

# OCCUPATIONAL EDUCATION PROFICIENCY EXAMINATION

## Introduction to Occupations

Monday, January 27, 1992 — 1:15 p.m.

### SCORING KEY FOR PART 1

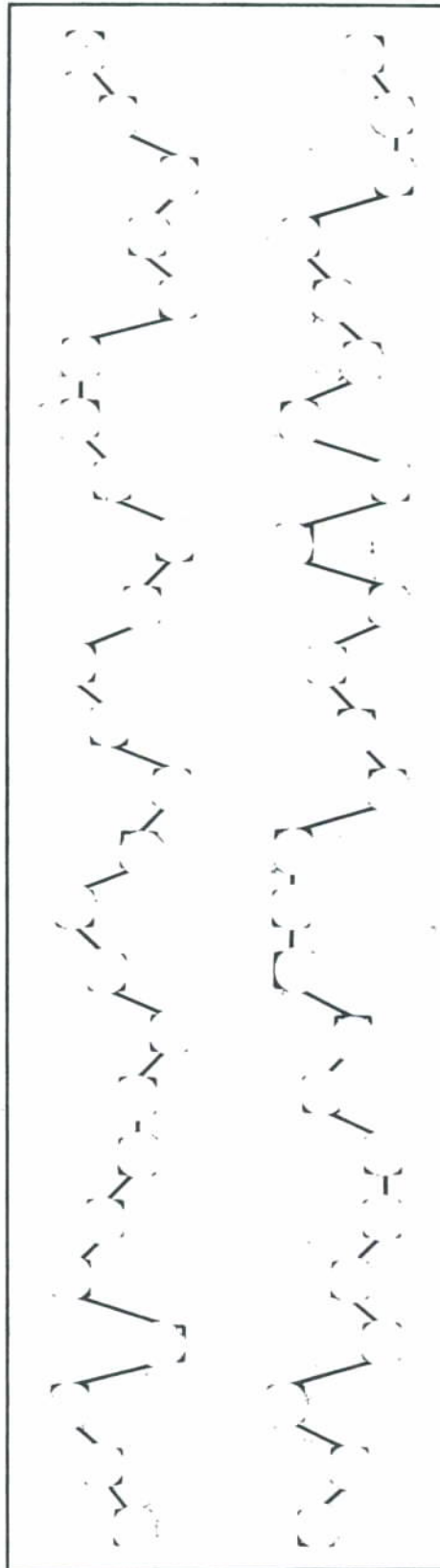
CUT OUT THIS  
SPACE TO RECORD  
RAW SCORE

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 ① appears in the box for question 1, and the ② appears in the box for question 50.

#### List of Correct Answers

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



The University of the State of New York

## Occupational Education Proficiency Examination

### INTRODUCTION TO OCCUPATIONS

Monday, January 27, 1992 — 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. 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 black lead pencil on your answer sheet.

When you have finished Part 1, go right on to Part 2. You will have as much time as you need to answer the questions on Part 1 and 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.**

Copyright 1992  
THE UNIVERSITY OF THE STATE OF NEW YORK  
THE STATE EDUCATION DEPARTMENT  
ALBANY, NEW YORK 12234

No part of this examination may be reproduced and/or transmitted by any means without written permission.



## 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 course is a required part of *every* occupational education sequence?

- 1 Production Systems
- 2 Introduction to Occupations
- 3 Food and Nutrition
- 4 Business Analysis/Business Computer Applications

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.

- 1 The main goal of most businesses is to
- 1 make a profit
  - 2 circulate money
  - 3 satisfy employees
  - 4 supply goods

2 Consumers have a major effect on business because of the

- 1 work they do
- 2 purchases they make
- 3 places they live
- 4 services they provide

3 Thomas and Barry own gas stations located on opposite corners. Thomas charges \$1.21 per gallon for self-service unleaded gas. Barry charges \$1.21 per gallon for unleaded gas and also provides full service. Which economic factor is best illustrated by this example?

