

OCCUPATIONAL EDUCATION PROFICIENCY EXAMINATION

Introduction to Occupations

Monday, June 21, 2004 — 1:15 p.m.

SCORING KEY FOR PART 1

CUT OUT THIS
SPACE TO RECORD
RAW SCORE

Please read carefully the Directions for Administering and Scoring provided for the Occupational Education Proficiency Examinations. The passing score for this test (Part 1 plus Part 2) is a total test raw score of 40.

For handscoring, this key must be aligned with the answer sheet so that the box indicating the correct answer for each question corresponds to the row of answer circles for that question. Place the key on the answer sheet so that the ④ appears in the box for question 1, and the ② appears in the box for question 50.

LIST OF CORRECT ANSWERS

1 4	18 4	35 1
2 4	19 1	36 4
3 1	20 4	37 2
4 4	21 2	38 1
5 3	22 3	39 3
6 4	23 3	40 3
7 1	24 3	41 1
8 3	25 2	42 4
9 1	26 4	43 1
10 4	27 3	44 4
11 1	28 4	45 1
12 1	29 2	46 1
13 2	30 3	47 2
14 3	31 3	48 3
15 4	32 2	49 2
16 3	33 2	50 2
17 2	34 1	

The diagram shows two vertical columns of boxes, each containing 50 boxes. The boxes in each column are connected by a zigzag line that starts at the top, goes down to the second box, then up to the third, then down to the fourth, and so on, creating a continuous path through all 50 boxes in each column. This is a standard format for a handscoring key where the number in the box indicates the correct answer choice for the corresponding question number.

The University of the State of New York

Occupational Education Proficiency Examination

INTRODUCTION TO OCCUPATIONS

Monday, June 21, 2004—1:15 p.m.

The questions on this examination measure your knowledge and understanding of the facts and concepts contained in the Working Citizen/Personal Resource Management module of the Introduction to Occupations course. The examination has two parts, Part 1 and Part 2. You will have as much time as you need to answer the questions on Part 1 and Part 2. The Part 2 booklet is stapled in the center of this booklet.

Part 1 consists of 50 multiple-choice questions. Record your answers to these questions on the separate answer sheet. Use only a No. 2 pencil on your answer sheet. When you have finished Part 1, go right on to Part 2.

When you are told to do so, open this booklet, carefully remove the Part 2 examination booklet, and then close the booklet. Complete the heading and read the information on the cover of the Part 2 examination booklet.

When you have completed the examination, you must sign the declaration on the separate answer sheet which states that you did not see any of the questions or answers before taking this examination and that you have neither given nor received help in answering any of the questions during the examination. Your answer papers cannot be accepted if you fail to sign this declaration.

After you sign the declaration, you must hand in the separate answer sheet, both examination booklets, and your scrap paper. Be sure you have completed the heading on the separate answer sheet and on the Part 2 examination booklet.

DO NOT OPEN THIS EXAMINATION BOOKLET UNTIL YOU ARE TOLD TO DO SO.

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THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

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DIRECTIONS FOR PART 1:

There are 50 questions in Part 1 of this examination. Each question is followed by four choices. Read each question carefully. Decide which choice is the correct answer. On the separate answer sheet, mark your answer in the row of circles for each question by filling in the circle that has the same number as the answer you have chosen.

Look at the sample question shown below.

Sample Question

Which content is required study for students to earn credit toward any occupational education sequence?

- (1) Production Systems
- (2) Introduction to Occupations
- (3) Food and Nutrition
- (4) Business Analysis

The correct answer is **Introduction to Occupations**, which is choice number **2**. On your answer sheet, look at the box showing the row of answer circles for the sample question. Since choice number **2** is the correct answer for the sample question, the circle with the number **2** has been filled in.

Answer all the questions in Part 1 in the same way. If you want to change an answer, be sure to erase your first mark completely. Then mark the answer you want.

