

OCCUPATIONAL EDUCATION PROFICIENCY EXAMINATION

Introduction to Occupations

Tuesday, January 23, 1990—1:15 p.m.

SCORING KEY

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 is a raw score (total number of correct answers) of 33.

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 ③ appears in the box for question 1, and the ② appears in the box for question 50.

List of Correct Answers

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

The diagram shows two vertical columns of boxes, each containing 50 boxes. The boxes are connected by lines in a zig-zag pattern, forming two parallel paths. This is a template for recording the raw score for each question.

The University of the State of New York

Occupational Education Proficiency Examination

INTRODUCTION TO OCCUPATIONS

Tuesday, January 23, 1990 — 1:15 p.m.

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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THE STATE EDUCATION DEPARTMENT
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

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

- 1 Production Systems
- 2 Introduction to Occupations
- 3 Food and Nutrition
- 4 Basic Agricultural Skills

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 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.

- 1 Employers are generally responsible for
 - 1 settling disputes between labor and management
 - 2 encouraging employees' unions
 - 3 maintaining a safe working environment
 - 4 providing child care for employees during working hours

2 McGuire notices that his weekly food bill has been steadily increasing although he purchases the same items each week. The increase in his food bill is most likely due to

- 1 opportunity costs
- 2 commercial loans
- 3 trade deficits
- 4 inflation

3 The money that a business receives as a return on an investment is called a

- | | |
|----------|--------------|
| 1 profit | 3 salary |
| 2 markup | 4 commission |

4 Businesses can best identify current consumer demands by analyzing consumer trends related to the

- 1 formation of consumer cooperatives
- 2 purchase of products and services
- 3 investment of capital in the stock market
- 4 amount of money saved in bank accounts

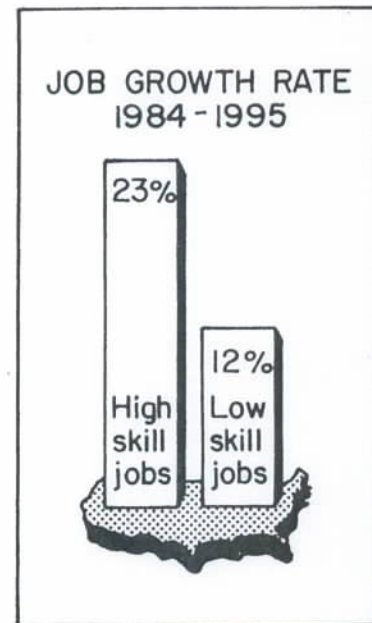
5 Gross national product refers to the

- 1 average price of stocks on the stock market
- 2 total value of the goods and services produced in a country in one year
- 3 average amount of money spent by each person in a country in one year
- 4 circular flow of money within the economy

6 Which statement describes a business transaction?

- 1 A worker in a textile factory helps transform raw materials into finished cloth.
- 2 A successful business owner gives a certain amount of the money she earns each year to charitable organizations in her community and state.
- 3 An assembly-line worker works with others on the assembly line to produce automobiles.
- 4 A fisherman gives a local farmer some of the fish he catches in exchange for some of the farmer's crops.

Base your answer to question 7 on the graph below.



Source: Bureau of Labor Statistics

7 What is the best interpretation of this graph?

- 1 High skill jobs are growing faster than low skill jobs.
- 2 There are more high skill jobs than low skill jobs.
- 3 High skill jobs pay more than low skill jobs.
- 4 There are more high skill jobs than low skill jobs in the western part of the United States.

8 Which is the principal economic system of the United States?

- 1 traditionalism 3 free enterprise
- 2 socialism 4 communism

9 Which factor of production is a natural resource?

- 1 oil 3 capital
- 2 technology 4 management

10 Dressing appropriately means dressing to

- 1 feel comfortable
- 2 keep up with current fads
- 3 fit the occasion
- 4 please your friends

11 Mueller, a factory worker, is asked to help other employees complete work after he has completed his own work assignment. Mueller willingly helps his coworkers. Which personal characteristic is Mueller demonstrating?

- 1 honesty 3 punctuality
- 2 cooperation 4 creativity

12 A person learns a trade by working under the direction of skilled workers in

- 1 an entrepreneurship
- 2 a trade association
- 3 a union shop
- 4 an apprenticeship

13 The employees of ABM Corporation are permitted to come to work at any time provided they work 8 hours a day. Which employment practice exists at ABM Corporation?

