



Job Ready Assessment Blueprint

Accounting-Basic



Test Code: 4000 / Version: 01

General Assessment Information

Blueprint Contents

General Assessment Information	Sample Written Items
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Test Type: The Accounting-Basic 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.



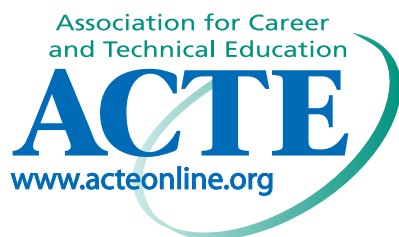
52.0302- Accounting Technology/
Technician and Bookkeeping



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

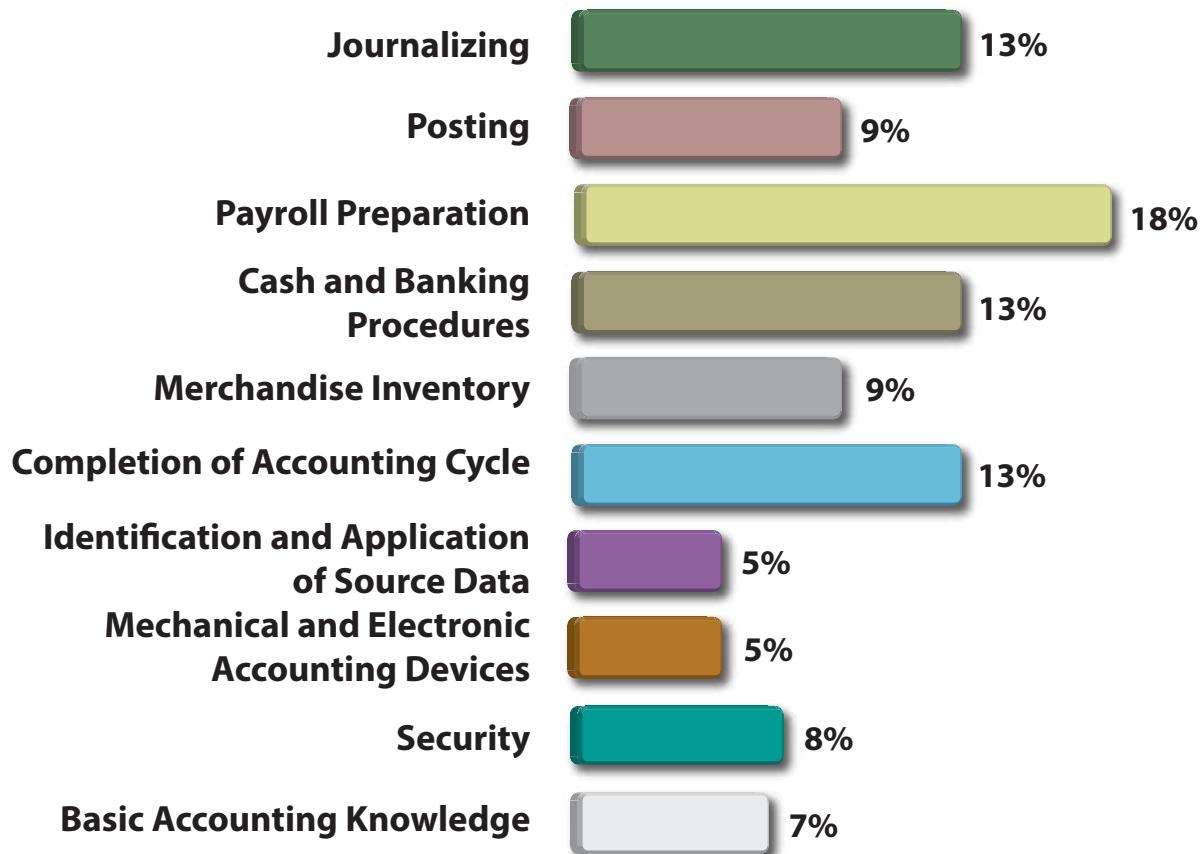
NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

Administration Time: 3 hours

Number of Questions: 194

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 ledger rulings
- Demonstrate familiarity with computerized posting methods
- Use appropriate posting references
- Prove accuracy of posting to ensure entries are in balance



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Specific Standards and Competencies (continued)

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

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

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

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Specific Standards and Competencies (continued)

Completion of Accounting Cycle

- Prepare 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

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 controls 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

Sample Questions

A cash discount entry is based on

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

The total of the Purchases journal is posted as a credit to the _____ account.

