

The University of the State of New York

Occupational Education Proficiency Examination

INTRODUCTION TO OCCUPATIONS

Friday, January 27, 1989 — 9:15 a.m.

9

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
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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.

- 1 The supply and demand for goods and services that a business produces are determined by
 - 1 the government
 - 2 management
 - 3 labor unions
 - 4 consumers

- 2 Which is the principal economic system in the United States?
 - 1 capitalism
 - 2 communism
 - 3 fascism
 - 4 socialism

- 3 To start a partnership, the \$10,000 cash that partners are willing to risk is called
 - 1 a transaction
 - 2 an investment
 - 3 a deposit
 - 4 overhead

- 4 The term "monopoly" applies to
 - 1 government ownership
 - 2 consumer protection
 - 3 complete control of a market
 - 4 strength of a labor union

- 5 Smythe is paid on Friday. After cashing her check at the bank, she does the grocery shopping, picks up an order at a local department store, and has her car serviced. Smythe's payments to these businesses are used by them to buy other goods and services. This process is an example of the
 - 1 law of supply and demand
 - 2 spiraling of wages and prices
 - 3 circular flow of income
 - 4 distribution of wealth

- 6 Recently, the supply of oil was greater than the demand. Which term best describes this economic situation?
 - 1 surplus
 - 2 subsidy
 - 3 scarcity
 - 4 stability

- 7 The process of transferring goods from producer to consumer is called
 - 1 servicing
 - 2 manufacturing
 - 3 contracting
 - 4 marketing

- 8 When employers treat their workers fairly, the employers are offering the workers
 - 1 a variety of recreational facilities
 - 2 varying pay scales for the same job
 - 3 an atmosphere free of favoritism
 - 4 constant supervision

- 9 The payment that a worker receives for providing labor or a service to a business is called
 - 1 an exemption
 - 2 a wage
 - 3 a benefit
 - 4 an obligation

- 10 Everett works for a company in which the people who are promoted are usually those who are willing to work overtime. Everett would like a promotion. He has been working ten hours a day and six days a week. Which personality characteristic best describes Everett?
 - 1 ambitious
 - 2 trustworthy
 - 3 tactless
 - 4 overbearing

- 11 Which is the *first* action to take when a career is chosen?
 - 1 Follow the advice of a career counselor.
 - 2 Read the employment section of the local newspaper.
 - 3 Identify your personal talents and skills.
 - 4 Decide which courses you should take in school.

- 12 Which Federal organization is responsible for enforcing regulations on air and water pollution?
 - 1 Consumer Product Safety Commission
 - 2 Environmental Protection Agency
 - 3 Organization for Economic Cooperation and Development
 - 4 Federal Trade Commission

13 The Harbor Furniture Company is an open shop, which means that the employees

- 1 may not strike
- 2 may not be fired
- 3 must be union members
- 4 can choose whether or not to join the union

14 The major function of labor unions is to

- 1 increase wages and improve working conditions
- 2 protect consumers and maintain market prices
- 3 increase corporate profits and productivity
- 4 protect immigrants and minority workers

15 A boycott is used by a union to

- 1 increase union membership
- 2 advertise a product of the company
- 3 publicize the conditions of the bargaining agreement
- 4 challenge the policies of a company opposed to the union

16 One of the results of being overtired on the job is that

- 1 production will increase
- 2 accidents will increase
- 3 health insurance premiums will decrease
- 4 unemployment insurance rates will decrease

17 The government program that provides income to people who are retired is called

- 1 Medicare
- 2 Selective Service
- 3 Social Security
- 4 Workers' Compensation

18 When a supervisor asks a worker to evaluate the outcome of a particular project and then to report on the findings, the supervisor is asking for

- 1 empathy
- 2 feedback
- 3 a commitment to the project
- 4 alternatives to the outcome

19 Working papers are used to certify that a job applicant is

- 1 attending school
- 2 old enough to work
- 3 physically fit
- 4 trained for the job

20 The best way to determine the education that is needed for a particular job is to look at the job's

- 1 average salary
- 2 present demand for workers
- 3 future employment statistics
- 4 skill requirements

21 Dixon has a strong need to belong to a group. She joins the staff of a fast-food company that uses team management. Which type of need is Dixon fulfilling?

- | | |
|----------|------------|
| 1 social | 3 security |
| 2 safety | 4 esteem |

22 A person can decide the education and training that are needed to reach a career goal by reading the

- 1 *Directory of Postsecondary Schools with Occupational Programs*
- 2 *Advertising Age*
- 3 *Occupational Outlook Handbook*
- 4 *Journal of Labor Statistics*

23 McKeough has had job offers from two different companies near his home. One of them involves extensive computer use along with occasional overtime work. It pays \$410 per week. The other one involves some computer use, a lot of contact with people, and frequent travel. It pays \$450 per week. McKeough's wife works and they have two young children. He chooses the first job. Which value is reflected in his choice?