- 1 fixed hours 3 straight time
- 2 flexible hours 4 controlled time

14 Health insurance, pensions, and paid vacations are known as

- 1 fringe benefits
- 2 total compensation
- 3 wages
- 4 working conditions

15 If workers refuse to work but do not leave their work station, they are participating in a

- 1 lockout
- 2 sympathy strike
- 3 sitdown strike
- 4 slowdown

16 Union members who carry signs near a factory are called

- 1 scabs 3 wildcats
- 2 boycotters 4 pickets

17 If Burke is having a problem getting along with a difficult coworker, she should *first*

- 1 try to change her coworker's personality
- 2 try to be more understanding of the coworker
- 3 ignore the coworker
- 4 change her job

18 An employer is most likely to terminate a worker immediately with no warning if the worker

- 1 is caught using illegal drugs on the job
- 2 accidentally breaks an expensive piece of equipment
- 3 comes to work one hour late
- 4 is rude to his or her immediate supervisor

- 19 A Social Security number indicates that a person
- 1 owns property
 - 2 is currently employed
 - 3 has an account from which retirement benefits may be drawn
 - 4 has an account that may be used as bank collateral

- 20 Buckley lives alone in a large city and does not drive a car. It is probably most important for Buckley to find a job that
- 1 provides opportunities for frequent out-of-town trips
 - 2 is easily reached by public transportation
 - 3 supplies her with a company car
 - 4 offers employees flexible working hours

- 21 What does the abbreviation "EXP" mean when it appears in a help-wanted advertisement?
- 1 experience
 - 2 explanation
 - 3 exceptional
 - 4 expense account

- 22 The *first* step in the process of finding a job is generally to
- 1 schedule an interview with the prospective employer
 - 2 gather a list of job leads
 - 3 fill out an application form
 - 4 send out résumés and cover letters

- 23 A help-wanted advertisement in the newspaper states that the salary for a particular position is 20K. What does 20K mean in terms of dollars?
- | | |
|-----------|--------------|
| (1) \$20 | (3) \$2,000 |
| (2) \$200 | (4) \$20,000 |

- 24 A group of occupations that require similar abilities and skills is called a
- 1 career interest area
 - 2 career register
 - 3 job cluster
 - 4 job cooperative

- 25 Brinson has recently been hired for a position at a local supermarket. The supermarket is a union shop, which means that all new employees
- 1 must join the union within a certain length of time
 - 2 can choose whether or not to join the union
 - 3 receive extra benefits and insurance premiums
 - 4 will not be laid off from the supermarket

- 26 A fee for helping people find jobs is charged by
- 1 a school placement office
 - 2 a private employment agency
 - 3 a public employment service
 - 4 an employer's personnel office

- 27 Personal appearance, the use of leisure time, and the choice of a place to live are elements of a person's
- | | |
|--------------------|-------------|
| 1 potential | 3 authority |
| 2 job satisfaction | 4 lifestyle |

- 28 Which type of need includes the need for adequate nourishment and shelter?
- | | |
|--------------------|------------|
| 1 self-fulfillment | 3 safety |
| 2 social | 4 survival |

- 29 Garcia has set a career goal of becoming an accountant. Which alternative career choice would match up favorably with Garcia's primary goal?
- 1 math teacher
 - 2 concert pianist
 - 3 personnel director
 - 4 lawyer
- 30 Which statement about needs is most accurate?
- 1 All people have the same needs.
 - 2 Needs change as a person develops.
 - 3 Each of a person's needs is equally important.
 - 4 A person's needs are the same as his or her wants.
- 31 Harris bought a new coat, paid for car insurance, and enrolled in a community college. These activities can best be described as
- 1 maintaining vital records
 - 2 preparing a budget
 - 3 using credit
 - 4 buying goods and services
- 32 The most important resources for Simons in her future career in sales would most likely be her
- 1 ability and initiative
 - 2 educational level and beginning salary
 - 3 physical strength and cultural interests
 - 4 hobbies and leisure activities
- 33 What is the best action to take when you know you are going to be late for work?
- 1 Make sure you have an excuse.
 - 2 Ask a fellow employee to cover for you.
 - 3 Notify your supervisor if possible.
 - 4 Rush to work as soon as you can.
- 34 Johnson's greatest ability is that he is able to organize and complete work in a logical sequence. He always looks for the best way to get the job done. Which attribute does Johnson demonstrate?
- 1 communication skills
 - 2 persuasiveness
 - 3 planning skills
 - 4 self-confidence
- 35 Basic social skills are first developed through relationships with
- 1 family members
 - 2 childhood friends
 - 3 coworkers
 - 4 members of recreational organizations
- 36 Day-to-day time planning most often focuses on goals that are
- | | |
|---------------|----------------|
| 1 long term | 3 short term |
| 2 traditional | 4 intermediate |
- 37 Which kind of test would most likely be used to assess a person's potential for doing well in certain areas such as math or science?
- | | |
|---------------|------------------|
| 1 achievement | 3 self-inventory |
| 2 aptitude | 4 personality |
- 38 Which situation is an example of consumer fraud?
- 1 A person sells a concert ticket for more than its face value after the concert is sold out.
 - 2 A salesperson sells a customer a television at the sale price before it actually goes on sale.
 - 3 A salesperson lists the charge for a service contract on a bill for a new washing machine.
 - 4 On a repair bill, an automobile shop includes a charge for a car part that was replaced unnecessarily.