When you are told to start working, turn the page and begin with question 1. Work carefully and answer all the questions in Part 1. Your score for Part 1 will be the number of questions you answer correctly. You may use scrap paper to work out the answers to the questions, but be sure to mark all your Part 1 answers on the separate answer sheet.

After you have completed Part 1, go right on to Part 2.

Part 1

- 1 In which situation is Kelsey acting as a consumer?
 - (1) working on the sets for a school play
 - (2) getting a part-time job
 - (3) trying out for a softball team
 - (4) purchasing a pair of jeans

- 2 A decrease in the sale of sleds in the summer is most likely due to a change in
 - (1) supply
 - (2) price
 - (3) quality
 - (4) demand

- 3 Which situation illustrates the concept of exchange in a business transaction?
 - (1) A person is paid a salary to work in a factory.
 - (2) A business trains workers to operate new machinery.
 - (3) An insurance salesperson explains the company's policies to a customer.
 - (4) A consumer reads a product advertisement on a billboard.

- 4 Myra is a construction worker. Her employer gives her work boots and a hard hat to wear on the job. This situation is an example of an employer's responsibility to provide for an employee's
 - (1) self-esteem
 - (2) standard of living
 - (3) job training
 - (4) safety

- 5 Sam was laid off when the factory where he worked closed permanently. The best way for Sam to deal with this situation is to
 - (1) refuse to accept the change in his lifestyle
 - (2) wait for the government to find him another job
 - (3) enter a training program to learn new job skills
 - (4) increase his spending on luxury items

- 6 An advertisement for a local clothing store states:

"Our store features the widest variety of high-quality merchandise at the lowest prices in this area. Our courteous and helpful sales staff is waiting for you to call."

Which phrase in the advertisement emphasizes the service, rather than the goods, that the store offers consumers?
 - (1) "the widest variety"
 - (2) "high-quality merchandise"
 - (3) "lowest prices in this area"
 - (4) "courteous and helpful sales staff"

- 7 The gross domestic product (GDP) was formerly referred to as the gross national product (GNP). The major purpose of the GDP is to indicate the
 - (1) condition of the nation's economy
 - (2) need for consumer protection laws
 - (3) average minimum wage
 - (4) number of new businesses started

- 8 The most common reason that individuals start their own businesses is to
 - (1) work fewer hours
 - (2) avoid making business decisions
 - (3) keep the profits for themselves
 - (4) have unlimited liability

- 9 Susan shops for clothes frequently, drives a sports car, and takes several vacations each year. These factors are part of her
 - (1) lifestyle
 - (2) abilities
 - (3) references
 - (4) skills

- 10 Which arrangement best represents the history of economic development in the United States?
- (1) informational → agricultural → industrial
 - (2) agricultural → informational → industrial
 - (3) industrial → agricultural → informational
 - (4) agricultural → industrial → informational
- 11 Which situation describes a layoff?
- (1) Wanda's employer tells her not to report to work due to a decrease in business.
 - (2) Carol is fired for being late repeatedly.
 - (3) Alicia is injured on the job and receives workers' compensation benefits.
 - (4) Erica retires at age 65 and receives a pension.
- 12 Sally believes she has the potential to become a lawyer. When she fulfills this goal, she will have met her need for
- (1) self-realization
 - (2) social acceptance
 - (3) survival
 - (4) safety
- 13 Sue works two days each week without pay at a homeless shelter. This type of work is best defined as
- (1) entrepreneurship
 - (2) volunteerism
 - (3) observation
 - (4) job shadowing
- 14 To determine if a goal has been met, a person must
- (1) research alternatives
 - (2) set priorities
 - (3) evaluate progress
 - (4) work hard
- 15 Jon works part time as an assistant chef while attending college to pursue a career in the food service industry. A tangible reward that Jon will gain from this work experience is
- (1) compliments about his cooking skills
 - (2) free time for his studies
 - (3) a sense of pride in his accomplishment
 - (4) money to help pay for college
- 16 Which action demonstrates good time management?
- (1) rushing through assignments without regard for the quality of work
 - (2) driving above the speed limit to arrive promptly at work
 - (3) following a written schedule of tasks to be completed
 - (4) staying awake through the night to finish a term paper
- 17 To work with people who are ill, a person should have which personal characteristic?
- (1) procrastination
 - (2) empathy
 - (3) aggressiveness
 - (4) impulsiveness
- 18 A job description typically includes
- (1) a list of the fringe benefits
 - (2) a job application form
 - (3) a list of companies where the job exists
 - (4) the job's general and specific responsibilities
- 19 Preparing financial reports is considered a major part of the job duties of a career in which field?
- (1) accounting
 - (2) television broadcasting
 - (3) law enforcement
 - (4) performing arts

