

The University of the State of New York

Occupational Education Proficiency Examination

INTRODUCTION TO OCCUPATIONS

1988 Experimental Edition

The questions on this examination measure your knowledge and understanding of the facts and concepts contained in the Working Citizen and Personal Resource Management modules of the Introduction to Occupations course. Your answers to these questions must be recorded on the separate answer sheet. Use only a black lead pencil on your answer sheet.

When you have completed the examination, you must sign the declaration 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 sheet cannot be accepted if you fail to sign this declaration.

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

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ALBANY, NEW YORK 12234

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DIRECTIONS

There are 50 questions on 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

A résumé is a

- 1 letter of application
- 2 summary of qualifications and experience
- 3 job application form
- 4 transcript of grades

The correct answer is **summary of qualifications and experience**, 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 on this examination 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. Your score 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 answers on the separate answer sheet.

DO NOT MAKE MARKS OF ANY KIND IN THE EXAMINATION BOOKLET.

1 Lifeguards at outdoor pools lose their jobs when these pools are closed. This type of unemployment is referred to as

- 1 fictional
- 2 seasonal
- 3 structural
- 4 cyclical

2 Nonessential products and services are known as

- 1 wants
- 2 needs
- 3 values
- 4 assets

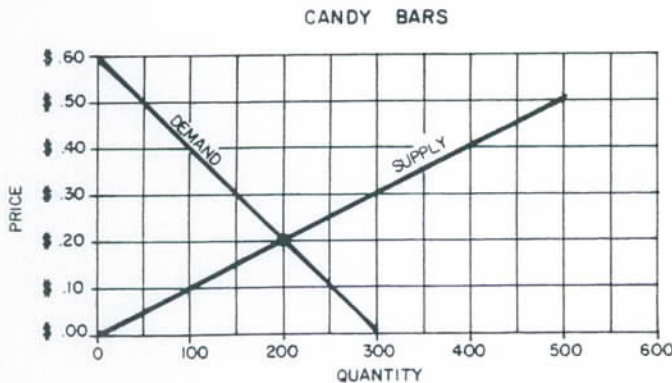
3 Which word best describes the principal economic system in the United States?

- 1 socialism
- 2 communism
- 3 traditionalism
- 4 capitalism

4 An exchange of something of value for something a person wants is known as

- 1 a consumer cooperative
- 2 a capital investment
- 3 a business transaction
- 4 an economic indicator

5 The graph below represents the supply and demand of candy bars. At what price should a retailer sell candy bars so that there is *neither* a shortage *nor* a surplus?



- (1) \$.10
- (2) \$.20
- (3) \$.30
- (4) \$.40

6 In the world of work, what does the term "compensation" refer to?

- 1 receiving a wage or salary, plus fringe benefits
- 2 working in a clean, safe place
- 3 being treated fairly without favoritism or prejudice
- 4 having the chance to advance in the company

7 Workers who sell their skills and time for wages and in turn buy the goods and services produced by businesses provide an example of the

- 1 distribution of wealth
- 2 spiraling of wages and prices
- 3 circular flow of money
- 4 principal cause of inflation

8 Advertising may stimulate the economy by increasing

- 1 demand
- 2 production
- 3 supply
- 4 profits

9 Kirsch is a chain-saw operator. His employer supplies goggles and a hard hat for him to wear when he is working. This situation best illustrates the responsibility of an employer to provide

