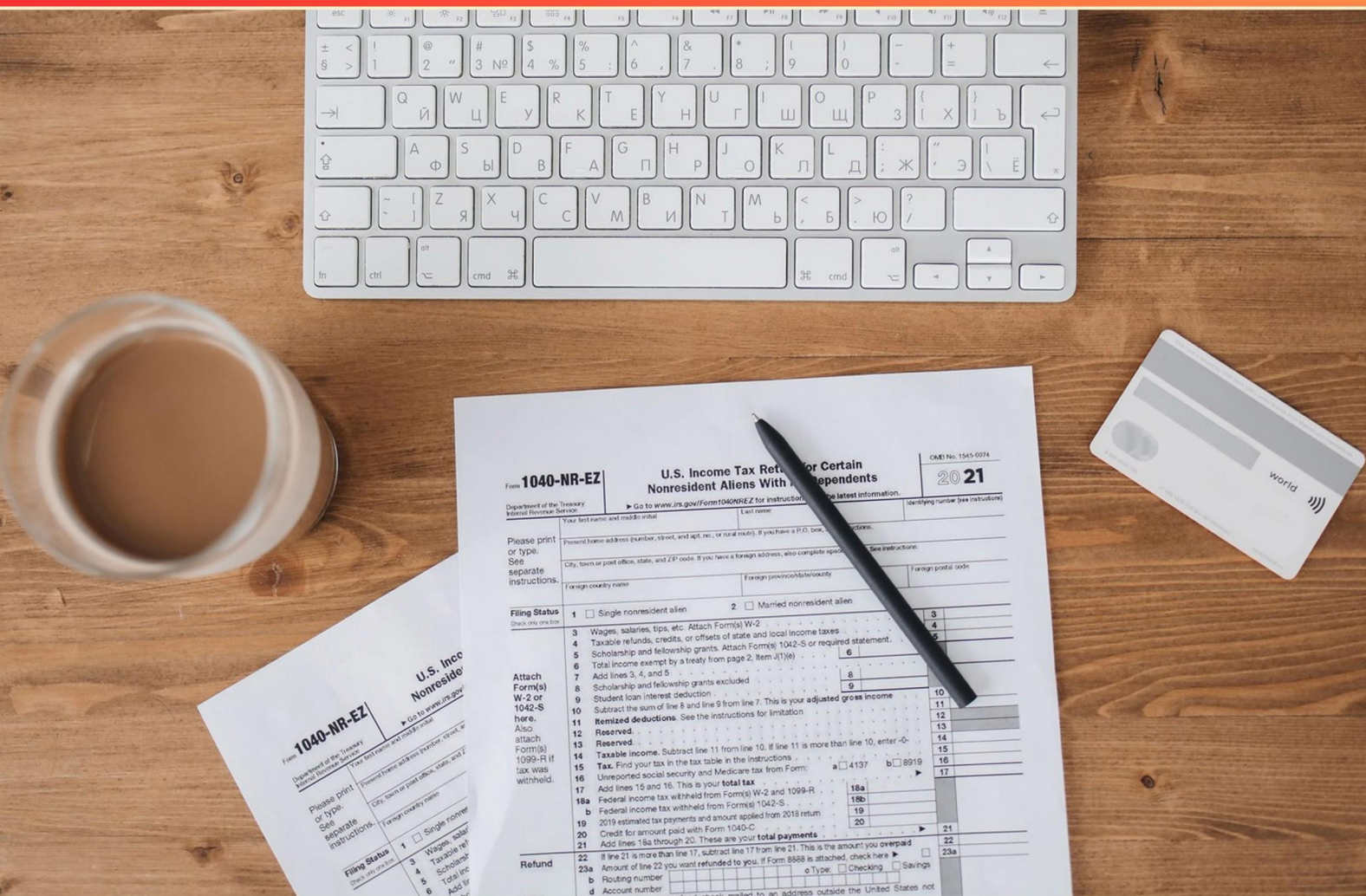


CMA GENERAL & ADMINISTRATIVE PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What is the term for the blinking dash or small rectangle on a computer screen that shows where data will be entered?**
 - A. Pause/break
 - B. Icon
 - C. Cursor
 - D. Page-up
- 2. What is the term for a mechanism that helps manage inner conflict and anxiety?**
 - A. Behavioral response
 - B. Defense mechanism
 - C. Psychological phenomenon
 - D. Emotional regulation
- 3. How does accrual accounting differ from cash accounting?**
 - A. Accrual accounting records revenues when cash is collected, while cash accounting records when earned
 - B. Accrual accounting records revenues and expenses when they are earned or incurred, while cash accounting does so when cash is exchanged
 - C. Cash accounting provides a more accurate picture of financial health than accrual accounting
 - D. Accrual accounting does not consider liabilities, while cash accounting does
- 4. What approach is primarily focused on the enhancement of communication between healthcare providers and patients?**
 - A. Advising
 - B. Facilitative communication
 - C. Cognitive therapy
 - D. Behavioral intervention
- 5. How many stages are there in Jean Piaget's Theory of Cognitive Development?**
 - A. Four
 - B. Five
 - C. Six
 - D. Seven

- 6. Proximodistal growth and development progresses from which area?**
- A. The edges inward
 - B. The center outward
 - C. The outside inward
 - D. Top to bottom
- 7. Which of the following is considered an appendage of the skin?**
- A. Dermis
 - B. Epidermis
 - C. Subcutaneous
 - D. Sudoriferous glands
- 8. What term refers to the payment made for professional services where no price is set due to custom or propriety?**
- A. Honorarium
 - B. Retainer
 - C. Reimbursement
 - D. Commission
- 9. In a double-entry accounting system, which type of account is typically recorded in the right-hand column?**
- A. Liability
 - B. Asset
 - C. Equity
 - D. Safety stock
- 10. Who is credited with formulating the theory of psychosocial development?**
- A. Jean Piaget
 - B. Sigmund Freud
 - C. Erik Erikson
 - D. Abraham Maslow

Answers

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1. C
2. B
3. B
4. B
5. A
6. B
7. D
8. A
9. D
10. C

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Explanations

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1. What is the term for the blinking dash or small rectangle on a computer screen that shows where data will be entered?