- 20 Related job titles grouped together are referred to as
- (1) job advertisements
 - (2) job descriptions
 - (3) career ladders
 - (4) career clusters
- 21 A person who works with an experienced plumber to learn the trade is known as
- (1) an aide
 - (2) an apprentice
 - (3) a mentor
 - (4) a journeyman
- 22 An employee who enters data using a keyboard would need to demonstrate which characteristic?
- (1) creativity
 - (2) sincerity
 - (3) manual dexterity
 - (4) reliability
- 23 A worker chooses a lower-paying job because it offers good medical insurance. This worker is placing a value on
- (1) job security
 - (2) promotional opportunities
 - (3) fringe benefits
 - (4) safe working conditions
- 24 Which occupation is usually considered to be nontraditional for males?
- (1) scientist
 - (2) accountant
 - (3) nursery school teacher
 - (4) police officer
- 25 What personal information should *not* be included on a résumé?
- (1) name
 - (2) marital status
 - (3) address
 - (4) telephone number
- 26 In a help-wanted advertisement, the phrase "salary based on experience" means that the salary will be determined by the person's
- (1) sales record
 - (2) level of education
 - (3) personality characteristics
 - (4) job history
- 27 Emilio wants to develop his personal resources to increase his value to his employer. The best step for Emilio to take is to
- (1) work longer hours
 - (2) take his time on all assigned jobs
 - (3) take courses to improve his skills
 - (4) socialize more with his coworkers
- 28 Examining the high school attendance records of job applicants will help an employer to learn about the applicants'
- (1) tact
 - (2) patience
 - (3) creativity
 - (4) punctuality
- 29 Dolores will be receiving her first job evaluation from her supervisor. Which of Dolores' actions is the supervisor most likely to praise for the positive effect on the company's productivity?
- (1) She wears expensive jewelry and clothing every day.
 - (2) She offers to help coworkers when she has finished her own work.
 - (3) She spends some part of every work-day making personal phone calls.
 - (4) She does some tasks incorrectly because she does not wish to bother people with questions.


