

OCCUPATIONAL EDUCATION PROFICIENCY EXAMINATION

Introduction to Occupations

Monday, January 26, 2004 — 1:15 p.m.

CUT OUT THIS
SPACE TO RECORD
RAW SCORE

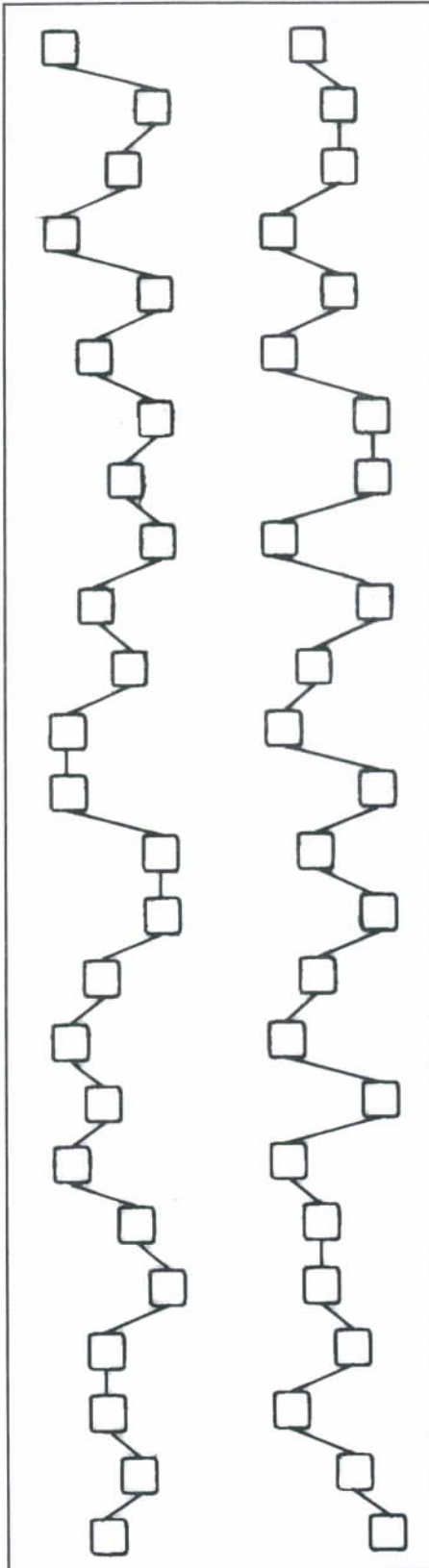
SCORING KEY FOR PART 1

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 ① appears in the box for question 1, and the ④ appears in the box for question 50.

LIST OF CORRECT ANSWERS

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



The University of the State of New York

Occupational Education Proficiency Examination

INTRODUCTION TO OCCUPATIONS

Monday, January 26, 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 Tools, buildings, and equipment used by a business to produce goods and services are classified as
 - (1) capital resources
 - (2) natural resources
 - (3) human resources
 - (4) financial resources

- 2 The price of fish in the supermarket has increased in the last few months. Which factor is most likely to have caused this price increase?
 - (1) increase in supply
 - (2) increase in variety
 - (3) decrease in demand
 - (4) decrease in supply

- 3 A form of business ownership that sells stock to its prospective owners is a
 - (1) proprietorship
 - (2) partnership
 - (3) corporation
 - (4) franchise

- 4 Money is circulated through the economy when it is
 - (1) spent on groceries at the supermarket
 - (2) placed in a safe-deposit box at a bank
 - (3) made part of a coin collection
 - (4) kept in a safe place at home

- 5 Which is a direct responsibility that a business has to its employees?
 - (1) paying suppliers
 - (2) reporting expenses accurately
 - (3) following local zoning regulations
 - (4) providing a safe work environment

- 6 A person's salary, working conditions, and benefits most directly affect that person's
 - (1) goals
 - (2) lifestyle
 - (3) values
 - (4) aptitudes

- 7 During an economic recession, there is likely to be an increase in
 - (1) goods produced
 - (2) personal income
 - (3) consumer spending
 - (4) unemployment

