkeeping



Career Cluster 4-  
Business, Management,  
and Administration



43-3031.00- Bookkeeping, Accounting,  
and Auditing Clerks



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!



**NATIONAL COLLEGE CREDIT RECOMMENDATION SERVICE**  
University of the State of New York - Regents Research Fund

In the lower division  
baccalaureate/associate degree  
category, 3 semester hours in  
Accounting

## Written Assessment

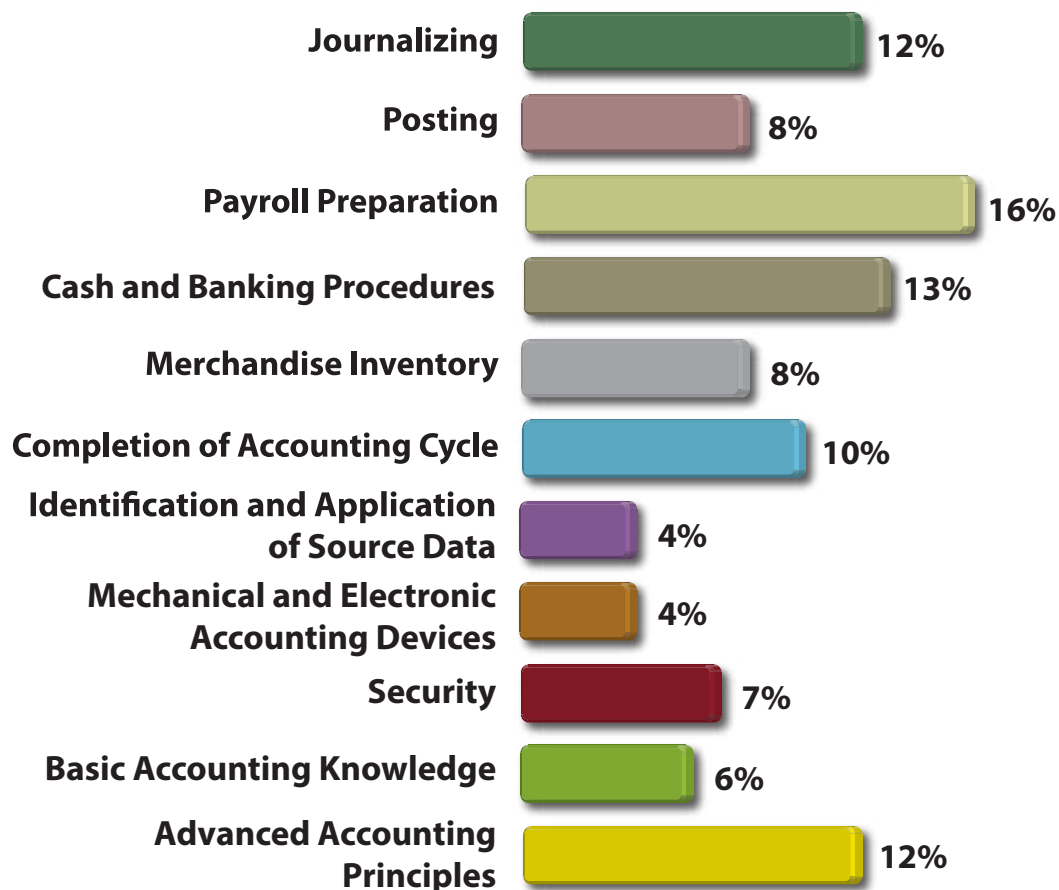
NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

**Administration Time:** 3 hours

**Number of Questions:** 225

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

### Areas Covered



## Specific Standards and Competencies Included in this Assessment

### Journalizing

- Journalize an opening entry
- Interpret information contained in source documents
- Follow principles of double-entry bookkeeping in the journalizing process
- Record entries in special journals
- Total and post special journals
- Adjust for bad debts using direct write-off or allowance methods
- Analyze transactions involving owners' equity

### Posting

- Post from special journals to general and subsidiary ledger accounts
- Demonstrate understanding of multicolumn ledgers
- Demonstrate familiarity with computerized posting methods
- Use appropriate posting references
- Prove accuracy of posting to ensure entries are in balance

### Payroll Preparation

- Calculate employee earnings
- Enter payroll data in a payroll earnings record
- Demonstrate familiarity with electronic payroll data entry
- Complete a payroll register
- Prepare a payroll check and check stub with appropriate information
- Record information found on W-4 forms in employee data section
- Calculate appropriate employee payroll taxes
- Calculate appropriate employer payroll tax liabilities
- Determine appropriate deposit dates, documentation, and prepare quarterly state and federal tax forms
- Journalize payroll entries at end of earnings period in appropriate journals

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## Specific Standards and Competencies (continued)

