

OCCUPATIONAL EDUCATION PROFICIENCY EXAMINATION

Introduction to Occupations

Monday, June 17, 1991—9:15 a.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 ② appears in the box for question 1, and the ① appears in the box for question 50.

List of Correct Answers

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

The diagram shows two vertical columns of boxes. Each box is connected to the one above it and the one to its right (or left) by a line, creating a zigzag path down the page. This layout is designed for a student to record their raw score for each of the 50 questions on the exam.

The University of the State of New York

Occupational Education Proficiency Examination

INTRODUCTION TO OCCUPATIONS

Monday, June 17, 1991 — 9:15 a.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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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 Converting raw materials into finished goods is the role of
- distributors
 - manufacturers
 - service businesses
 - retailers

- 2 Which item would satisfy a basic human need?

- car
- work of art
- television
- house

- 3 In a business, which action by the owner directly helps satisfy the needs and wants of the employees?

- investing in modern machinery
- hiring new employees
- developing a new line of products
- increasing wage levels

- 4 The main reason a person operates a business is to make money. This statement describes the

- profit motive
- factors of production
- marketplace
- circular flow model

- 5 The total value of all goods and services produced in the United States in a year is known as the

- actual dollar value
- consumer price index
- recession rate
- gross national product

- 6 By purchasing a product, a consumer is creating a

- | | |
|----------|-----------|
| demand | 3 boycott |
| 2 supply | 4 surplus |

- 7 Which statement best describes the economic system in the United States?

- Prices are usually determined by the government.
- Businesses stress centralized economic planning.
- Individuals have freedom to make economic decisions.
- Production is controlled by government planners.

- 8 In the United States, a common transaction between final consumers and businesses involves an exchange of

- cash for goods
- production materials for cash
- labor for services
- services for goods

- 9 A natural ability to perform a particular task well is called

- | | |
|--------------|---------------|
| 1 an opinion | 3 an attitude |
| 2 a talent | 4 an interest |

- 10 Heide has a job as an administrative assistant. She frequently offers to do extra work and shows a great deal of interest in learning new skills. Which characteristic best describes Heide?

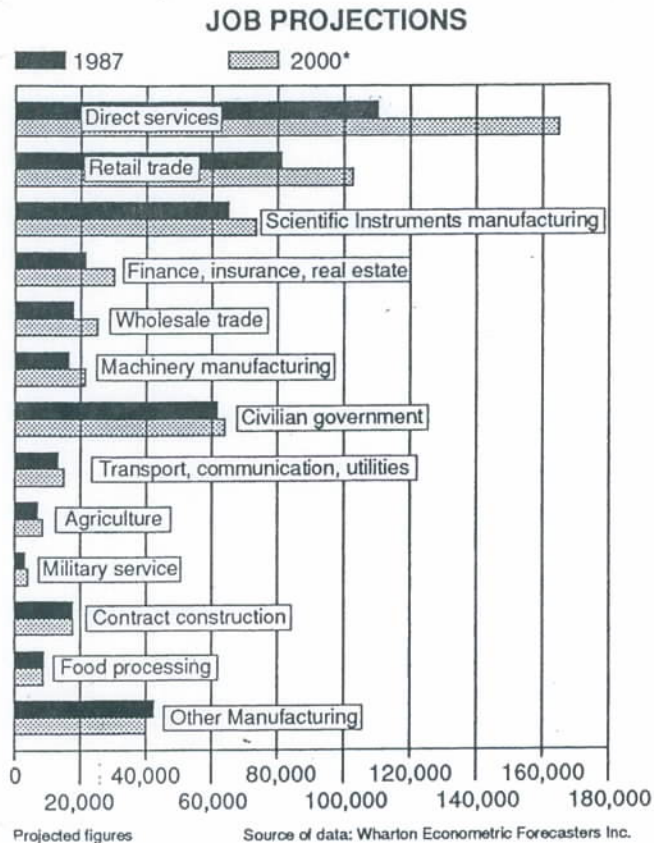
- | | |
|-------------|------------|
| 1 efficient | 3 friendly |
| 2 motivated | 4 creative |

- 11 Employees who work in the data entry unit of a hospital must enter personal and confidential patient information into a computer. Which quality must these hospital employees have?