- 8 The United States has progressed from an agricultural to an informational society. Which product most influenced this change?
 - (1) automobile
 - (2) calculator
 - (3) computer
 - (4) airplane

- 9 Jobs in agriculture are usually located in
 - (1) urban centers
 - (2) suburban neighborhoods
 - (3) metropolitan regions
 - (4) rural areas

- 10 Which personal characteristic is shown by a willingness to work different schedules and fill in for coworkers?
 - (1) tact
 - (2) flexibility
 - (3) enthusiasm
 - (4) efficiency

- 11 Paul volunteered to work at a soup kitchen for a local homeless shelter during his vacation. Which type of reward would Paul experience?
 - (1) fringe benefit
 - (2) monetary
 - (3) intangible
 - (4) professional

- 12 Which is an economic resource needed by a student who wants to drive a car to school?
 - (1) money to buy and maintain a car
 - (2) a valid driver's license
 - (3) a parking permit for the school lot
 - (4) parental permission to drive a car to school

- 13 Maury is a high school junior whose goal is to attend college. He regularly meets with his guidance counselor to ensure that he is taking the proper courses for college entrance. Which step is Maury taking to reach his goal?
- (1) evaluating his progress
 - (2) defining the problem
 - (3) listing alternatives
 - (4) resolving a conflict
- 14 William has a new job and wants to balance the time he spends for study, work, and recreation. The first thing he should do to prioritize his daily activities is to make a list beginning with the
- (1) easy tasks
 - (2) tasks he can avoid doing
 - (3) tasks he dislikes the most
 - (4) most important tasks
- 15 A group of occupations that require similar abilities and skills is called a
- (1) job action
 - (2) career ladder
 - (3) job sequence
 - (4) career cluster
- 16 Margaret has complained to her supervisor that she has been scheduled to work a 7-day week, a violation of the union contract. Her complaints got no results. What is the *first* step Margaret should take to resolve this problem?
- (1) Sue the company for negligence.
 - (2) File a grievance through the union.
 - (3) Talk to the board of directors.
 - (4) Write a letter to the Better Business Bureau.
- 17 If Elena wanted to receive specific on-the-job-training for a career as an electrician, she most likely would *first* become
- (1) an apprentice
 - (2) a manager
 - (3) a journeyman
 - (4) a supervisor
- 18 The term *communication* is best defined as the
- (1) use of sophisticated vocabulary
 - (2) sharing of ideas and information
 - (3) ability to settle disputes between coworkers
 - (4) ability to work independently
- 19 A person who has been fired from several jobs because she could not get along with her coworkers most likely lacks skills in which area?
- (1) human relations
 - (2) time management
 - (3) creativity
 - (4) manual dexterity
- 20 Which career area would probably appeal most to a person who enjoys working alone on craft activities?
- (1) teaching music
 - (2) retail sales
 - (3) jewelry repair
 - (4) coaching baseball
- 21 Mary is thinking about buying an existing restaurant rather than establishing a new one. What is an advantage of buying the existing restaurant?
- (1) Other restaurants would not compete with her restaurant.
 - (2) She would not have to do research on restaurant ownership.
 - (3) An existing restaurant is guaranteed to be successful.
 - (4) She would avoid many costly start-up expenses.

22 Which action is often necessary for success as an entrepreneur?

- (1) following orders from a supervisor
- (2) taking financial risks
- (3) scheduling frequent vacations
- (4) setting short work hours

23 Which company benefit is intended to encourage workers to learn new skills?

- (1) health insurance
- (2) tuition reimbursement
- (3) paid vacations
- (4) profit sharing

24 A label placed on groups of people without regard to their individual differences is

- (1) a gender identity
- (2) a job bias
- (3) a stereotype
- (4) sexual harassment

25 Tim saw the job advertisement shown below.

Jason Hardware Store, \$25K, FT, Good Ben. w/pd vac., Min. 2 yr. exp. Send resume by Fax 315-555-6012. EOE

If Tim is interested in this job, he should

- (1) telephone the store to request an interview
- (2) fax his résumé to the number shown
- (3) find the store's address and mail his résumé
- (4) apply to the store in person

26 Performance reviews enable workers to

- (1) join a labor union
- (2) receive an evaluation of their work
- (3) apply for workers' compensation
- (4) take part in contract negotiations

27 Helen needs to hire someone to come up with new product ideas for her small company. To meet this need, which personality trait should Helen look for when interviewing applicants?

