NOCTI

Job Ready Credential Blueprint

Accounting

Code: 4202 / Version: 01

General Assessment Information

Blueprint Contents

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Test Type: The Accounting 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 Arizona, California, Georgia, Michigan, Minnesota, Missouri, New York, Pennsylvania, and Texas.

CIP Code

52.0302- Accounting Technology/Technician and Bookkeeping

Learning that works for America CTE

Business Management and Administration

O*NET in*it

43-3031.00- Bookkeeping, Accounting, and Auditing Clerks

Association for Career and Technical Education ACTE®

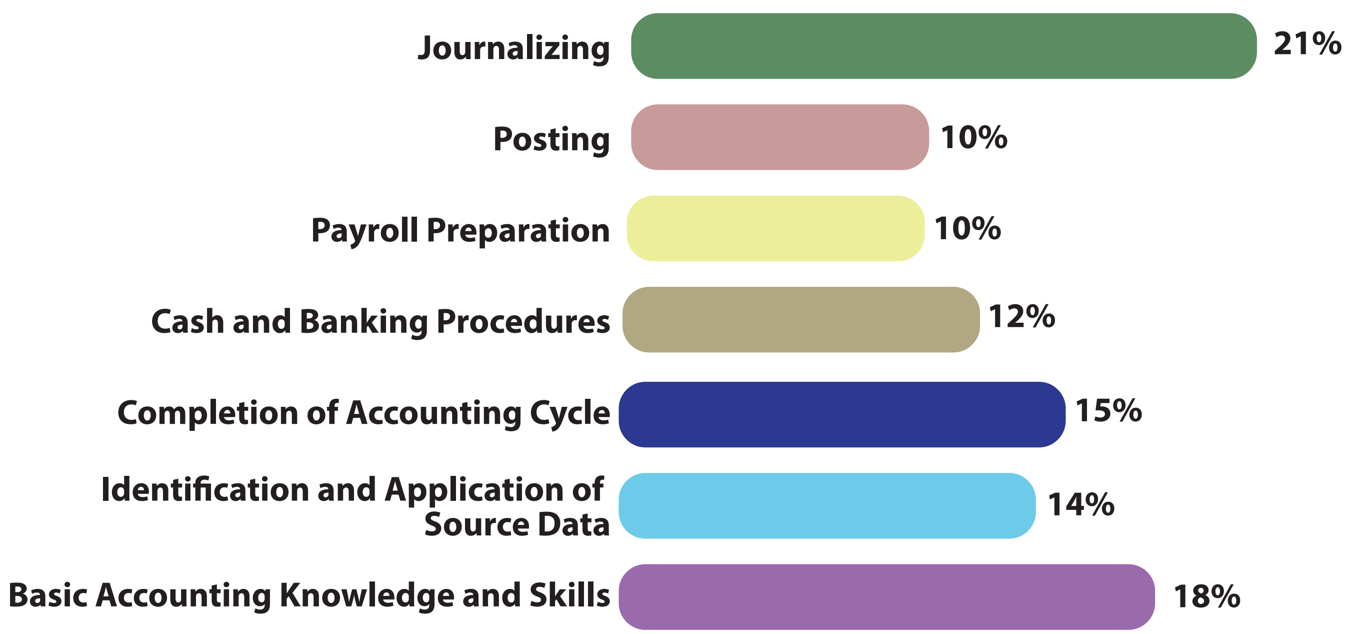
The Association for Career and Technical Education (ACTE), the leading professional organization for career and technical educators, commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. 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!

Written Assessment

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

Administration Time: 2 hours and 30 minutes
Number of Questions: 124
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

- Demonstrate knowledge of analyzing debits and credits on source documents
- Demonstrate understanding of how to apply Generally Accepted Accounting Principles (GAAP)
- Exhibit understanding of how to follow principles of double-entry bookkeeping in the journalizing process
- Analyze transactions involving equity
- Identify and compute adjusting entries
- Describe accounts receivable and payable

Posting

- Demonstrate understanding of how to post to general and subsidiary ledger accounts
- Identify and correct posting errors
- Demonstrate knowledge of how to reconcile subsidiaries to general ledgers
- Display understanding of how to manage accounts receivable and payable

Payroll Preparation

- Calculate employee earnings and create records
- Calculate appropriate employer payroll tax liabilities
- Calculate and journalize payroll entries at end of earnings period in general journal
- Demonstrate understanding of how to prepare a payroll check and check stub with appropriate information

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Specific Standards and Competencies (continued)

