

VIDEO TAPE EXAMINATION

Small Business Operation (4 PDH)

NAME: _____ LICENSE NO. _____ STATE _____

Answer the following multiple choice questions. Circle the answer that fits best with the question. and mail completed form back to us or Fax to (931) 670-0773. A certificate of completion will be issued upon receiving a passing grade of 70%. ALL ANSWERS CAN BE OBTAINED FROM VIEWING THE VIDEOTAPE.

- 1) Many large engineering/surveying firms were started in what form by a surveyor
 - a) sole proprietorship
 - b) limited liability company
 - c) corporation
 - d) partnership
- 2) If 2 people join together to complete a particular project they would form a
 - a) sole proprietorship
 - b) joint venture
 - c) corporation
 - d) partnership
- 3) A firm name registration is acquired by application to
 - a) county tax assessor
 - b) city manager
 - c) secretary of state
 - d) county clerk
- 4) A state tax on the outstanding shares of stock is
 - a) income tax
 - b) sales tax
 - c) capital stock tax
 - d) property tax
- 5) If your employee causes or produces an error on a plan which you sign the defendant in a litigation would be
 - a) your employee
 - b) you
 - c) your insurance company
 - d) your client
- 6) What is the answer to question 3 on page 11 of the manual
 - a) ease in start-up
 - b) cost of start-up
 - c) personal liability
 - d) double taxation
- 7) The best time to start up a new surveying business is
 - a) when interest rates are high
 - b) when the economy is depressed
 - c) when the economy is booming
 - d) after 20 years experience
- 8) The best way to communicate instructions is
 - a) in writing
 - b) verbal
 - c) audiotape
 - d) videotape
- 9) A truck used in a surveying business would be listed as a
 - a) liquid asset
 - b) fixed asset
 - c) liability
 - d) current asset
- 10) If you divide your accounts receivable by your average days sales you arrive at
 - a) working capital ratio
 - b) acid test ratio
 - c) average collection period
 - d) current ratio

- 11) Mr Thorpe said a good source for used furniture is
a) office furniture store b) the dump
c) auctions d) office supply store
- 12) Mr Thorpe said he bought a mailing machine at an auction for
a) \$5 b) \$10
c) \$150 d) \$13,000
- 13) What amount was arrived at for the initial investment
a) \$2,500 b) \$25,000
c) \$50,000 d) \$245,600
- 14) What was the answer to question 11 on page 30
a) 100 b) 25
c) 50 d) 175
- 15) A typical certification would show what
a) survey done under your supervision b) all visible easements shown
c) all encroachments shown d) all of the above
- 16) If we hire a contract surveyor to complete a job for us we must
a) hire him as an employee b) give up control to him
c) pay him up front d) pay his assistants
- 17) When an owner of a company exercises complete control over the company they are
a) democratic b) free reign
c) autocratic d) communist
- 18) A good tool to motivate your employees is
a) firing them b) genuine praise
c) unwarranted criticism d) unrealistic promises