- (1) trustworthiness
- (2) punctuality
- (3) imagination
- (4) independence

28 A manufacturing company would like to increase employee productivity. Which action is most likely to help the company reach this goal?

- (1) providing free parking
- (2) lowering prices in the cafeteria
- (3) developing a profit-sharing plan
- (4) requiring employees to wear uniforms

29 José's standard workweek is 40 hours. One week he worked 48 hours. The extra 8 hours represent

- (1) overtime
- (2) salary
- (3) net pay
- (4) gross pay

30 In most states, one requirement for receiving unemployment insurance benefits is that an unemployed worker must

- (1) first find a part-time job
- (2) acquire new work skills
- (3) actively seek new employment
- (4) be physically disabled

31 Which term refers to a group of employees who have joined together for the purpose of obtaining higher pay and better working conditions?

- (1) labor union
- (2) professional organization
- (3) lobby
- (4) management team

- 32 Management and employees in a company have been unable to settle a labor dispute. Both sides agree to accept the settlement worked out by a third party. This third-party process is called
- (1) probation
 - (2) termination
 - (3) negotiation
 - (4) arbitration
- 33 Computers were developed mainly to
- (1) increase the minimum wage
 - (2) guarantee a profit for businesses
 - (3) create entry-level jobs
 - (4) provide rapid access to information
- 34 In setting up a budget, Jessica should classify her salary as
- (1) fixed income
 - (2) variable income
 - (3) discretionary income
 - (4) seasonal income
- 35 In a budget, which is most often a variable expense?
- (1) rent
 - (2) car payments
 - (3) insurance payments
 - (4) contributions to charity
- 36 Which investment is guaranteed to earn interest?
- (1) traveler's checks
 - (2) United States saving bonds
 - (3) stocks
 - (4) gold
- 37 Which type of check do individuals most frequently use to pay bills?
- (1) personal check
 - (2) cashier's check
 - (3) certified check
 - (4) traveler's check
- 38 Michael asks a friend to deposit a check for him. Which check endorsement is the safest for Michael to use?
- (1) full
 - (2) blank
 - (3) joint
 - (4) restrictive
- 39 Fred has \$150.00 in his checking account. He wrote checks for \$17.00, \$32.50, and \$61.50 and he deposited \$45.00 into his account. What is his new balance?
- (1) \$39.00
 - (2) \$84.00
 - (3) \$111.00
 - (4) \$195.00
- 40 Checks recorded in a checkbook register that do not appear on the bank statement are called
- (1) canceled checks
 - (2) cashier's checks
 - (3) certified checks
 - (4) outstanding checks
- 41 The "three C's" used to determine a person's credit rating include capacity, capital/collateral, and
- (1) competition
 - (2) character
 - (3) cooperation
 - (4) contract
- 42 An installment sales contract would most likely be used to buy a
- (1) couch
 - (2) pair of sneakers
 - (3) hair dryer
 - (4) sweater
- 43 Tina wants to buy a stereo. The cash price is \$240. She plans to pay \$70 down and make 6 monthly payments of \$35 each. How much would Tina save if she paid cash for the stereo?
- (1) \$100
 - (2) \$70
 - (3) \$30
 - (4) \$40
- 44 An item of value used as security in a loan is called
- (1) collateral
 - (2) wages
 - (3) a credit card
 - (4) a checking account