- A. Pause/break
- B. Icon
- C. Cursor**
- D. Page-up

The term used to refer to the blinking dash or small rectangle on a computer screen that indicates where data will be entered is the cursor. The cursor serves as a visual marker to let users know their current position within the text field or document, allowing them to see where their next input will appear. It can take various forms, such as an arrow for selecting items or a vertical line (also known as a caret) for text editing, but its primary function remains the same: to facilitate user interaction with the computer interface. Regarding the other options, "pause/break" refers to a key on the keyboard that is used to interrupt a process, "icon" usually denotes a small graphic representation of a program or file, and "page-up" typically refers to a key that allows the user to scroll up a page within a document or web page. Each of these terms has its distinct purpose and does not relate to the functionality of indicating data entry position like the cursor does.

2. What is the term for a mechanism that helps manage inner conflict and anxiety?

- A. Behavioral response
- B. Defense mechanism**
- C. Psychological phenomenon
- D. Emotional regulation

The correct answer, "defense mechanism," refers to a psychological strategy employed by individuals to cope with anxiety and internal conflict. Defense mechanisms unconsciously protect a person from experiencing anxiety by distorting reality, thus helping to maintain psychological equilibrium. For example, when faced with uncomfortable emotions or thoughts, a person might use denial to refuse to acknowledge the anxiety-inducing situation, or rationalization to justify their actions and feelings. In the context of managing inner conflict, defense mechanisms serve as automatic processes that help the individual navigate complex emotional landscapes. This allows individuals to avoid directly confronting feelings or thoughts that may lead to discomfort or distress. The other options convey related but distinct concepts. Behavioral responses pertain to actions taken in response to situations, rather than the psychological processes that help manage internal conflict. The term psychological phenomenon encompasses a broader range of mental occurrences and behaviors, but does not specifically address anxiety management strategies. Emotional regulation refers to the conscious processes of recognizing and managing one's emotional responses, which is not as automatic as the use of defense mechanisms.

