



Banking and Related Services

General Assessment Information

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General Assessment Information
Written Assessment Information

Sample Written Items
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Test Type: The Banking and Related Services industry-based credential is included in NOCTI's Pathway assessment battery. Pathway assessments assess knowledge and skills at a broader level than the Job Ready assessments and focus on the Pathways established as part of the national career cluster model. Pathway assessments are delivered entirely online which allows NOCTI to include engaging interactive items.

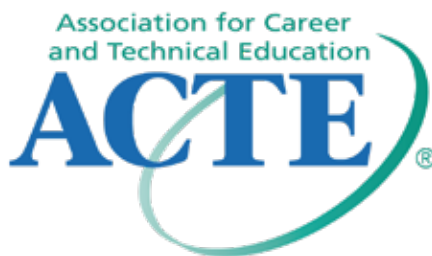
Revision Team: The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states of Georgia, Missouri, and Oregon.



52.0803-Banking and
Financial Support



Career Cluster 6-Finance



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.



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
Banking or Finance

Written Assessment

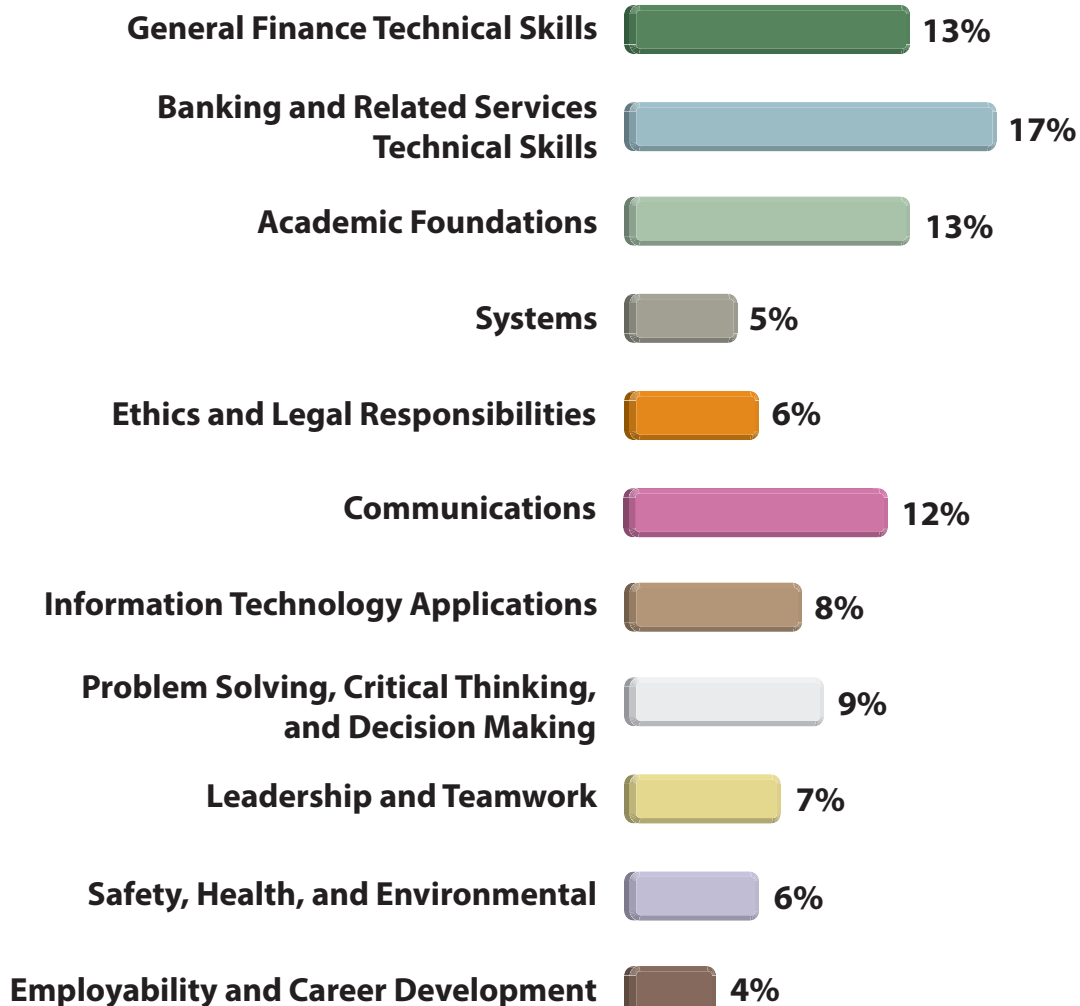
NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