- 30 An employee who is laid off after working for a company for several years is most likely entitled to receive
- (1) disability benefits
 - (2) workers' compensation
 - (3) unemployment benefits
 - (4) a commission
- 31 The standard workweek for full-time hourly employment consists of how many hours?
- (1) 30
 - (2) 35
 - (3) 40
 - (4) 45
- 32 An employer closes a factory in anticipation of a strike. This action is referred to as
- (1) an injunction
 - (2) a lockout
 - (3) a boycott
 - (4) a grievance
- 33 The negotiations between a labor union and an employer are called
- (1) binding arbitration
 - (2) collective bargaining
 - (3) picketing
 - (4) petitioning
- 34 An automotive technician carries out tests on a car engine by using a computer rather than by test driving the car. This procedure is an example of a change in job requirements due to
- (1) advances in technology
 - (2) society's increased mobility
 - (3) openings in nontraditional careers
 - (4) a decreased need for basic skills
- 35 Rosa received a check from the Madison Company and signed her name on the back of the check in the appropriate space. Rosa's signature is called a
- (1) blank endorsement
 - (2) full endorsement
 - (3) restrictive endorsement
 - (4) special endorsement
- 36 Which group includes variable expenses only?
- (1) clothing, car loan payment, magazines
 - (2) mortgage payment, electric bill, concert tickets
 - (3) rent, telephone bill, car loan payment
 - (4) clothing, magazines, concert tickets
- 37 Tim's goal is to save an extra \$50 a month. What is the easiest way for Tim to accomplish this goal?
- (1) move to a less expensive apartment
 - (2) reduce the amount he spends on entertainment
 - (3) sell his car and take public transportation to work
 - (4) find another job that pays \$50 more per month
- 38 Alan's monthly bank statement shows a charge for nonsufficient funds. This means Alan
- (1) wrote checks for more money than he had in his account
 - (2) received interest on the account balance
 - (3) failed to record a deposit in his check register
 - (4) did not properly sign the checks he wrote
- 39 How often should a personal checking account be reconciled?
- (1) daily
 - (2) weekly
 - (3) monthly
 - (4) yearly
- 40 On the first of July, Sally's checkbook balance was \$300. She deposited two checks of \$240 each, wrote checks totaling \$475, and paid a monthly service charge of \$5. What was the balance in Sally's checking account at the end of July?
- (1) \$780
 - (2) \$305
 - (3) \$300
 - (4) \$60

41 The check below contains several names.

TERRY JOHNSON 237
123 W. TAFT DRIVE
SOUTH HOLLAND, IL 60473 January 3 19 99 70-1723/719

PAY TO THE ORDER OF George BENSON \$ 68⁰⁰/₁₀₀

sixty eight & 00/100 DOLLARS

 SOUTH HOLLAND TRUST AND SAVINGS BANK SOUTH HOLLAND, ILL. 60473

MEMO: Mary Miller Terry Johnson

⑆071917232⑆ ⑈616⑈765⑈6⑈

Who is the payee on this check?

- (1) George Benson (3) South Holland Bank
(2) Terry Johnson (4) Mary Miller

42 Which form are employers required to provide to each employee at the beginning of the year, indicating gross pay and payroll deductions for the previous year?

- (1) 1040EZ (3) W-4
(2) 1040A (4) W-2

43 Ted wants to buy furniture that costs \$1,294. The installment plan requires Ted to make a downpayment of \$225 and monthly payments of \$45 for 27 months. How much more does Ted pay by using the installment plan than by paying cash?

- (1) \$146 (3) \$1,215
(2) \$1,440 (4) \$79

44 Jane is applying for a bank loan. The bank will most likely require Jane to provide information about her

- (1) religion
(2) career plans
(3) level of education
(4) assets and liabilities

45 The receipt of money, goods, or services in exchange for a promise to pay at a later date is called

- (1) credit (3) collateral
(2) commission (4) compensation

46 Which source would provide the most reliable information when a person wants to compare similar products?

- (1) *Consumer Reports* magazine
(2) television commercial
(3) celebrity testimonial
(4) newspaper advertisement

47 In New York State, which type of automobile insurance is *not* required by law?

- (1) bodily injury
(2) collision
(3) property damage
(4) uninsured motorist

48 The amount of money an insured person is responsible for during the settlement of an insurance claim is called the

- (1) premium
- (2) receipt
- (3) deductible
- (4) dividend

49 The *first* step individuals should take to solve consumer problems is to

- (1) complain to other consumers
- (2) explain their concern to the seller
- (3) write to their senator
- (4) start a legal action

50 Joe saw a notice in a newspaper stating that lawnmowers were on sale for \$300 in a local store. When Joe went to the store, the salesperson tried to sell him a more expensive lawnmower. This situation is an example of

- (1) product information
 - (2) bait-and-switch advertising
 - (3) repossession
 - (4) usury
-