3. How does accrual accounting differ from cash accounting?

- A. Accrual accounting records revenues when cash is collected, while cash accounting records when earned
- B. Accrual accounting records revenues and expenses when they are earned or incurred, while cash accounting does so when cash is exchanged**
- C. Cash accounting provides a more accurate picture of financial health than accrual accounting
- D. Accrual accounting does not consider liabilities, while cash accounting does

Accrual accounting recognizes revenues and expenses when they are earned or incurred, regardless of when cash transactions actually occur. This means that in accrual accounting, revenue is recorded when a product or service is delivered to a customer, not necessarily when payment is received. Likewise, expenses are recorded when they are incurred, which means you recognize the cost at the point of obligation, not when the cash payment is made. This principle allows accrual accounting to provide a more accurate representation of a company's financial position and performance over a specific period, as it matches revenues earned with the expenses incurred to generate them. This matching principle is essential for understanding the profitability and the operational results of a business, which may be obscured if only cash transactions are considered. In contrast, cash accounting records revenues and expenses strictly based on when cash is exchanged. While this method is straightforward and may work well for smaller businesses, it does not provide a complete picture of a company's financial health, as it overlooks receivables and payables that can significantly impact overall profitability and liquidity. The other options misrepresent key aspects of accrual and cash accounting. For instance, one option implies that cash accounting records revenues when earned, which contradicts the definition of cash accounting. Another claims

4. What approach is primarily focused on the enhancement of communication between healthcare providers and patients?

- A. Advising
- B. Facilitative communication**
- C. Cognitive therapy
- D. Behavioral intervention

The approach that is primarily focused on the enhancement of communication between healthcare providers and patients is facilitative communication. This method emphasizes creating an environment where open dialogue can happen, allowing healthcare providers to convey important information effectively while also ensuring that patients feel comfortable expressing their concerns and questions. Facilitative communication is critical in healthcare settings as it builds trust between patients and providers, leading to improved understanding of medical conditions and treatment plans. Effective communication can enhance patient outcomes, empower individuals in their care, and encourage adherence to treatment, ultimately supporting a more collaborative and patient-centered approach to healthcare. In contrast, other approaches such as advising may imply a one-sided communication where the provider leads the conversation without as much input from the patient. Cognitive therapy focuses on the individual's thought processes and behavioral patterns, which may indirectly involve communication but does not primarily center on the provider-patient relationship. Behavioral interventions target specific behaviors rather than the overall communication process.

5. How many stages are there in Jean Piaget's Theory of Cognitive Development?

- A. Four**
- B. Five
- C. Six
- D. Seven

Jean Piaget's Theory of Cognitive Development is fundamentally structured around four distinct stages that describe how children's thinking evolves over time. These stages are:

- 1. ****Sensorimotor Stage**** (birth to approximately 2 years) - In this stage, infants learn about the world through their senses and actions. They develop object permanence and begin to understand that objects exist even when they cannot be seen.*
- 2. ****Preoperational Stage**** (approximately 2 to 7 years) - This stage is characterized by the development of language and symbolic thinking, but children still struggle with logic and understanding the perspectives of others. They exhibit egocentrism and magical thinking.*
- 3. ****Concrete Operational Stage**** (approximately 7 to 11 years) - During this stage, children gain a better understanding of logical operations and can think logically about concrete events. They begin to understand the concept of conservation, which is the understanding that quantity does not change even when its shape does.*
- 4. ****Formal Operational Stage**** (approximately 12 years and up) - In this final stage, individuals develop the ability to think abstractly, reason logically, and plan systematically. They can ponder hypothetical situations and use deductive reasoning. Understanding these four stages is crucial for educators*

6. Proximodistal growth and development progresses from which area?

- A. The edges inward
- B. The center outward**
- C. The outside inward
- D. Top to bottom

Proximodistal growth and development refers to a pattern where growth occurs from the center of the body outward toward the extremities. This means that a developing individual will first gain control of movements in the core and central parts of the body, such as the torso and arms, before moving to the finer motor skills that involve the fingers and toes. Understanding this concept is crucial in fields such as developmental psychology and child development, as it highlights the progression of physical and motor skills in children. The pattern indicates that movement and mastery of skills will be achieved progressively from the areas closest to the body's center, moving outward to the more distal parts.