- | | |
|----------------|---------------|
| 1 independence | 3 imagination |
| 2 intuition | 4 integrity |

- 12 In a work-related disagreement, a work stoppage by employees to pressure the employer is called
- 1 a boycott
 - 2 a lockout
 - 3 a strike
 - 4 an injunction
- 13 Natala became displeased because a coworker routinely misplaced shared supplies. Which action taken in response to this situation would show mature behavior on Natala's part?
- 1 speaking to her coworker in a respectful manner
 - 2 complaining to other employees
 - 3 writing anonymous notes to her coworker
 - 4 showing indifference and letting the situation continue
- 14 One responsibility that a union has to its members is to
- 1 provide all tools, work clothing, and supplies
 - 2 provide picket signs during layoffs
 - 3 collect dues and have social gatherings
 - 4 insure that health and safety codes are enforced
- 15 Which Federal program was specifically designed to provide medical benefits to employees who are injured on the job or become ill as a direct result of working conditions?
- 1 unemployment insurance
 - 2 social security
 - 3 workers' compensation
 - 4 Medicaid
- 16 Health insurance and pension plans are examples of
- 1 fringe benefits
 - 2 excise taxes
 - 3 working conditions
 - 4 fixed incomes
- 17 The best way to insure maximum productivity on a job is to
- 1 fine any employees who disobey the rules
 - 2 make employees feel needed and appreciated
 - 3 give scheduled lunch and break times to employees
 - 4 provide annual salary increases to all employees
- 18 Stuart is told he will lose his job in two weeks. Sales have dropped and he was the last person hired. Stuart's dismissal was based on
- 1 ability
 - 2 discrimination
 - 3 competition
 - 4 seniority
- 19 Which is the best source of job leads?
- 1 newspaper classified ads
 - 2 television commercials
 - 3 advertising billboards
 - 4 telephone book yellow pages
- 20 Which approach is best for a job applicant to take during an interview?
- 1 Explain his or her financial hardships to win sympathy.
 - 2 Respond to the interviewer's questions with one-word answers.
 - 3 Describe his or her weaknesses.
 - 4 Be honest about his or her skills.
- 21 The best way for Doug to find out if he would enjoy a career in nursing would be to
- 1 talk to other people who want to be nurses
 - 2 read articles about the field of medicine
 - 3 become familiar with nursing programs at colleges
 - 4 do volunteer work at a local hospital

Base your answer to question 22 on the chart below.



22 The job projections for the year 2000 indicate that there will be

- (1) no change in retail trade jobs
- (2) a dramatic increase in contract construction jobs
- (3) more direct service jobs than any other type of jobs
- (4) 120,000 workers involved in finance, insurance, real estate jobs

23 A job application is a form that companies use to

- 1 tell employees of a job within the company
- 2 inform employees of changes in benefits
- 3 obtain a record of information on potential employees
- 4 inform employees of major policy changes

24 Lorraine has excellent interpersonal communication skills, a strong accounting background, and an aptitude for organization. Based on this information, Lorraine would be well suited for a career as a

- 1 scientist
- 2 business manager
- 3 carpenter
- 4 fileclerk

25 In an apprenticeship program, most training takes place

- 1 on the job
- 2 in school
- 3 at home
- 4 in a job learning center

26 What should Mark do before accepting a particular job?

- 1 Consider all aspects of the job.
- 2 Consider only the significant characteristics of the job.
- 3 Reject the job if it does not match his qualifications completely.
- 4 Overestimate his qualifications.

27 A school provides students with many resources. Which human resources do students give in return?

- 1 money and equipment
- 2 teacher salaries
- 3 time and energy
- 4 management skills

28 A young couple wishes to move to an apartment that costs \$150 more per month than their current apartment. To pay the increased rent, they will most likely have to

- 1 increase their investments
- 2 decrease other expenses
- 3 increase their savings
- 4 decrease their work hours

29 Kwong, a 9th grader, is thinking about some long-range goals. Which is the best example of this type of goal?

- 1 choosing an elective course for next semester
- 2 finding a part-time job on weekends
- 3 pursuing a hobby after school
- 4 acquiring a college education

30 Two families with similar incomes live in the same neighborhood but have different lifestyles. Which factor is most likely the cause of their different lifestyles?