45 A wage and tax statement is shown below.

1 Control number 0027689		OMB No. 1545-0008	
2 Employer's name, address, and ZIP code E. K. Electronics, Inc. 1661 Central Avenue Yonkers, NY 10701		3 Employer's identification number 14-8734098	4 Employer's state I.D. number 98-1326548
		5 Statutory employee <input type="checkbox"/>	Decessed <input type="checkbox"/>
		Pension plan <input type="checkbox"/>	Legal rep. <input type="checkbox"/>
		942 emp. <input type="checkbox"/>	Subtotal <input type="checkbox"/>
		Deferred compensation <input type="checkbox"/>	Void <input type="checkbox"/>
		6 Allocated tips	7 Advance EIC payment
8 Employee's social security number 116-76-0986	9 Federal income tax withheld 3699.29	10 Wages, tips, other compensation 22332.04	11 Social security tax withheld 1496.19
12 Employee's name, address, and ZIP code Janice T. Martino 517 Midland Avenue Yonkers, NY 10701		13 Social security wages 22332.04	14 Social security tips
		16	16a Fringe benefits incl. in Box 10
		17 State income tax 1343.32	18 State wages, tips, etc. 22332.04
		19 Name of state N Y S	
		20 Local income tax	21 Local wages, tips, etc.
		22 Name of locality	
Form W-2 Wage and Tax Statement This information is being furnished to the Internal Revenue Service.			
		Copy B To be filed with employee's FEDERAL tax return	
		Dept. of the Treasury—IRS	

What is the total amount of Social Security tax withheld from Janice Martino's wages for the year shown?

- (1) \$1,343.32
 (2) \$1,496.19
 (3) \$3,699.29
 (4) \$22,332.04

46 Justin's car was parked in his driveway when it was damaged by a falling tree. Which type of insurance coverage would pay for Justin's car repairs?

- (1) collision
 (2) comprehensive
 (3) liability
 (4) uninsured motorist

47 Malcolm went to a store to buy a DVD player he had seen advertised in a newspaper. The salesclerk suggested that the advertised DVD player is not very good, but that a more expensive one is "just what Malcom wants." This situation is an example of

- (1) money management
 (2) the lemon law
 (3) bait and switch
 (4) unfair credit practices

48 A couple has applied for a mortgage loan to buy a house. Before the bank approves the loan, the couple must establish that they

- (1) can make the monthly payments on time
 (2) will shop carefully for home furnishings
 (3) are likely to receive regular salary increases
 (4) will keep the house in good condition

49 A main purpose of both the Better Business Bureau and the State Attorney General's office is to

- (1) set product prices
 (2) increase sales
 (3) protect consumers
 (4) test new products

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FOR TEACHERS ONLY	
If the student has answered more than three Part 2 questions, only the first three should be rated.	
Part 2 Question	Credits
1	
2	
3	
4	
Part 2 Score	
Rater's Initials	

Part 2

Student _____

School _____ City or P.O. _____

Part 2 consists of four questions. You are to answer **THREE** of these questions. Each question is worth a total of four credits.

Write your answers in this examination booklet in the spaces provided. You may use scrap paper to make notes about your ideas for answering the questions, but you must write your final answers in this booklet.

Follow these guidelines in preparing your answers:

1. Read each question carefully before deciding which three you will answer.
2. Answer all parts of the three questions you choose.
3. Answer fully each of the three questions you choose, but do not include information that has nothing to do with the question.

When you have completed the examination, you must sign the declaration on the separate answer sheet and hand in the answer sheet, both examination booklets, and your scrap paper.

Answer THREE of the four questions in this part.

- 1 The job advertisement below has several aspects that are *illegal*.

WANTED: Excellent opportunity for ambitious male between 14–16 years of age to operate meat-cutting machine at a local market from 6–11 p.m., 35 hours per week, \$3.75 per hour. Interested applicants must send résumé and photograph to CHOICE MEATS INC.

Identify *four* aspects of this advertisement that are *illegal*.

- (1) _____ [1]
(2) _____ [1]
(3) _____ [1]
(4) _____ [1]

- 2 Identify *four* ways a job applicant can make a good impression at a job interview.

- (1) _____ [1]
(2) _____ [1]
(3) _____ [1]
(4) _____ [1]

- 3 List *four* suggestions to help a new employee get along with other employees on the job.

- (1) _____ [1]
(2) _____ [1]
(3) _____ [1]
(4) _____ [1]

4 In addition to name and address, list *four* pieces of information that are included on a monthly bank statement for a checking account.

(1) _____ [1]

(2) _____ [1]

(3) _____ [1]

(4) _____ [1]