



To the Student:

After your registration is complete and your proctor has been approved, you may take the Credit by Examination for Introduction to Business 1A.

WHAT TO BRING

- your completed, **videotaped job interviews** on a non-returnable VHS videotape (full-size; no mini-VHS), CD, or DVD (*see instructions beginning on page 3*)
- blue or black ink pens
- non-programmable calculator

ABOUT THE EXAM

This test gives you the opportunity to demonstrate your mastery of Essential Knowledge and Skills as outlined by the Texas Education Agency.

You will be provided with an answer sheet for the exam, and you will need to bring blue or black ink pens with you for the examination. You may also bring a non-programmable calculator.

The examination consists of multiple-choice questions, matching questions, statements that will need to be completed, and some calculations that will need to be completed. The exam is designed to offer a variety of questions so that students who are good in one area of testing can feel confident and students that are not good in some areas of testing will not feel defeated. The exam will be thorough and will be similar to the sample examination. You have three hours to complete the exam.

The examination is based on the Essential Knowledge and Skills for this subject. Since questions are not taken from any one source, you can prepare by reviewing any of the state-adopted textbooks that are used at your school. If no textbook or other study material is available locally, you may contact the Outreach & Distance Education Bookstore. The bookstore carries the textbooks used with our Introduction to Business 1A Distance Education course. The textbook is:

Dlabay, Burrow, and Egglund. *Intro to Business* (6th ed.). (2006). Thomson South-Western Publishing Co. ISBN: 0-538-44063-5.

There is a sample examination included in this letter. The sample exam will give you a model of the types of questions that will be asked on your examination. It is not a

duplicate of the actual examination. It is provided to illustrate the format of the exam, not to serve as a complete review sheet. In order to be successful on the examination, you must study and review all of the concepts of the economic systems, supply and demand, economic activity and conditions of change, the global marketplace, government regulations and assistance, interest rates, components of the international business environment, the steps necessary for career planning, the roles of the government in business organizations and employment, and social responsibilities within the workplace. You will need to have math skills to calculate interest rates, percentages of sales, and calculate wages.

Also, **you will need to prepare a video to submit at the time of your exam.** The video's subject matter will be you being interviewed for two different jobs. You may have a family member or friend conduct the interviews. Guidelines for the video are included in this letter.

For more information about CBE policies, visit <http://www.ode.ttu.edu/takeacbe/> or see your course Policies & Forms Guide.

Good luck on your examination!

IBUS 1A Exam Prerequisite Video Interview

Video Submission Guidelines (30 points)

The student is to submit a video with two job interviews on it. Family and/or friends are to conduct the interviews. The student will be graded on how he or she answers the questions by the person conducting the interview and how he or she uses body language during the interviews.

The interviewer may find the following suggestions to be useful during the interviews with the student:

One interview should be for a job as a student staffer at a youth center.

1. Introduce yourself to the applicant
2. Explain that the position is part-time and is to be with children ages 5 to 8.
3. Ask if the applicant has younger siblings or has been around children the ages of 5 to 8.
4. Ask if the applicant has some creative ideas for games or creative ideas for teaching children how to get along with each other.
5. Ask if the applicant could work nights or weekends if the need arose.
6. Ask if the applicant has ever worked with this age group at church, another facility, or at school.
7. Ask if the applicant has had any special training for this age group.
8. Ask what the applicant considers his or her major strengths.
9. Discuss an imaginary salary and benefits.
10. What are the applicant's interests (hobbies, leisure time, etc.)?
11. Who has had the greatest influence on the applicant?

The second interview would be for a position in an office. The position would be entering information into the computer for loan applications.

1. Introduce yourself to the applicant.
2. Ask if the applicant has had any computer training in school or a business college.

3. Ask if the applicant has had any job experience.
4. Ask if the applicant would be willing to go to a seminar for more training.
5. Ask if the applicant is planning to work part-time or is seeking full-time job.
6. What are the applicant's interests in the company?
7. What are the applicant's major strengths?
8. What are the applicant's hobbies or interests?
9. What does the applicant see as the computer's role in the future?
10. Discuss an imaginary salary and benefits.
11. Who has had the greatest influence on applicant's life?

Present your video interview on a non-returnable VHS videotape (full-size; no mini-VHS), CD, or DVD. The instructor will grade the student's interviews on:

1. appearance
2. manners
3. use of language
4. general ability for the job

Sample Exam Questions

True/False

1. Products and money used in the production of goods and services are called human resources.
2. Clauses in a labor contract that relate to an employee's well-being are called *right to work* clauses.
3. Piracy is the illegal copying of software packages or information.
4. A company can reduce international business risk by operating in just a few countries.
5. It is impossible for a business to avoid all risk.

Matching

Column I

- A. deflation
- B. embargo
- C. interstate commerce
- D. price index
- E. temporary employees

Column II

6. A number that compares prices in one year with some earlier base year
7. An employee hired for a specific time or to complete a specific assignment
8. Completely prohibiting the import or export of a product
9. Business dealings involving companies in more than one state
10. A decrease in the general level of prices

Completion

11. A (n) _____ liability partnership identifies some investors who cannot lose more than the amount of their investment, but they are not allowed to participate in the daily management of the business.
12. A (n) _____ chart is a diagram that shows the structure of a business, classifications of work and jobs, and the relationships among those classifications.
13. Small businesses are responsible for almost _____ percent of the United States gross domestic product each year.

14. The _____ consists of everyone 16 years and older who are employed or looking for a job.
15. Money provided by large investor to finance new products and new businesses is _____ capital.

Multiple Choice

16. This type of financing is the amount of money needed to open the business.
- A. short-term financing
 - B. start-up financing
 - C. inventory financing
 - D. long-term financing
17. About what percent of new business owners run their own businesses with no help?
- A. 5
 - B. 10
 - C. 20
 - D. 40
18. A worker who has no explicit or implicit contract for long-term employment is a
- A. part-time worker.
 - B. blue-collar worker.
 - C. contingent worker.
 - D. migrant worker.
19. The means through which goods and services are produced are called
- A. economic choices.
 - B. economic resources.
 - C. wants.
 - D. spending opportunities.
20. Copyright protection lasts for the
- A. the life of the copyright holder, plus 50 years after the copyright holder's death.
 - B. the life of the copyright holder.
 - C. 17 years.
 - D. 50 years.

Math

21. Write the percent as a decimal: 12.5%
22. Write the percent as a fraction in simplest form: 12.5%
23. A bicycle regularly sells for \$279. This bicycle is on sale for 15% off. The sales tax on the bicycle is 8% of the sale price. Find the sale price of the bicycle plus tax.
24. Find the cost of 106 items at \$25 each.

Answers to Sample Exam Questions

1. F
2. F
3. T
4. F
5. T
6. D
7. E
8. B
9. C
10. A
11. limited
12. organization
13. 50
14. workforce
15. venture
16. B
17. D
18. C
19. B
20. A
21. 0.125
22. 1/8
23. The sales price is \$237.15 and the sales tax is \$18.97 so the total cost of the bicycle is \$256.12
24. \$2,650