

The University of the State of New York

Occupational Education Proficiency Examination

INTRODUCTION TO OCCUPATIONS

Monday, June 23, 1997—9:15 a.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 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.

Part 1

- 1 Demand for a product is based on the
 - 1 supply of the product in the stores
 - 2 willingness of consumers to buy the product
 - 3 labor costs to manufacture the product
 - 4 number of factories making the product
- 2 Which items are classified as natural resources?
 - 1 food, clothing, and shelter
 - 2 money, insurance, and capital
 - 3 land, oil, and water
 - 4 personal values, needs, and goals
- 3 Paul is an investor in a business from which he receives profits in the form of dividends. This business is most likely a
 - 1 corporation
 - 2 partnership
 - 3 monopoly
 - 4 proprietorship
- 4 Providing a clean, safe environment in the workplace is the responsibility of the
 - 1 Federal Government
 - 2 state government
 - 3 employer
 - 4 consumer
- 5 During an economic recession, people are most likely to decrease spending on
 - 1 rent
 - 2 vacations
 - 3 mortgage payments
 - 4 emergency home repairs
- 6 A country's gross national product (GNP) or gross domestic product (GDP) is its yearly
 - 1 value of all goods and services produced
 - 2 number of manufactured goods
 - 3 cost of living for the average worker
 - 4 value of products bought from other countries
- 7 Which type of economic system does the United States have?
 - 1 communist
 - 2 socialist
 - 3 traditional
 - 4 capitalist
- 8 When Rosa paid a hairstylist to cut her hair, she purchased a
 - 1 good
 - 2 service
 - 3 financial resource
 - 4 capital resource
- 9 Technological unemployment occurs when
 - 1 companies refuse to hire union workers
 - 2 the income of the average worker cannot keep up with price increases
 - 3 workers' compensation is paid to injured workers
 - 4 human labor is replaced by machines
- 10 Shania has an excellent imagination and a good sense of design and space. These strengths may indicate success in the field of
 - 1 appliance repair
 - 2 veterinary medicine
 - 3 architecture
 - 4 law
- 11 Volunteering can be beneficial to individuals because it
 - 1 gives them valuable work experience
 - 2 helps them pay their bills
 - 3 offers them fringe benefits
 - 4 offers overtime pay
- 12 Which type of need is most closely associated with the idea of "reaching one's potential in life"?
 - 1 safety
 - 2 social
 - 3 survival
 - 4 self-realization

13 A person who is learning to perform a building trade through the guidance of a skilled worker is called

- 1 an apprentice
- 2 a manager
- 3 a customer
- 4 a proprietor

14 Qualities such as knowledge, skills, time, energy, and creativity are known as

- 1 values
- 2 resources
- 3 priorities
- 4 attitudes

15 The first step in identifying goals is

- 1 evaluating needs and wants
- 2 deciding how to use leisure time
- 3 asking friends for advice
- 4 working in various part-time jobs

16 Mary thinks she might want a career working with children. After completing job-shadowing assignments at several day-care centers, Mary realized that she did not have the patience needed for this type of work. Mary's next step should be to

- 1 enroll in a college program to become a nursery school teacher
- 2 search for more job-shadowing experiences at different day-care centers
- 3 reevaluate her decision to work with children
- 4 develop more patience in dealing with children

17 Larry must do his daily chores, go to baseball practice, and complete a term paper. How can Larry best accomplish all these tasks?