- 1 wages
- 2 training
- 3 fringe benefits
- 4 safety equipment

10 A person's beliefs, attitudes, preferences, and opinions are part of that person's

- 1 dexterity
- 2 strengths
- 3 personality
- 4 needs

- 11 Which statement gives the best example of an aptitude?
- 1 Jansen has a natural gift for working with plants.
 - 2 Tennyson wants to learn to be a computer programmer.
 - 3 Petrie usually arrives late to his part-time job.
 - 4 Raymond prefers playing chess to playing football.
- 12 Legally, a business can base a hiring decision on an individual's
- | | |
|-------------|------------------|
| 1 race | 3 sex |
| 2 education | 4 marital status |
- 13 Which employee shows the most initiative?
- 1 Kaufman usually arrives for work 5 minutes early to chat with co-workers.
 - 2 Taylor usually arrives for work 10 minutes late because of the traffic.
 - 3 Sanchez usually arrives for work 15 minutes early to drink a cup of coffee and read the newspaper.
 - 4 Lang usually arrives for work 30 minutes early to get a head start on the day's work.
- 14 In a labor dispute, a work stoppage that is used as a bargaining strategy by employees is known as
- | | |
|-----------------|-------------------|
| 1 a closed shop | 3 an injunction |
| 2 a strike | 4 a protest march |
- 15 Which organization determines standard working hours?
- 1 individual State Unemployment Insurance offices
 - 2 the Social Security Administration
 - 3 the Civil Rights Commission
 - 4 the United States Department of Labor
- 16 Which insurance covers on-the-job injuries to workers?
- 1 Unemployment Insurance
 - 2 life insurance
 - 3 Workers' Compensation
 - 4 Social Security
- 17 Labor unions are organizations of workers who join together for the purpose of
- 1 obtaining higher pay and better working conditions
 - 2 finding the best possible way of producing a product or service
 - 3 finding a job for a lifetime
 - 4 protecting workers from government labor laws
- 18 When members of the union and representatives of the company sit down to work out a new contract, they are engaging in a process called
- 1 collective bargaining
 - 2 boycotting
 - 3 brainstorming
 - 4 affirmative action
- 19 Henderson is a recent high school graduate and has no prior work experience. For her first job, she will most likely be qualified for
- 1 a professional position
 - 2 an entry-level position
 - 3 an administrative position
 - 4 a midmanagement-level position
- 20 Bromley is an active member of many clubs and is also a volunteer firefighter. Which best describes Bromley's interests?
- 1 working alone
 - 2 working with data
 - 3 working with people
 - 4 working with things

- 21 Which is the best source of potential job openings in your community?
- 1 local newspaper classified advertisements
 - 2 *Dictionary of Occupational Titles*
 - 3 *Occupational Outlook Handbook*
 - 4 trade magazines
- 22 Which is most often the *first* step in getting a job?
- 1 arranging for an interview
 - 2 taking an employment test
 - 3 writing a follow-up letter
 - 4 completing a job application form
- 23 An individual outside your immediate family who knows you well and can testify to your good character for potential employment is called a
- 1 business reference
 - 2 placement coordinator
 - 3 personal reference
 - 4 career counselor
- 24 Which is a requirement for the jobs of keyboard operator, electronics technician, and sewing machine operator?
- 1 strength
 - 2 balance
 - 3 verbal skill
 - 4 manual dexterity
- 25 Career clusters are groups of jobs that
- 1 are in the same office or factory
 - 2 have the same salary
 - 3 are geographically near each other
 - 4 share the same general traits
- 26 If it is found on an employment application, which question is discriminatory?
- 1 If you are under 18 or over 70, what is your specific age?
 - 2 Were you previously employed by this organization?
 - 3 Are you a citizen of the United States?
 - 4 What is the rate of pay you expect per week?
- 27 Which personal resource is most improved by eating balanced, nutritious meals?
- | | |
|----------|----------|
| 1 values | 3 health |
| 2 time | 4 skills |
- 28 A skill that has already been developed is called
- | | |
|---------------|----------------|
| 1 an interest | 3 a habit |
| 2 an ability | 4 an objective |
- 29 Wilson had an opportunity to go into business with a friend. Instead, he decided to keep his present job because he has ten years of seniority. Which value is probably most important to Wilson?
- | | |
|-------------|---------------|
| 1 security | 3 recognition |
| 2 challenge | 4 wealth |
- 30 Teal's parents both work full time. Both parents' incomes are needed to pay household expenses. Which action would the family most likely take if one of Teal's parents were to lose his or her job?
- 1 Increase the spending for housing in the family budget.
 - 2 Make some changes in the family's lifestyle.
 - 3 Change the family's basic set of values.
 - 4 Try to eliminate some of the family's survival needs.

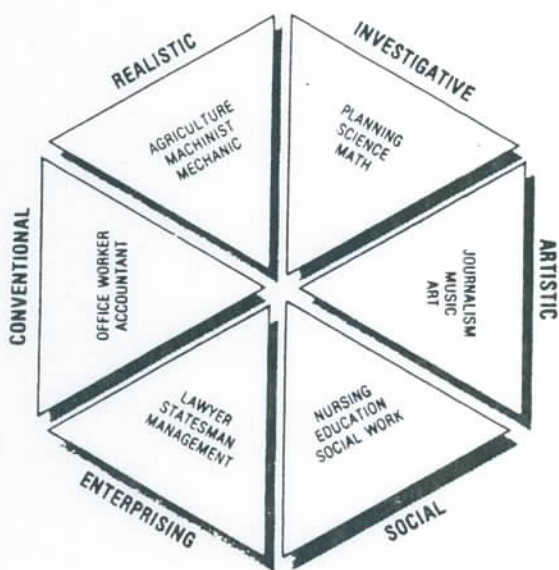
31 Larson has taken an interest and aptitude test. She has a list of jobs that match her test results. Which action should Larson take next?