### Cash and Banking Procedures

- Complete check stubs and checks
- Enter appropriate data on a deposit slip
- Reconcile a bank statement
- Follow up on outstanding checks, including voiding and/or reissuing checks
- Demonstrate familiarity with online and electronic banking procedures
- Exhibit understanding of credit cards and/or debit cards
- Manage multiple bank accounts and transactions
- Reconcile and replenish petty cash funds

### Merchandise Inventory

- Demonstrate knowledge of a merchandise inventory account
- Analyze effects on accounts by the purchase of merchandise
- Calculate the cost of merchandise sold
- Prepare adjusting entries based on physical inventory
- Calculate for obsolete or a shrinkage of inventory

### Completion of Accounting Cycle

- Complete 8 or 10 column worksheets
- Prepare the needed financial statements from a completed worksheet
- Verify the financial statements against the worksheet for accuracy
- Record and post adjusting and closing entries
- Locate and correct accounting errors
- Prepare post-closing trial balance from general ledger

### Identification and Application of Source Data

- Identify and locate appropriate business forms used in bookkeeping and/or accounting
- Apply procedures for using electronic data for various bookkeeping and/or accounting purposes

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## Specific Standards and Competencies (continued)

### Mechanical and Electronic Accounting Devices

- Demonstrate ability to use calculator, adding machine, and computer
- Generate and interpret charts and graphs
- Generate and interpret spreadsheets

### Security

- Exhibit familiarity with the internal controls for sensitive source documents
- Exhibit familiarity with the internal controls for e-commerce
- Exhibit familiarity with internal control for the protection of company assets
- Exhibit familiarity with confidentiality and ethics

### Basic Accounting Knowledge

- Exhibit understanding of terminology relating to accounting
- Exhibit understanding of careers in accounting
- Exhibit understanding of regulatory bodies

### Advanced Accounting Practices

- Exhibit understanding of cash or accrual accounting
- Differentiate between proprietorship, partnership, corporation, and departmental accounting procedures
- Record accounting entries for installment payment systems
- Calculate the amount of uncollectable accounts through aging of accounts receivable
- Exhibit understanding of stocks, declarations, and payment of dividends
- Calculate and record depreciation and amortization
- Calculate and analyze financial ratios



## Sample Questions

**A cash discount entry is based on**

- A. invoice terms
- B. vendor relationships
- C. purchase volume
- D. a trade reduction

**Posting is a process whereby**

- A. account titles are copied from a chart of accounts to a ledger
- B. debits and credits are copied from a journal to a ledger
- C. general purpose financial statements are published
- D. account balances are carried to a trial balance

**Using an electronic data interchange format, employers can now file**

- A. Coupon 8906
- B. vouchers
- C. seasonal payments
- D. Form 941

**The original deposit ticket**

- A. accompanies the money to the bank
- B. stays with the company's records
- C. is mailed to the bank after the deposit is made
- D. remains in the ledger

**A purchase of merchandise on account**

- A. decreases an asset
- B. decreases a liability
- C. increases a liability
- D. increases an expense

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## Sample Questions (continued)

**Bill started his business by investing \$5,000 cash and computer equipment valued at \$3,500. The balance in capital is**

- A. \$3,000
- B. \$3,500
- C. \$5,000
- D. \$8,500

**A summary of an employee's payroll data is maintained in a/an**

- A. payroll requisition
- B. employee's W-4 form
- C. payroll journal
- D. employee's earnings records

**An inventory method that shows a change in the amounts on hand as the changes occur is called a \_\_\_\_\_ inventory.**

- A. physical
- B. perpetual
- C. merchandise control
- D. sales

**In automated accounting, an audit trail**

- A. ensures accuracy of processed information
- B. is generated on a yearly basis
- C. is always on a CD or disk
- D. corrects the data

**The declaration of a cash dividend is recorded as a**

- A. debit to Retained Earnings and a credit to Dividends Payable
- B. credit to Stock Dividends and a debit to Owner's Equity
- C. debit to Stock Dividends and a credit to Owner's Equity
- D. credit to Retained Earnings and a debit to Dividends Payable



## Performance Assessment

NOCTI performance assessments allow individuals to demonstrate their acquired skills by completing actual jobs using the tools, materials, machines, and equipment related to the technical area.

**Administration Time:** 3 hours and 15 minutes

**Number of Jobs:** 7

### Areas Covered:

#### 27% Journal Entries

Participants will fill out multiple forms legibly.

#### 10% Posting Verification

Participants will schedule accounts receivable, and make a trial balance legibly.

#### 12% Payroll

Participants will compute net pay for multiple employees and complete the payroll register legibly.

#### 7% Complete Worksheet

Participants will complete worksheet legibly.

#### 14% Financial Statements

Participants will complete an income statement, balance sheet, and statement of owner's equity correctly and legibly.

#### 10% Ratio and Partial Horizontal Analysis

Participants will complete partial horizontal analysis, working capital, current ratio, and acid-test.

#### 20% Advanced Journal Entries

Participants will complete multiple entries legibly and timely.