- 1 government price control
- 2 supply and demand
- 3 profit motive
- 4 competition

4 Factories, machinery, and tools are examples of which type of resource?

- 1 natural
- 2 human
- 3 capital
- 4 financial

5 Exchanging something of value for something needed or wanted is

- 1 determining wants
- 2 determining needs
- 3 managing a business
- 4 making a business transaction

6 Gathering a variety of ideas without forming an opinion is called

- 1 brainstorming
- 2 feedback
- 3 evaluation
- 4 selection

7 Which area of the economy usually has the greatest seasonal changes in employment rates?

- 1 agriculture
- 2 manufacturing
- 3 banking
- 4 transportation

8 Which position is usually held by a volunteer?

- 1 schoolteacher
- 2 scout leader
- 3 United States Senator
- 4 electrician

9 The *first* step in the decisionmaking process is to

- 1 analyze resources
- 2 evaluate alternatives
- 3 carry out the solution
- 4 define the problem

10 Seventeen-year-old Marlo applied for a job as office manager in a large business office, but the personnel manager only offered Marlo an entry-level position. Marlo's failure to get the job as office manager was most probably because of her lack of

- 1 enthusiasm
- 2 ambition
- 3 experience
- 4 commitment

11 During a job interview, the interviewer may legally ask questions about the applicant's

- 1 work experience
- 2 ethnic background
- 3 height and weight
- 4 marital status

Base your answer to question 12 on the help-wanted advertisements below.

<p><b>DELI CLERK</b> Part time &amp; full time. Alban Deli, 555-4455</p>	<p><b>ESTHETICIAN</b> Skin care salon. Main St. area. Salary &amp; commission. 555-5123</p>
<p><b>EARLY CHILDHOOD SPECIALIST</b> Instruct preschoolers having special needs in an interdisciplinary team setting. Work Mon.-Fri. Requires Bachelor's or Associate's degree &amp; classroom exp. Respond w/ refs to: Child Site, Personnel PO Box 2 Meltown, NY 12690 EOE</p>	<p><b>EQUIPMENT OPERATOR &amp; TRUCK DRIVER</b> exp., salary negotiable. Call 555-8176 aft. 6 PM</p> <p><b>GENERAL FACTORY WORKER</b> Will train dependable, mature person. 4-6 hours daily. CK Manufacturing, opposite Memorial Hospital. Apply in person.</p> <p><b>GRAPHIC ARTIST</b>, type 50 wpm, learn desktop publ. 555-4949</p>

12 Which advertised occupation requires training or education beyond high school?

- 1 deli clerk
- 2 early childhood specialist
- 3 esthetician
- 4 general factory worker

13 Which characteristic would be most important for people choosing careers in law enforcement and safety?

- 1 excellent typing skills
- 2 above-average math skills
- 3 ability to entertain people
- 4 ability to work well under pressure

14 Which document provides the most detailed information about a person's educational background and work experience?

- 1 student transcript
- 2 letter of application
- 3 résumé
- 4 letter of reference

15 When people have reached their potential, it means that they have

- 1 developed all their capabilities
- 2 graduated from college
- 3 become financially secure
- 4 retired from their employment

16 A career cluster is best described as a

- 1 method of job selection
- 2 group of occupations that have common characteristics
- 3 listing of human resources
- 4 computer grouping of desirable personality traits

17 An apprenticeship is often part of job preparation for a

- |                 |             |
|-----------------|-------------|
| 1 postal worker | 3 secretary |
| 2 salesperson   | 4 carpenter |

18 Which job placement organization charges a fee for its services?

- 1 state employment agency
- 2 Federal employment agency
- 3 private employment agency
- 4 Civil Service Department

19 Which term best describes a person who has an idea for a business, is willing to take the risks, and is able to combine resources that will produce goods or services?

- 1 an employee
- 2 an apprentice
- 3 an entrepreneur
- 4 a stockholder

- 20 When a person wants to find out if there are job openings at a particular company, the best method for the person to use is to
- 1 call an employment agency
  - 2 contact the company directly
  - 3 talk to a school guidance counselor
  - 4 read the newspaper advertisements
- 21 Which activity would most help an individual improve his or her employment opportunities?
- 1 learning new skills
  - 2 purchasing a new car
  - 3 getting married
  - 4 pursuing a hobby
- 22 Which worker is most likely to have an accident at work?
- 1 Giles, who has a bad attitude toward most of his coworkers
  - 2 Merri, who is very slow in completing her work
  - 3 Jackie, who often tells jokes on the job
  - 4 Sam, who operates equipment for which he is not trained
- 23 A group formed for the purpose of bargaining to obtain higher pay and better working conditions for employees is a
- 1 labor union
  - 2 buyers' cooperative
  - 3 corporation
  - 4 fraternal organization
- 24 Which factor affecting working conditions is *not* considered an environmental hazard?
- 1 handling harmful substances
  - 2 moving heavy workloads
  - 3 experiencing extreme temperature changes
  - 4 breathing toxic gases
- 25 The best way for a new employee to learn how to act on the job is to
- 1 use trial and error
  - 2 read a book on etiquette
  - 3 observe successful coworkers
  - 4 write to a newspaper columnist who is a career counselor
- 26 In which job are employment opportunities increasing as a result of advances in technology?
- 1 stenographer
  - 2 gas station attendant
  - 3 electronics technician
  - 4 beautician
- 27 After Chris finished his training and became a nurse, he felt happy and content in his new occupation. This statement describes Chris' job
- |               |                |
|---------------|----------------|
| 1 loyalty     | 3 security     |
| 2 performance | 4 satisfaction |
- 28 By law, most employers must provide their employees with
- 1 opportunities to earn overtime pay
  - 2 one week of paid vacation for each year of employment
  - 3 training for higher paying positions
  - 4 wages equal to or greater than the minimum wage
- 29 A written agreement that results from successful negotiations between labor and management is called
- |                 |               |
|-----------------|---------------|
| 1 a contract    | 3 arbitration |
| 2 an injunction | 4 mediation   |
- 30 A successful boycott of a product results in
- 1 increased production of the product
  - 2 decreased sales of the product
  - 3 increased sales of the product
  - 4 reduced surpluses of the product

