

Mississippi Department of Education



MS-CPAS2 Secondary Practice Assessment/ Assessment Preparatory Guidelines *10450P1-2016 Business Fundamentals*

General Instructor Preparatory Guidelines

- **STUDENTS SHOULD ONLY TAKE PRACTICE TESTS ONLINE.**
- The practice tests are delivered the **SAME WAY** as the live tests.
- Use the correct curriculum and MS-CPAS2 assessment blueprint located at: <http://www.rcu.msstate.edu/Curriculum/CurriculumDownload.aspx>
 - Teach the correct number of instructional hours per unit.
 - Cover each competency/objective listed in the curriculum/blueprint.
- Use multiple-choice (selected response) assessments in your classroom. Examples are Unit Tests, Quizzes, and Timed Final Practice Exams.
- Take **Assessment 101** (RCU online course) to learn how to form well-constructed assessments for your classroom.
- Review previous MS-CPAS2 year reports to identify class unit performance. Adjust in-class reviews accordingly.
- Students should take the **DEMO MS-CPAS2** *OR* the **PRACTICE MS-CPAS2** to help students prepare for testing day.
- **Only** use this document as a review of the online practice assessment **AFTER** students take the practice assessment online. It is **NOT** meant for use as a study guide or predict student performance on the live test.

MS-CPAS2 PRACTICE Assessment

- 1. Which framework seeks to create techniques that are not just efficient, but are essentially waste free?**
 - a. Waste management
 - b. Cradle to cradle
 - c. Environmental management
 - d. Triple bottom line

- 2. Carbon dioxide, methane, nitrous oxide, and fluorinated gases are known as:**
 - a. renewable energy.
 - b. greenhouse gases.
 - c. hazardous waste.
 - d. sustainable gases.

- 3. Avoiding or limiting the use of disposable goods, such as paper plates, cups, and napkins, is an example of which of the following?**
 - a. Recycle
 - b. Reuse
 - c. Reduce
 - d. Replace

- 4. Which of the following is a way to help generate ideas when writing?**
 - a. Brainstorming
 - b. Copying
 - c. Analyzing
 - d. Informing

- 5. Which is the BEST way to answer a telephone at a business location?**
 - a. Answer the phone within the first five rings.
 - b. Answer the phone within the first three rings.
 - c. Have the answering machine answer the calls.
 - d. Continue talking on the other line until you have finished the conversation.

- 6. An administrative assistant is careful to check all business correspondence for grammar and spelling issues. This process is known as:**
- composing.
 - proofreading.
 - drafting.
 - transposing.
- 7. Rolling your eyes would be considered what type of communication?**
- Verbal
 - Nonverbal
 - Formal
 - Intrapersonal
- 8. Which of the following is a way to reinforce customer service through written communication?**
- Texting existing customers about upcoming sales promotions
 - Sending the customer a monthly statement
 - Greeting a new customer at the door
 - Calling on existing customers about upcoming sales promotions
- 9. A company that intentionally directs its activities towards satisfying consumers is considered to be:**
- sales oriented.
 - production oriented.
 - customer oriented.
 - marketing oriented.
- 10. When your manager is explaining the company's safety practices to you, what is your manager's purpose?**
- Persuade
 - Entertain
 - Inform
 - Evaluate

11. Someone who enjoys constructing displays, has the ability to generate new ideas, and finds new ways to solve old problems is exhibiting the personality trait of:

- a. self-control.
- b. punctuality.
- c. creativity.
- d. tact.

12. An employee who defends his or her beliefs and does not allow others to take advantage of him or her is exhibiting the personality trait of:

- a. responsibility.
- b. adaptability.
- c. initiative.
- d. assertiveness.

13. In the job application process, what is the form that includes personal information, employment history, and references for the applicant?

- a. Cover letter
- b. Application
- c. Resume
- d. Follow-up letter

14. Games R Us employees receive a discount. If the best friend of an employee asks if he or she can use the employee discount, what should the employee do in order to be ethical?

- a. The employee should do what his or her friend asks; after all, they are best friends.
- b. The employee should purchase the item for the friend and allow the friend to repay him or her.
- c. The employee should not use the employee discount for a friend.
- d. The employee should ask her coworker if it is acceptable.

15. Which of the following terms refers to the physical image you present to others?

- a. Personal appearance
- b. Personality traits
- c. Self-concept
- d. Self-esteem

16. The dollar value of all final goods and services produced in the nation in a single year is called:

- a. net present value.
- b. producer surplus.
- c. gross domestic product.
- d. rate of return.

17. Gross domestic product, producer price index, and consumer price index are all statistics used to gauge future trends in our nation's economy. These statistics are examples of:

- a. productivity rates.
- b. trade balance.
- c. economic indicators.
- d. reserve policies.

18. What is the difference in economic value between a nation's imports and exports?

- a. Balance of payments
- b. Exchange rate
- c. Balance of trade
- d. International demand

19. When a country's imports exceed its exports, there is a trade:

- a. surplus.
- b. deficit.
- c. exchange.
- d. balance.

20. Allowing individuals to make decisions regarding their private property is prevalent in:

- a. communism.
- b. free-enterprise.
- c. socialism.
- d. traditionalism.

21. Communism is also known as:

- a. market economy.
- b. traditional economy.
- c. capitalistic economy.
- d. command economy.

