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QUESTION 1

Sally's department was scheduled to work from 8:00 a.m. until 5:00 p.m. It was announced to all employees that a severe winter storm was expected to reach the city between 4:00 a.m. and 5:00 p.m. Employees of Sally's department asked if they, like most other departments, would be allowed to leave work at 3:00 p.m. to avoid being caught in the storm. Sally was sympathetic, but after much discussion denied the request, stating that the policy was clear that employees were to remain on duty until 5:00 p.m. Which of the following management styles is Sally demonstrating?

- A. Diplomatic
- B. Bureaucratic
- C. Autocratic
- D. Participative

Correct Answer: A

QUESTION 2

Which of the following is an example of a system edit?

- A. A special panel or screen is used to input corrections
- B. The payroll specialist re-enters an employee's ZIP code
- C. An on-line message alerts the user that a 401(k) deduction percent higher than the company allows was entered.
- D. The system has an on-line report writer

Correct Answer: C

QUESTION 3

Under the FLSA, how many hours would be paid at time and one half for the following biweekly period, assuming that the employee is an assembly line worker?

WK	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
I	8	8	8	6	10	8	off
II	8	8	8	8	off	8	off

- A. 8
- B. 0
- C. 20



D. 10

Correct Answer: A

QUESTION 4

In the first monthly accounting period of a company's fiscal year, which of the following occurs?

- A. Underpaid debts are "forgiven"
- B. Asset and liability accounts reflect prior year ending balance
- C. All liability accounts are reset to zero balances
- D. Asset account balances are reclassified

Correct Answer: B

QUESTION 5

Which of the following describes a plan involving the entire organization for carrying on a company's business in the event of a major disaster?

- A. Groupware
- B. Implementation plan
- C. Production plan
- D. Business continuity

Correct Answer: D

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