- 1 career advancement
- 2 social prestige
- 3 family relationships
- 4 financial security

24 Which job skills best fit the position described below?

A SAVINGS BANK has an opening for a part-time processing clerk, 8:30 a.m. to 12:30 p.m., Monday through Friday. Duties consist of opening and sorting mail, preparing check deposits, and processing payments through a terminal. Call 555-3136 between 9 a.m. and 4 p.m., Monday – Friday.

- 1 communications skills
- 2 creative skills
- 3 investigative skills
- 4 manual skills

25 When you receive help in obtaining a position in a company, you would most likely be charged a fee by a

- 1 private employment agency
- 2 State Job Service office
- 3 local union hall
- 4 work-study coordinator

26 Successful goal setting implies that the person's goals

- 1 should not be challenging
- 2 must be limited to one interest
- 3 should be general and not specific
- 4 must fit that person's personality and aptitude

27 Miron has been working 20 hours per week. His school schedule will change next semester so that he will be able to work only 12 hours per week. Because of his reduced income, Miron should spend less on his

- 1 entertainment costs
- 2 stereo payments
- 3 daily lunch
- 4 school supplies

28 Harrison likes to learn what makes things happen, and he enjoys working alone. Which occupational area most likely would appeal to Harrison?

- 1 journalism
- 2 scientific research
- 3 retail sales
- 4 nursing

29 Money, time, energy, and skills make up a person's

- 1 value system
- 2 short-range goals
- 3 personal resources
- 4 survival needs

30 Which aspect of a person's lifestyle generally is easiest to change?

- 1 income
- 2 environment
- 3 marital status
- 4 leisure activities

31 Brower's use of her graduation money for college tuition instead of a car is an example of

- 1 opportunity cost
- 2 profit motive
- 3 occupational analysis
- 4 competition

32 Group relationships developed in team sports or youth clubs are based on

- 1 common interests
- 2 close personal feelings
- 3 brief, casual encounters
- 4 long-term commitments

33 One month before winter recess, Lopez was assigned a ten-page research report due the first school day following the recess. Her family is planning a ski trip during the recess. Which is the best action for Lopez to take?

- 1 Write the report during the ski trip.
- 2 Write the report after recess and turn it in late.
- 3 Write the report before going on the ski trip.
- 4 Stay home to write the report.

34 For a talent to be valuable, it must be

- | | |
|-------------|--------------|
| 1 obvious | 3 unusual |
| 2 developed | 4 profitable |

35 A person's desire to achieve and succeed is called

- | | |
|-----------------|--------------|
| 1 dependability | 3 initiative |
| 2 foresight | 4 motivation |

36 "Being on time" means the same as

- | | |
|--------------|------------|
| 1 productive | 3 accurate |
| flexible | 4 punctual |

37 Which item in a personal budget is a flexible expense?

- 1 rent
- 2 recreation
- 3 insurance premiums
- 4 installment loan

38 When an item is purchased on installment credit, the first payment is usually made when the contract is signed. What is this payment called?

- 1 downpayment
- 2 purchase payment
- 3 primary payment
- 4 monthly payment

39 Which criminal offense occurs when a salesperson deliberately misrepresents a product and deceives a customer in order to make a sale?

- | | |
|-----------|----------------|
| 1 larceny | 3 embezzlement |
| 2 fraud | 4 extortion |

40 A management plan that adjusts expenses to income is called a

- 1 balance sheet
- 2 profit statement
- 3 cost/benefit analysis
- 4 budget

41 Which endorsement is used when the payee writes the words "For Deposit Only" above the signature?

- | | |
|-----------|---------------|
| 1 blank | 3 restrictive |
| 2 special | 4 joint |

Base your answer to question 42 on the bank statement below.

CHECKS AND OTHER DEBITS				DEPOSITS		DATE	BALANCE
				BALANCE FORWARD		NOV 30	54.50
13.50						DEC 01	41.00
25.00						DEC 05	16.00
				70.00		DEC 08	86.00
				50.00		DEC 22	136.00
42.75						DEC 26	93.25
	.30 SC					DEC 28	92.95

BALANCE	NUMBER OF	CHECKS		DEPOSITS		SERVICE	CLOSING BALANCE		
PREVIOUS STATEMENT	ENCLOSURES	NUMBER	AMOUNT	NUMBER	AMOUNT	CHARGE			
54	50	5		3	81 25	2	1 20 00	30	92 95

SC-Service Charge LS-List RI-Returned Items DM-Debit Memo OD-Overdraft IF-Insuf. Funds

42 What is the monthly service charge on the bank statement?
 (1) \$.30 (2) \$20.00 (3) \$54.50 (4) \$81.35

43 Under which circumstance can a person sometimes get free use of borrowed money?
 1 by making partial payments on long-term accounts
 2 by making partial payments on short-term accounts
 3 by paying the full amount on a short-term account before the interest charge is added
 4 by paying the full amount on a short-term account after the interest charge is added

44 Long-term credit for the purpose of purchasing real estate is called
 1 an installment sales contract
 2 an annual percentage rate
 3 a finance charge
 4 a mortgage loan

45 The responsibility for the proper filing of income tax returns rests with the
 1 wage earner
 2 professional tax preparer
 3 employer
 4 Internal Revenue Service