- 31 Retirement funds, disability insurance, and Medicare are part of
- 1 unemployment insurance
  - 2 earned income
  - 3 Social Security benefits
  - 4 profit-sharing plans

- 32 Both income tax and Social Security tax are withheld from Julia's paycheck. The money left after these deductions is defined as

- |                |                 |
|----------------|-----------------|
| 1 net income   | 3 earned income |
| 2 gross income | 4 real income   |

- 33 Howard has offered to provide babysitting services for Mr. Adams. The best way for Mr. Adams to check Howard's qualifications is to

- 1 call the Better Business Bureau for a report
- 2 read newspaper articles on babysitters
- 3 check the Yellow Pages for local advertising
- 4 request letters of reference from former employers

- 34 Which person would most likely have the best credit rating?

- 1 Derek, who always pays his bills on time
- 2 Ava, who recently closed her checking account
- 3 Gwen, who just became employed at her first job
- 4 Ryan, who defaulted on a small loan he obtained last year

- 35 Which payment option provides the *least* expensive method of purchasing an item?

- 1 a bank loan
- 2 an installment plan
- 3 a money order
- 4 cash

- 36 If consumer protection agencies were eliminated, the most likely result would be that

- 1 competition would not exist
- 2 a greater number of unsafe products would enter the market
- 3 prices for goods and services would remain the same
- 4 shoppers would make more purchases in small stores

- 37 A long-term credit obligation for the purchase of a home is known as a

- 1 line of credit
- 2 revolving charge account
- 3 mortgage loan
- 4 financial statement

- 38 What is the name of the monthly fee that a bank charges for handling a checking account?

- 1 stop-payment charge
- 2 overdraft charge
- 3 interest charge
- 4 service charge

- 39 The payments made to an insurance company in exchange for an insurance policy are called

- |              |                |
|--------------|----------------|
| 1 premiums   | 3 liabilities  |
| 2 warranties | 4 endorsements |

- 40 Because Tanya works in the construction industry, she is laid off during the winter months. Tanya could pay her bills more easily while she is out of work by

- 1 budgeting her income over 12 months
- 2 increasing flexible expenses in the winter
- 3 becoming a volunteer
- 4 increasing fixed expenses during the winter





46 A store advertised specially priced tires. When Carol inquired about these tires, the salesperson told Carol that the tires were of inferior quality and she should buy more expensive ones. This practice is referred to as

- 1 loss-leader advertising
- 2 corrective advertising
- 3 bait-and-switch advertising
- 4 institutional advertising

47 Corazon shoveled four driveways last week. At the end of the week, she deposited her earnings in a savings account. Her earnings included \$25 in cash and checks for \$60, \$32, and \$45. What was her total bank deposit?

- (1) \$127
- (2) \$137
- (3) \$152
- (4) \$162

48 A family has assets of \$62,000 and liabilities of \$31,950. What is the family's net worth?

- (1) \$30,050
- (2) \$31,950
- (3) \$62,000
- (4) \$93,950

49 Tina bought a new washer and dryer for \$599.00 and made a 20% downpayment. How much was Tina's downpayment?

- (1) \$11.98
- (2) \$59.90
- (3) \$119.80
- (4) \$429.20

50 Peter earns \$6 per hour at his job. He earns time-and-a-half for every hour worked over 35 hours. If Peter works 42 hours this week, what is his gross pay?

- (1) \$378
- (2) \$273
- (3) \$252
- (4) \$210

---

**When you have finished Part 1, go right on to Part 2.**