- 1 write a schedule for completing these activities
- 2 depend on his parents to remind him of his responsibilities
- 3 skip one of these activities
- 4 put off beginning the term paper

18 A group of jobs that require similar abilities and skills is called a career

- 1 plan
- 2 cluster
- 3 decision
- 4 ladder

19 Jon enjoys being the announcer at his school's basketball games. He is also taking college courses to become a television newscaster. Jon's talents and skills are best suited for a career in

- 1 marketing and distribution
- 2 public service
- 3 hospitality and recreation
- 4 communications and media

20 Which source provides detailed information about a variety of careers?

- 1 Internal Revenue Service publications
- 2 Social Security Administration newsletters
- 3 *Occupational Outlook Handbook*
- 4 *The World Almanac*

21 A person who has an idea, takes risks, and combines resources to produce goods and services for profit is called

- 1 a stockholder
- 2 an entrepreneur
- 3 a laborer
- 4 a supervisor

22 One purpose of the follow-up letter in the job-seeking process is to

- 1 request an interview
- 2 apply for a job
- 3 thank an interviewer for his or her time
- 4 ask for references to be sent to the interviewer

23 Tony is 16 years old. To be hired for a job, Tony is legally required to have a Social Security number and

- 1 working papers
- 2 a driver's license
- 3 a list of references
- 4 a copy of his school records

- 24 Jan is looking for local employment opportunities. The most helpful resource would be
- 1 trade magazines
 - 2 her community's newspaper
 - 3 *The Wall Street Journal*
 - 4 the *Dictionary of Occupational Titles*
- 25 During a job interview, employers must avoid asking questions relating to an applicant's
- | | |
|-------------------|-----------------|
| 1 education | 3 family status |
| 2 work experience | 4 interests |
- 26 On which form does an employee indicate marital status, exemptions, and any additional deductions for State and Federal income taxes?
- | | |
|------------|-----------|
| (1) W-2 | (3) 1040A |
| (2) 1040EZ | (4) W-4 |
- 27 Showing flexibility in the workplace means
- 1 adapting to new situations
 - 2 getting to work on time
 - 3 trying to do more work than other employees
 - 4 ignoring rules that an employee does not like
- 28 Which action by an employer is likely to reduce workers' morale?
- 1 opening a day-care center in the workplace
 - 2 building an additional employee parking lot
 - 3 decreasing the time allowed for breaks and lunch
 - 4 lowering prices in the employees' cafeteria
- 29 Which practice is often used by companies to help new employees become familiar with the workplace?
- 1 making sure employees work overtime
 - 2 providing employees with a booklet listing job rules and benefits
 - 3 requiring employees to volunteer their services in the community
 - 4 having a cocktail party to introduce employees to their coworkers
- 30 Medical expenses of workers injured on the job are covered by
- 1 unemployment insurance
 - 2 Medicaid
 - 3 Medicare
 - 4 workers' compensation
- 31 Which employee receives merit raises?
- 1 Eileen, who receives a percentage of the amount of her sales
 - 2 Marge, who receives the same raises as other employees in similar positions
 - 3 Carolyn, whose raises are based on her performance evaluations
 - 4 Jean, who receives an automatic raise once each year
- 32 An example of organized labor is a
- 1 plumbers union
 - 2 professional association of doctors
 - 3 board of directors of a corporation
 - 4 group of volunteers in a hospital
- 33 Recent changes in technology have led the automobile industry to
- 1 hire more assembly-line workers
 - 2 make use of robotics
 - 3 decrease its use of computers
 - 4 abandon mass production