Cash and Banking Procedures
- Demonstrate understanding of how to reconcile a bank statement
- Demonstrate knowledge of how to complete deposit tickets, check stubs, and checks
- Exhibit understanding of credit cards and/or debit card accounts
- Demonstrate understanding of how to reconcile and replenish petty cash fund

Completion of Accounting Cycle
- Display knowledge of how to complete 8 or 10 column worksheets
- Demonstrate knowledge of how to prepare and verify the financial statements from a completed worksheet
- Demonstrate understanding of how to record and post adjusting and closing entries
- Demonstrate knowledge of how to locate and correct accounting errors

Identification and Application of Source Data
- Identify and analyze appropriate business forms used in bookkeeping and/or accounting
- Identify and analyze electronic data for various bookkeeping and/or accounting purposes
- Interpret and analyze information contained in source documents

Basic Accounting Knowledge and Skills
- Exhibit understanding of terminology relating to accounting
- Exhibit understanding of careers in accounting and regulatory bodies
- Demonstrate knowledge of internal controls (e.g., segregation of duties)
- Determine classification of accounts and identify normal balances
- Display knowledge of how to generate and interpret spreadsheets, charts, and graphs

Sample Questions

The transaction that would result in a debit to Liability and a credit to Assets is the

A. payment of cash to a creditor
B. purchase of equipment on account
C. receipt of cash from a customer
D. issuance of common stock for cash

An increase in a liability typically indicates a

A. payment of cash to a supplier
B. return of merchandise to a vendor
C. receipt of cash from a customer
D. purchase of merchandise on account

Posting is the process of

A. entering transactions into the journal
B. analyzing financial statements
C. recording transactions in chronological order
D. transferring journal entries to ledger accounts

Form W-4 is used to

A. verify an employee's eligibility to work
B. report non-employee compensation to the IRS
C. file quarterly federal tax returns for employers
D. determine the amount of federal income tax withheld

Bank expense is the account that gets debited for a/an

A. increase in owner's equity
B. deposit made by a customer
C. bank service fee
D. loan repayment

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Sample Questions (continued)

Endorsement refers to a

A. legal certification by a notary
B. method of calculating asset depreciation
C. written or stamped authorized signature
D. financial statement disclosure

Trial balances are categorized as

A. preliminary, interim, and final financial statements
B. initial, monthly, and annual bank reconciliations
C. standard, approved, and pending purchase orders
D. unadjusted, adjusted, and post-closing trial balances

A credit memo is a business form used to

A. record cash payments from customers
B. document and record sales returns
C. authorize inventory purchases
D. track employee reimbursements

A CPA is a professional designation for a/an

A. loan officer
B. accountant
C. financial planner
D. budget analyst

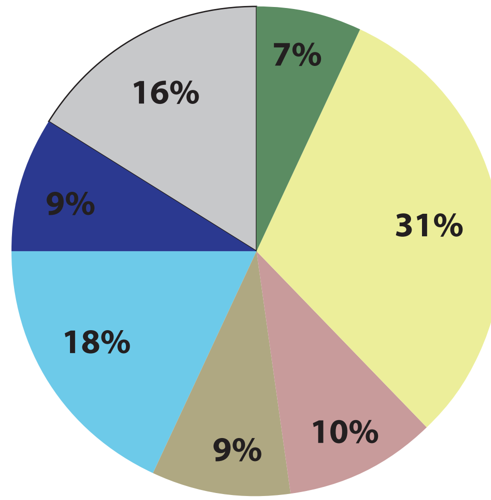
Easier to perform complex calculations is a benefit of

A. using spreadsheets in accounting
B. filing paper receipts manually
C. relying solely on printed ledgers
D. avoiding digital tools in bookkeeping

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 30 minutes
Number of Jobs: 7



Areas Covered:

7% Identification of Account Balances
Participant will use a list of provided accounts to indicate the normal balance by placing a check mark in the appropriate debit or credit column.

31% Journal Entries
Participant will use the spreadsheet provided and record entries for each document in the general journal.

10% Posting Verification
Participant will accurately prepare a schedule of accounts receivable using the information provided.

9% Banking
Participant will prepare a bank reconciliation with the proper headings using the provided information.

18% Payroll
Participant will compute net pay for employees using correct formatting, and total the payroll register for the week.

9% Complete Worksheet
Participant will legibly complete the adjusted trial balance columns, totaling the income statement and balance sheet columns.

16% Financial Statements
Participant will use the worksheet provided to prepare an income statement, statement of owner's equity, and balance sheet, including proper heading.

Sample Job

Posting Verification

Maximum Time: 15 minutes

Participant Activity: Using provided ledger accounts, the participant will accurately prepare a schedule of accounts receivable and a trial balance.