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Question: 1

Which of the following are commonly considered primary management functions?

A. Planning, organizing, directing, coordinating, controlling
B. Efficiency, effectiveness, resourcefulness, delegating
C. Measurement, observation, consultation, connecting
D. Managing, forcing, restricting, commanding, coercing

Answer: A

Explanation:
The primary management functions are planning (setting goals), organizing (allocating resources), directing (leading), coordinating (aligning efforts), and controlling (monitoring performance). Option B includes outcomes, not functions. Option C includes activities, not core functions. Option D includes authoritarian actions, not standard functions. This question falls under the Management and Marketing category, emphasizing management principles.

Question: 2

Which of the following actions provides the best advantage for an international high-tech business over its global competitors?

A. Paying ad valorem tariffs
B. Enacting currency controls
C. Applying concepts of planned economies
D. Using developments created from research

Answer: D

Explanation:
An international high-tech business gains a competitive advantage by leveraging research and development (R & D) to create innovative products or processes, differentiating itself in the market. Option A (paying tariffs) increases costs, not advantages. Option B (currency controls) is a government policy, not a business action. Option C (planned economies) restricts market-driven innovation. This question aligns with the Economics category, emphasizing competitive strategies.

Question: 3

The primary purpose of a local area network (LAN) is to

A. permit high-speed communication between various kinds of electronic equipment within an area
B. enable distributors of data-processing equipment to provide assistance to users more efficiently
C. facilitate communication via a modem
D. display data on a monitor connected to a processor by cable

Answer: A

Explanation:
A local area network (LAN) connects devices within a limited area, such as an office, to enable high-speed communication and resource sharing among computers, printers, and other equipment. Option B (distributors' assistance) is unrelated to LAN functionality. Option C (modem communication) pertains to wide area networks or Internet access, not LANs. Option D (monitor display) is a hardware function, not a network purpose. This question falls under the Information Technology category, focusing on networking.

Question: 4

A business owner has just purchased a piece of equipment for $3,500. The terms of the purchase state that if the balance is paid in full within 30 days, the buyer will receive 1% off. If the owner pays in full two weeks after the purchase, which of the following is the amount the owner will pay?

A. $2,975
B. $3,000
C. $3,150
D. $3,465

Answer: D

Explanation:
The equipment costs $3,500, and a 1% discount is offered for payment within 30 days. Since the owner pays in two weeks (within 30 days), they qualify for the discount. Discount = 1% of $3,500 = 0.01 × $3,500 = $35. Amount paid = $3,500 − $35 = $3,465. Option A ($2,975) and Option B ($3,000) suggest much larger discounts, and Option C ($3,150) is incorrect. The original document's Option A ($2,625) seems to be a typo; the correct answer is $3,465, corresponding to Option D after correcting the choices. This question tests trade discounts in the Accounting and Finance category.

Question: 5

Which of the following is a primary reason for a country to employ the policy of protectionism?

A. New jobs are created in areas such as global trade.
B. Consumers have more choice in the variety, price, and quality of products.
C. Foreign competition can lower the demand for products made domestically.
D. Competition forces businesses to be more efficient and productive.

Answer: C

Explanation:
Protectionism, such as tariffs or quotas, is used to shield domestic industries from foreign competition, which can reduce demand for local products. Option A (new jobs in trade) is not a primary reason, as protectionism focuses on existing industries. Option B (consumer choice) is reduced by protectionism. Option D (efficiency) is a benefit of free trade, not protectionism. This question aligns with the Economics category, focusing on trade policy.

Question: 6

Which of the following is a recommendation statement for a business report?

A. The network is not functioning correctly.
B. All employees should receive formal training on the network.
C. Employees lack the confidence to use the network.
D. Over half of the employees could not complete an evaluation of the network.

Answer: B

Explanation:
A recommendation statement in a business report proposes a specific action to address an issue. Option B ("All employees should receive formal training on the network") suggests a solution, making it a recommendation. Options A, C, and D describe problems or observations without proposing actions. This question falls under the Communication and Career Development category, focusing on effective business reporting.

Question: 7

Which of the following is a primary benefit of membership in a professional organization?

A. Increased annual salary
B. Input into local, state, and national issues
C. Decreased workload
D. Guarantee of specialized employment

Answer: B

Explanation:
Membership in a professional organization provides opportunities to influence policies and practices at local, state, and national levels through advocacy and networking. Option A (increased salary) is not guaranteed. Option C (decreased workload) is unlikely. Option D (specialized employment) is not a direct benefit. This question falls under the Professional Business Education category, emphasizing professional development.

Question: 8

Which of the following management styles supports the idea that employees are just a replaceable resource and not the core of the organization?

A. Autocratic
B. Paternalistic
C. Democratic
D. Laissez-faire

Answer: A

Explanation:
Autocratic management views employees as replaceable resources, with managers making decisions unilaterally, prioritizing control over employee input. Option B (paternalistic) treats employees like family, with guidance. Option C (democratic) values employee participation. Option D (laissez-faire) allows employee autonomy. This question falls under the Management and Marketing category, emphasizing management styles.

Question: 9

Which of the following doctrines entitles a teacher to use portions of copyrighted material?

A. Fair use
B. Acceptable use
C. Professional use
D. Common use

Answer: A

Explanation:
The fair use doctrine allows limited use of copyrighted material without permission for purposes like education, criticism, or research, provided factors like purpose, amount, and market impact are considered. Option B (acceptable use) refers to policies for technology use, not copyright. Option C (professional use) and Option D (common use) are not legal doctrines. This question falls under the Business Law category, emphasizing intellectual property law.

Question: 10

Which of the following terms is best defined as the unscrupulous acquisition of financial information on the Internet?

A. Spamming
B. Phishing

C. Blogging
D. Downloading

Answer: B

Explanation:
Phishing involves fraudulently obtaining financial or personal information through deceptive emails or websites, fitting the description of unscrupulous acquisition. Option A (spamming) refers to unsolicited bulk messages. Option C (blogging) is online content creation. Option D (downloading) is file transfer, not inherently unscrupulous. This question falls under the Information Technology category, focusing on cybercrime.

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