- 34 In Alberto's budget, the rent he pays for his apartment is considered
- 1 fixed income
 - 2 variable income
 - 3 a fixed expense
 - 4 a variable expense
- 35 Monique keeps some of her savings in a certificate of deposit (CD). One advantage of this investment for Monique is that
- 1 she can write checks against the balance in the CD account
 - 2 she can withdraw the entire balance from the CD account whenever she wishes with no penalty
 - 3 no minimum dollar amount is required to open the account
 - 4 interest rates are usually higher than on a personal savings account
- 36 Paul wants to deposit his paycheck into his checking account by mail. Which type of endorsement is best for Paul to use?
- 1 blank
 - 2 restrictive
 - 3 full
 - 4 special
- 37 While balancing his checkbook, Ken noticed that three checks were outstanding. These checks have been
- 1 written by Ken but not paid by the bank
 - 2 returned to Ken due to insufficient funds
 - 3 certified by the bank
 - 4 refused payment because of stop payment orders
- 38 To reconcile a bank statement means to
- 1 repay an overdraft
 - 2 keep a running balance
 - 3 bring bank and checkbook balance into agreement
 - 4 maintain a minimum balance
- 39 Which is an example of income that is *not* taxable?
- (1) \$1,000 monthly wage
 - (2) \$50.00 birthday present
 - (3) \$34.80 daily tips
 - (4) \$10.80 interest on a savings account
- 40 The amount of Federal tax that an individual owes is based on the individual's
- 1 financial needs
 - 2 monthly savings
 - 3 lifestyle
 - 4 income
- 41 The use of credit to purchase a home is called a
- 1 personal loan
 - 2 vacation loan
 - 3 passbook loan
 - 4 mortgage loan
- 42 On an installment plan, the difference between the cash price and the installment price is called
- 1 a finance charge
 - 2 sales tax
 - 3 compound interest
 - 4 a dividend
- 43 Which is an accurate definition of the term "dependent"?
- 1 a set amount of earnings that is not taxed
 - 2 an extra deduction from gross salary
 - 3 a person who is supported by a taxpayer
 - 4 a personal expense that can be subtracted from income before tax is calculated
- 44 Audrey bought a new car for \$9,000. She made a downpayment of \$1,500 and financed the balance for 2 years. Her monthly payment is \$345.31. What is the total amount Audrey would save if she paid cash for the car?
- (1) \$712.56
 - (2) \$787.44
 - (3) \$2,212.56
 - (4) \$2,287.44

- 45 Elizabeth wants to save enough money from her job to pay for her tuition to nursing school. What should Elizabeth do to save this money?
- 1 follow a program of physical activity
 - 2 become involved in community activities
 - 3 volunteer at a local hospital
 - 4 develop a personal budget
- 46 Karl wants to buy a compact disc (CD) player. Which source would provide him with objective product information?
- 1 *Occupational Outlook Handbook*
 - 2 *Consumer Reports* magazine
 - 3 Federal Trade Commission
 - 4 Internal Revenue Service
- 47 David's car slid off the road and hit a telephone pole. Which type of insurance will cover the cost of the repair to David's car?
- 1 collision
 - 2 liability
 - 3 comprehensive
 - 4 uninsured motorists
- 48 Nancy recently had surgery. The insurance company paid 80% of the medical costs and Nancy had to pay the remaining 20%. The 20% that Nancy paid is called a
- 1 premium
 - 2 beneficiary
 - 3 commission
 - 4 deductible
- 49 What is the first step Janice should take if she believes she purchased a defective television?
- 1 write to the office of the New York State Attorney General
 - 2 call the local Better Business Bureau
 - 3 contact the store where she purchased the television
 - 4 talk to the local police
- 50 False information given to a customer by a salesperson in order to make a sale is considered
- 1 a warranty
 - 2 fraud
 - 3 advertising
 - 4 price fixing

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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 Identify *four* ways that work sites have been altered to accommodate persons with disabilities.

(1) _____ [1]

(2) _____ [1]

(3) _____ [1]

(4) _____ [1]

2 List *four* techniques for effective time management.

(1) _____ [1]

(2) _____ [1]

(3) _____ [1]

(4) _____ [1]

3 a Explain how using payroll deduction can help an employee to save money.

[2]

b List *two* different types of fringe benefits that employers provide to their employees.

(1) _____ [1]

(2) _____ [1]

4 Identify *four* ways people can establish and/or protect their credit rating.

(1) _____ [1]

(2) _____ [1]

(3) _____ [1]

(4) _____ [1]

OCCUPATIONAL EDUCATION PROFICIENCY EXAMINATION

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

LIST OF CORRECT ANSWERS

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