7. Which of the following is considered an appendage of the skin?

- A. Dermis
- B. Epidermis
- C. Subcutaneous
- D. Sudoriferous glands**

The correct choice, the sudoriferous glands, are considered appendages of the skin because they are specialized structures that originate from the skin's epidermis and extend into the dermis. These glands play a crucial role in thermoregulation and water excretion through the production of sweat. Appendages of the skin generally include various structures that are derived from the skin itself and are involved in its functions. These include hair follicles, sebaceous (oil) glands, and sudoriferous (sweat) glands. Sudoriferous glands specifically are important for cooling the body and maintaining homeostasis. In contrast, the dermis and epidermis are layers of the skin itself, not appendages. The subcutaneous layer, also known as the hypodermis, is a layer beneath the skin that primarily consists of fat and connective tissue. While all these components are integral to skin health and function, the term "appendage" specifically refers to structures that arise from the skin itself and serve additional functions.

8. What term refers to the payment made for professional services where no price is set due to custom or propriety?

- A. Honorarium**
- B. Retainer
- C. Reimbursement
- D. Commission

The term that refers to the payment made for professional services where no price is set due to custom or propriety is "honorarium." This payment is typically given as a token of appreciation for services rendered, especially when those services are provided voluntarily or in a professional context where standard fees may not be appropriate or established. Honoraria are commonly used in academia, where speakers may be invited to give lectures or presentations, and instead of a fixed fee, they receive a payment that acknowledges their expertise and time. The concept is rooted in the idea of recognizing the value of the service without imposing a rigid monetary standard, which is particularly relevant in situations where professional practice norms dictate a level of formality in rewarding contributions without predetermined pricing. In contrast, other terms such as retainer, reimbursement, and commission involve more structured payment arrangements tied directly to services or transactions rather than the more discretionary nature of honoraria. A retainer typically refers to a fee paid in advance for future services, whereas reimbursement pertains to covering expenses incurred in the course of professional activities. A commission relates to a fee paid based on a completed sale or transaction, further distinguishing it from the context of honoraria.

9. In a double-entry accounting system, which type of account is typically recorded in the right-hand column?

- A. Liability
- B. Asset
- C. Equity
- D. Safety stock**

In the context of double-entry accounting, the correct type of account that is typically recorded in the right-hand column is equity. In double-entry accounting, every transaction affects at least two accounts, maintaining the accounting equation: $\text{Assets} = \text{Liabilities} + \text{Equity}$. Accounts are generally classified into categories such as assets, liabilities, and equity. The right-hand column usually represents the credit side of an entry, which is where increases to liabilities and equity are recorded. Equity accounts, which reflect the owner's interest in the company, include items like stock and retained earnings. These accounts increase when the business earns profits or when new investments are made, hence they align with the credits typically placed in the right-hand column. In contrast, asset accounts (found mostly in the left-hand column) represent resources owned by the business, while liability accounts record obligations the business owes, and while they can also appear in the right-hand column, they do not represent the ownership perspective inherent in equity accounts. Safety stock, although related to inventory management, is not classified as a formal account type in double-entry bookkeeping and does not belong to the standard account categories.

10. Who is credited with formulating the theory of psychosocial development?

- A. Jean Piaget
- B. Sigmund Freud
- C. Erik Erikson**
- D. Abraham Maslow

The theory of psychosocial development was formulated by Erik Erikson, who proposed that human development occurs in eight stages across a person's lifespan. Each stage presents a unique conflict or challenge that individuals must navigate, which influences their psychological growth and social relationships. Erikson emphasized the importance of social interaction and cultural context in shaping personality, distinguishing his theory from others that focused primarily on individual psychological processes or stages of cognitive development. His model starts from infancy and progresses through the various life stages, addressing themes such as trust vs. mistrust in infancy, identity vs. role confusion during adolescence, and integrity vs. despair in old age. By highlighting the significance of social relationships at each stage, Erikson's theory provides a comprehensive framework for understanding the interplay between individual development and societal influences. This connection to social interaction is a key reason why his work is widely recognized and respected in the fields of psychology and education. In contrast, the other individuals mentioned had different focuses: Jean Piaget is known for his theory of cognitive development which centers on how children think and learn; Sigmund Freud is recognized for his psychosexual stages of development which revolve around early childhood experiences and instincts; while Abraham Maslow is renowned for his hierarchy of needs, which frames human motivation and self

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://cmagenandadministrative.examzify.com>

We wish you the very best on your exam journey. You've got this!

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