Administration Time: 2 hours

Number of Questions: 104

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

Areas Covered



Specific Standards and Competencies Included in this Assessment

General Finance Technical Skills

- Use accounting procedures in a financial environment
- Employ marketing procedures to forward organizational goals
- Utilize customer service skills to work effectively with customers
- Perform accounting functions with computers and related software

Banking and Related Services Technical Skills

- Employ technical skills to perform teller and data processing functions
- Employ technical skills to perform bank operational duties (e.g., maintain cash reserves, track financial ratios, ensure consistent operations)
- Interpret and comply with regulatory and legal guidelines in bank operations
- Evaluate interpersonal and professional skills needed for customer relations

Academic Foundations

- Apply reading skills in a financial career environment
- Apply writing skills in a financial career environment
- Apply mathematical skills in a financial career environment
- Apply economic knowledge in a financial career environment



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Specific Standards and Competencies (continued)

Systems

- Interpret financial elements such as economic conditions to determine impact on consumer behavior
- Interpret laws and regulations to determine the role of government in the financial industry

Ethics and Legal Responsibilities

- Identify and practice ethical behavior in the workplace
- Analyze practices of the financial industry to determine ethics and social responsibilities

Communications

- Locate, organize, and reference written information from reliable sources to communicate with coworkers and clients
- Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences
- Apply listening skills and interpret verbal and nonverbal behaviors to enhance communication with coworkers and clients
- Interpret and use tables, charts, and figures to support written and oral communication

Information Technology Applications

- Use computers and software to increase work efficiency
- Utilize a database to manage general information

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Specific Standards and Competencies (continued)

Problem Solving, Critical Thinking, and Decision Making

- Use problem solving and critical thinking skills to locate good sources of information about problems and determine appropriate methods for investigating causes
- Use problem solving and critical thinking skills to determine root causes of problems and suggest solutions
- Use decision making skills to solve problems and evaluate solutions

Leadership and Teamwork

- Exhibit leadership qualities to improve the quality of work and the work environment
- Work effectively in a team environment to improve the quality of work and the work environment

Safety, Health, and Environmental

- Practice safe behaviors in a work environment including ergonomics
- Respond appropriately in emergency situations by locating emergency information and equipment

Employability and Career Development

- Demonstrate employability skills related to a career in finance
- Pursue career development skills to advance in the financial world



Sample Questions

In automated accounting, an audit

- A. checks the accuracy of processed information
- B. is generated on a yearly basis
- C. is always stored using electronic media
- D. corrects the data

When issuing a stop payment, the issuer

- A. has noted the appearance of the check on the monthly bank statement
- B. possesses the original check and the disbursement has not been claimed
- C. does not have the funds available to pay the disbursement
- D. does not possess the original check and disbursement has not been claimed

Assume that the current currency exchange rate for US Dollars and Euros is 1 US Dollar = .736 Euros. Brad is making a purchase in Germany that costs 25 Euros. How much will this cost him in US Dollars?

- A. \$18.40
- B. \$25.74
- C. \$33.97
- D. \$42.50

Government regulations are generally designed to

- A. create jobs for government workers
- B. protect the public from harmful or unjust actions
- C. increase the number of political campaigns
- D. make people think before they vote

An emergency number to call for aid should be posted

- A. at the first aid station
- B. on the company's website
- C. next to, near, or on the phone
- D. near the nurse's station

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Sample Questions (continued)

The total at the bottom of the deposit ticket is the total of

- A. checks and cash
- B. checks only
- C. cash only
- D. cash received at the bank

Select the sentence below that has been correctly written.

- A. The stock was to expensive for me to buy.
- B. I think she said she worked their.
- C. Jim's patients was wearing thin by the end of the day.
- D. I left the correspondence on the manager's desk.

One of the hallmarks of a global economy is _____, which occurs when nations combine to form a common market as a free-trade area.

- A. economic integration
- B. economic dislocation
- C. boundary readjustment
- D. fiscal redefinition

If a technical report is based on large amounts of data, a good way to include all the data is in a/an

- A. glossary
- B. appendix
- C. index
- D. text box

An effective mentor is a person who

- A. has mastered the skills and experience an employee needs
- B. is a good friend of the employee
- C. is external to the employee's company
- D. has been given salary raises in the past

Notes