- 39 In a well-prepared budget, the amount of money to be spent should not exceed a person's
- | | |
|----------|------------------|
| 1 income | 3 wants |
| 2 needs | 4 fixed payments |
- 40 Which type of investment generally involves the *least* risk?
- 1 corporate bonds
 - 2 savings accounts
 - 3 common stock
 - 4 preferred stock
- 41 Which is an example of a fixed expense?
- 1 work clothing purchases
 - 2 monthly car payments
 - 3 savings account deposits
 - 4 weekly food purchases
- 42 Which is the main advantage of a young person opening a charge account?
- 1 It helps to establish a credit rating.
 - 2 It will limit future financial obligations.
 - 3 It provides the opportunity to buy products on impulse.
 - 4 It allows a person to buy more than is needed.
- 43 The total amount of money a person earns from working is called
- 1 fixed income
 - 2 net income
 - 3 discretionary income
 - 4 gross income
- 44 Which is the organization that a customer should contact to help resolve a complaint about a purchase that was not delivered on time?
- 1 Federal Trade Commission
 - 2 local credit bureau
 - 3 Better Business Bureau
 - 4 Consumer Product Safety Commission
- 45 The record of all checking account transactions is kept on a
- 1 withdrawal form
 - 2 blank check
 - 3 deposit slip
 - 4 check register
- 46 Jenkins purchased a motorcycle for \$900 and immediately sold it for \$1,400. What occurred in this transaction?
- 1 Jenkins earned a profit of \$500.
 - 2 Jenkins had a loss of \$500.
 - 3 Jenkins earned a profit of \$900.
 - 4 Jenkins had neither a loss nor a profit.
- 47 What is the total amount that Jaffe will owe after one month if he borrows \$790.58 and the monthly finance charge is 2% of the unpaid balance?
- | | |
|--------------|--------------|
| (1) \$806.39 | (3) \$789.00 |
| (2) \$790.58 | (4) \$774.77 |
- 48 On Tuesday, Reed's checkbook balance was \$350. On Wednesday, he stopped payment on a \$50 check that he had already deducted from the balance. The bank charges \$10 for every stop payment. What is Reed's current balance?
- | | |
|-----------|-----------|
| (1) \$300 | (3) \$390 |
| (2) \$350 | (4) \$400 |
- 49 A computer sells for \$650. On an installment plan, a buyer can make a \$200 downpayment and pay \$44.25 per month for 12 months. What is the total cost of the purchase on the installment plan?
- | | |
|-----------|-----------|
| (1) \$531 | (3) \$731 |
| (2) \$650 | (4) \$850 |

Base your answer to question 50 on the W-2 form below.

Control number		22222									
Employer's name, address, and ZIP code Jackson Manufacturing Company Plaintown, KS 66762				3 Employer's identification number 743-2126-48		4 Employer's State number 51-0174610					
				5 Stat. em- ployee	De- ceased	Pension plan	Legal rep.	942 emp.	Sub- total	Cor- rection	Void
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6				7 Advance EIC payment							
8 Employee's social security number 499-14-8529		9 Federal income tax withheld \$61.95		10 Wages, tips, other compensation \$885.00		11 FICA tax withheld \$54.25					
Employee's name, address, and ZIP code Carol A. Wallis 201 East Third Street Plaintown, KS 66762				13 FICA wages \$885.00		14 FICA tips					
				16 Employer's use							
17 State income tax		18 State wages, tips, etc.		19 Name of State							
20 Local income tax		21 Local wages, tips, etc.		22 Name of locality							

50 How much was withheld from Wallis' pay for Federal income tax?

- | | |
|-------------|--------------|
| (1) \$54.25 | (3) \$116.20 |
| (2) \$61.95 | (4) \$885.00 |