- A. Purchases
- B. Accounts Receivable
- C. Merchandise
- D. Accounts Payable

Employee regular earnings are calculated as

- A. total hours divided by regular rate
- B. total hours plus overtime rate
- C. regular hours times regular rate
- D. overtime hours minus overtime rate

A deposit in transit on a bank statement is

- A. expenses equalizing revenue
- B. expenses exceeding revenue
- C. poor performance of a company
- D. gross profit exceeding expenses

A purchase of merchandise on account

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

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Sample Questions (continued)

Crediting the estimated value of uncollectible accounts to a contra account is the

- A. Accounts Receivable turnover rate
- B. book value of Accounts Receivable
- C. direct write-off method of recording bad debts
- D. allowance method of recording bad debts

Use the Posting Reference (PR) column in the General Ledger to

- A. trace the entry to the book of final entry
- B. show the accountant that the transaction was posted in the general ledger
- C. trace the transaction to the original book of entry
- D. show which employee posted the record to the general ledger

The total earnings of an employee for a payroll period is referred to as

- A. take-home pay
- B. pay net of taxes
- C. net pay
- D. gross pay

The best way to manage multiple bank accounts would be to

- A. set up the accounts online
- B. review the accounts monthly
- C. visit banks as frequently as possible
- D. call banks daily to get account balances

An actual count of merchandise is called a _____ inventory.

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

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: 2 hours and 50 minutes

Number of Jobs: 7

Areas Covered:

7% Identification of Account Balances

Participants will accurately complete account balances.

32% Journal Entries

Participants will complete various forms legibly and timely.

12% Posting Verification

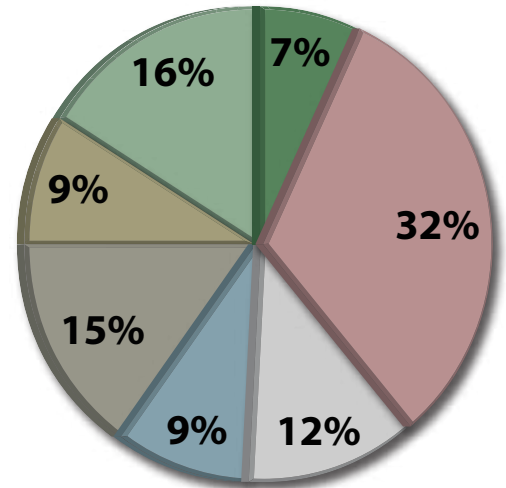
Participants will schedule accounts receivable, and complete trial balance legibly.

9% Banking

Participants will prepare reconciliation of bank statement legibly.

15% Payroll

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



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Areas Covered (continued)

9% Complete Worksheet

Participants will complete worksheet legibly including adjustment and trial balance columns.

16% Financial Statements

Participants will complete income statement, balance sheet, and statement of owners equity correctly and legibly.

Sample Job

Posting Verification

Maximum Time: 15 minutes

Participant Activity: The test participant will prepare a Schedule of Accounts Receivable, trial balance, legibility, and time to complete the job.

	cust	selling us\$5	conv	duty	var
	14.86	105.00	131.25	138.13	162.14
	6.58	72.00	90.00	95.40	105.59
	18.98	118.00	147.50	156.35	185.75
	5.9	75.00	93.75	99.38	108.51
	2.84	52.00	65.00	68.99	73.30
	5.11	72.00	90.00	95.40	103.31
	11.15	105.00	131.25	139.13	156.40
	5.05	72.00	90.00	95.40	103.31
	9.54	99.00	123.75	131.18	145.95
	11.13	108.00	135.00	143.10	160.34
	5.23	68.00	85.00	90.10	98.20
	8.54	99.00	123.75	131.18	144.40
	9.8	98.00	122.50	129.85	145.03
	9.8	98.00	122.50	129.85	145.03
	55.00		68.75	72.88	81.56
	34.00		42.50	45.05	49.03
	49.00		61.25	64.93	71.01
	118.75		125.88	135.97	145.03
	50.00		63.60	68.49	