- 1 Analyze why she has the interests listed.
- 2 Select one job from the list and train for it.
- 3 Gather information on each job on the list.
- 4 Send her résumé to several employers.

32 A person's time, energy, and skills are best defined as

- 1 personal goals
- 2 financial resources
- 3 career goals
- 4 human resources

33 Using the information on the chart below, which personal trait is most closely associated with persons who enjoy teaching and working with people?



- 1 social
- 2 investigative
- 3 realistic
- 4 artistic

34 Bartowski has always received good grades in English. He does not do as well in mathematics, a subject he does not like. He is very social and enjoys writing and making speeches. In which occupation would Bartowski be *least* interested?

- 1 lawyer
- 2 accountant
- 3 tour guide
- 4 newspaper reporter

35 The best way to delegate responsibilities is to

- 1 assign only unimportant tasks
- 2 match tasks to individual strengths
- 3 divide one task into several parts
- 4 assign tasks to any employee who is available

36 Which is the best reason for managing time effectively?

- 1 More time can be used for school and work.
- 2 Difficult tasks can be delayed.
- 3 More time will be available to do things that are most valued.
- 4 Personal time pressures and stress will be eliminated.

37 In order to use your individual strengths fully, you must *first*

- 1 recognize what your strengths are
- 2 identify your weaknesses
- 3 evaluate your needs and wants
- 4 establish your goals and objectives

38 The purpose of planning before making a purchase is to help a consumer

- 1 buy items sold primarily in large quantities
- 2 buy items on impulse
- 3 make wise buying decisions
- 4 make daily purchases

- 39 Signing your name on the back of a check is a type of
- | | |
|---------------|----------------|
| 1 consignment | 3 withdrawal |
| 2 endorsement | 4 cancellation |
- 40 Which organization collects information on whether or not people pay their bills on time?
- 1 employment agency
 - 2 personnel office
 - 3 consumer relations office
 - 4 credit bureau
- 41 Which is an example of collateral?
- | | |
|---------------|-------------|
| 1 property | 3 bank loan |
| 2 credit card | 4 salary |
- 42 Burns wants to own a new car. What is the first step Burns should take to achieve that goal?
- 1 Open a checking account.
 - 2 Buy a savings bond.
 - 3 Open a savings account.
 - 4 Plan a budget.
- 43 The interest owed on an installment credit loan is called the
- 1 principal
 - 2 finance charge
 - 3 revolving charge
 - 4 downpayment
- 44 The total amount of money earned by a worker is referred to as
- 1 net income
 - 2 projected income
 - 3 gross income
 - 4 desired income
- 45 Certificates of deposit and individual retirement accounts are examples of
- 1 savings plans
 - 2 preferred stocks
 - 3 sources of credit
 - 4 personal checking accounts
- 46 A major difference between purchasing services and purchasing goods is that services are
- 1 provided by fewer sellers
 - 2 more expensive
 - 3 not necessities
 - 4 not returnable
- 47 The Lances have a combined weekly income of \$400. This week their expenses are groceries, \$80; gas, \$30; car payment, \$170; telephone, \$20; and movies, \$12. How much money will the Lances have left after all of the expenses for the week are paid?
- | | |
|----------|-----------|
| (1) \$88 | (3) \$312 |
| (2) \$98 | (4) \$322 |
- 48 Levine wants to buy a new stereo. The cash price is \$359. The installment terms require a downpayment of \$50 and ten monthly payments of \$35. What is her savings if she purchases the item for cash?
- | | |
|-------------|--------------|
| (1) \$4.10 | (3) \$41.00 |
| (2) \$15.00 | (4) \$150.00 |
- 49 The Kramer family is preparing a monthly budget. Mr. Kramer earns \$17,520 per year. Mrs. Kramer earns \$1,200 per month. Their daughter Sarah works 12 days a month for \$25 per day. What is the family's gross monthly income?
- | | |
|--------------|-------------|
| (1) \$18,745 | (3) \$2,060 |
| (2) \$2,960 | (4) \$1,646 |
- 50 Gorman's checkbook shows a balance of \$195.45. A cancelled check for \$43 had been incorrectly recorded in her checkbook as \$34. What is her correct balance?
- | | |
|--------------|--------------|
| (1) \$238.45 | (3) \$204.45 |
| (2) \$229.45 | (4) \$186.45 |