- 1 personal money management
- 2 taxable income
- 3 past work history
- 4 job satisfaction

31 Capital, machinery, and credit are examples of economic

- | | |
|-------------|-------------|
| 1 producers | 3 services |
| 2 goods | 4 resources |

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

- 1 evaluate alternatives
- 2 develop alternative actions
- 3 define the problem
- 4 complete a probability study

33 Jackie has to leave work early because of an emergency and will be unable to finish a rush job on schedule. Which is the best action for her to take?

- 1 Save the work for tomorrow.
- 2 Notify her supervisor.
- 3 Leave as quietly as possible.
- 4 Let someone else finish the job.

34 Which person needs to recognize the skills and abilities of other people?

- 1 a word processor
- 2 a salesclerk
- 3 an electrician
- 4 a manager

35 The process of breaking down a job into its tasks and activities is called job

- | | |
|--------------|---------------|
| 1 enrichment | 3 fulfillment |
| 2 analysis | 4 condition |

36 A person with a strong aptitude in mathematics is best suited for a career as a

- 1 bookkeeper
- 2 florist
- 3 broadcast journalist
- 4 probation officer

37 Which is the best way for a student to successfully complete schoolwork, chair a school committee, and maintain a part-time job?

- 1 Complete fewer homework assignments on work nights.
- 2 Plan and follow a personal time schedule.
- 3 Drive a car to work and meetings.
- 4 Contribute minimally to each obligation.

38 Which situation would be considered an ethical business practice?

- 1 offering unequal discounts to customers
- 2 accepting a gift in return for a sales order
- 3 offering a guarantee on purchased products
- 4 agreeing with competitors to raise the price of a product

- 39 A written guarantee of a product's quality, which includes the manufacturer's promise to repair and replace defective parts, is known as
- 1 an endorsement
 - 2 a seal of approval
 - 3 a rebate
 - 4 a warranty
- 40 The written contract between a landlord and a tenant is known as
- 1 a lien
 - 2 a lease
 - 3 a mortgage
 - 4 an easement
- 41 Paying bills on time, opening a bank account, and maintaining employment are ways to establish
- 1 job security
 - 2 credit
 - 3 collateral
 - 4 dependence
- 42 Standards of cleanliness for restaurants are enforced by the
- 1 local health department
 - 2 Consumer Product Safety Commission
 - 3 Federal Trade Commission
 - 4 Department of Agriculture
- 43 In addition to the endorser's signature, what should be written on the back of a check when the entire check is put in a bank account?
- 1 the payee's Social Security number
 - 2 the Federal Reserve number
 - 3 "For Deposit Only"
 - 4 "Pay to the Order of (name)"
- 44 If Malak must void a check, he should
- 1 note the voided check in the check register and destroy the check
 - 2 redeposit the voided check in the checking account
 - 3 send the voided check to the bank
 - 4 subtract the amount of the voided check from the check register

- 45 To attain financial goals, the *first* step in personal income planning should be to
- 1 produce a balance sheet
 - 2 open a checking account
 - 3 prepare a budget
 - 4 obtain a credit card
- 46 A compact disc (CD) has a price of \$14.98. However, the total cost to buy the CD is \$16.03. Which type of tax could account for the difference in price?
- 1 income tax
 - 2 real property tax
 - 3 estate tax
 - 4 general sales tax

Base your answer to question 47 on the partially completed budget shown below.

Monthly Budget	
Total Income:	\$1,650
<i>Fixed Expenses:</i>	
Rent	\$350
Car payment	160
Credit card payment	75
Insurance premiums	<u>110</u>
Total	
<i>Variable Expenses:</i>	
Utilities and phone	110
Food	160
Transportation	35
Clothing	120
Recreation	95
Household expenses	65
Savings	<u>300</u>
Total	
Total Expenses:	_____
Amount remaining	_____

- 47 How much are the total fixed expenses in this budget?
- (1) \$70
 - (2) \$695
 - (3) \$885
 - (4) \$1,580