22. Government has the most influence in which type of economic system?

- a. Command
- b. Market
- c. Mixed
- d. Traditional

23. A car is an example of a:

- a. consumable good.
- b. durable good.
- c. normal good.
- d. staple good.

24. Goods and services necessary for living, such as food, shelter, and clothing are:

- a. luxuries.
- b. needs.
- c. staples.
- d. wants.

25. The process or activity of using goods is called:

- a. distribution.
- b. exchange.
- c. production.
- d. consumption.

26. A rivalry between two or more businesses to attract scarce consumer dollars is:

- a. competition.
- b. capitalism.
- c. economics.
- d. franchising.

27. An example of complimentary goods would be:

- a. cars and trucks.
- b. fourwheelers and boats.
- c. laptops and desktops.
- d. printers and ink.

28. In our free enterprise economy, businesses want to supply goods and services that are equal to:

- a. demand.
- b. cost of production.
- c. standard of living.
- d. supply.

29. A high school student is paid minimum wage to work at a local restaurant. The student's pay would be classified as:

- a. overtime.
- b. commission.
- c. hourly.
- d. salary.

30. The form used to report the taxable income a worker received during a calendar year is:

- a. Form W-4.
- b. Form W-2.
- c. Form 1040EZ.
- d. Form 1099-INT.

31. What type of card is being used when purchases are made and the amount is automatically deducted from the checking account?

- a. Debit card
- b. Credit card
- c. Gift card
- d. Reward card

32. When looking at your personal budget projection for the next month, you see that there are more expenses than income. What is the FIRST measure that should be taken to make the budget balance?

- a. Cut back on expenses.
- b. Ask for a cut in work hours.
- c. Take out a loan.
- d. Increase expenses.

33. What card is BEST to have the ability to buy goods now and pay later?

- a. Debit card
- b. Gift card
- c. Credit card
- d. Rewards card

34. Which of the following is the BEST choice as a financial service provider?

- a. Loan shark
- b. Pawn shop
- c. Credit union
- d. Stock market

35. A type of insurance that protects against financial loss as the result of injury or illness is:

- a. bonding.
- b. health.
- c. life.
- d. property.

- 36. During Hurricane Katrina, many homeowners did not have sufficient property insurance to cover the losses of their homes. What insurance would you purchase to properly insure your home in addition to a basic homeowner's insurance policy to protect against water damage?**
- Earthquake insurance
 - Flood insurance
 - Personal liability insurance
 - Renter's insurance
- 37. The person who places money in the stock market is known as a/an:**
- mediator.
 - agent.
 - banker.
 - investor.
- 38. What professional would a potential investor see when debating on investing in the stock market?**
- Stock holder
 - Stock employer
 - Stock exchange
 - Stock broker
- 39. Federal or state chartered financial institutions accepting deposits that they use to make loans and earn profits are known as:**
- finance companies.
 - investment companies.
 - commercial banks.
 - credit unions.
- 40. Which protects consumers from being denied credit based on gender, age, race, national origin, religion, or marital status?**
- Equal Credit Opportunity Act
 - Fair Credit Reporting Act
 - Financial Reform Act
 - Truth in Lending Act

41. With whom are you required to share your social security number?

- a. A coworker
- b. A travel agent
- c. A telemarketer
- d. An employer

42. A manager had a disagreement with an employee; therefore, the manager did not give the employee a full work schedule the following week. This is a display of:

- a. favoritism.
- b. workplace bullying.
- c. conflict resolution.
- d. poor ethics in operation.

43. In a corporation, a unit of ownership is called a:

- a. deed.
- b. dividend.
- c. share.
- d. title.

44. In the United States, the easiest and most popular form of business ownership is:

- a. sole proprietorships.
- b. partnerships.
- c. franchises.
- d. corporations.

45. What can employees do to help provide good service to customers?

- a. Offer discounts
- b. Lower prices
- c. Plan events
- d. Resolve problems

46. During an employment interview, a job applicant usually is given the opportunity to:

- a. meet coworkers.
- b. ask questions.
- c. take a test.
- d. write a résumé.

47. Which of the following technology can assist a business in keeping track of products and sorting resources?

- a. Budgeting software
- b. Security software
- c. Inventory software
- d. Scheduling software

48. The control of records from creation to final disposal is referred to as:

- a. records creation methods.
- b. records management systems.
- c. records life cycles.
- d. records value reporting.

49. A system under which marketing information is stored and retrieved is a/an:

- a. records management system.
- b. executive business plan.
- c. banking system.
- d. marketing plan.

50. What are the unique products that customers want and are willing to search for until they find them?

- a. Convenience goods
- b. Specialty goods
- c. Shopping goods
- d. Unsought goods

MS-CPAS2
PRACTICE Assessment
Answer Key

Answer Key

Question	Answer
1	B
2	B
3	C
4	A
5	B
6	B
7	B
8	A
9	C
10	C
11	C
12	D
13	B
14	C
15	A
16	C
17	C
18	C
19	B
20	B
21	D
22	A
23	B
24	B
25	D

Question	Answer
26	A
27	D
28	A
29	C
30	B
31	A
32	A
33	C
34	C
35	B
36	B
37	D
38	D
39	C
40	A
41	D
42	D
43	C
44	A
45	D
46	B
47	C
48	B
49	A
50	B