

Specifications & Rules for the Accounting for Non-Accountants Exam

Accounting for Non-Accountants is a class that teaches Non-Accounting students to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures. The class is currently using the Book Using Financial Accounting Information-The Alternative to Debits and Credits by Porter & Norton, Tenth Edition

The exam is 50 multiple choice and true and false questions and you have 2 hours to complete the exam. The questions closely resemble the questions on exams given in class and represent the six competencies of the class. You can find the competencies listed in the Preparing for the Accounting or Non-Accountants Exam folder.

You will be required to use your knowledge to complete the exam. However, you will be given a **formula sheet** to use for the Ratio questions on the exam. The formula sheet will be given to you by the Proctor and a copy is available in Preparing for Accounting for Non-Accountants folder.

The exam will be proctored in the NWTC assessment Center.

Again, the exam will be 2 hours long and will submit when your 2 hours are completed. Please monitor your time as you take the exam.

You will have the following resources available for the exam

- **Formula sheet described above**
- **A Basic Calculator**
- **Unlimited Scrap paper.**

Per the Credit for Prior learning system, you are required to score an 80% or better on the exam to receive credit for the course. This means you need at least 40 correct answers. The exam will self grade in blackboard.

Good luck on the exam!