

OCCUPATIONAL EDUCATION PROFICIENCY EXAMINATION

Introduction to Occupations

Wednesday, January 23, 1991 — 1:15 p.m.

SCORING KEY

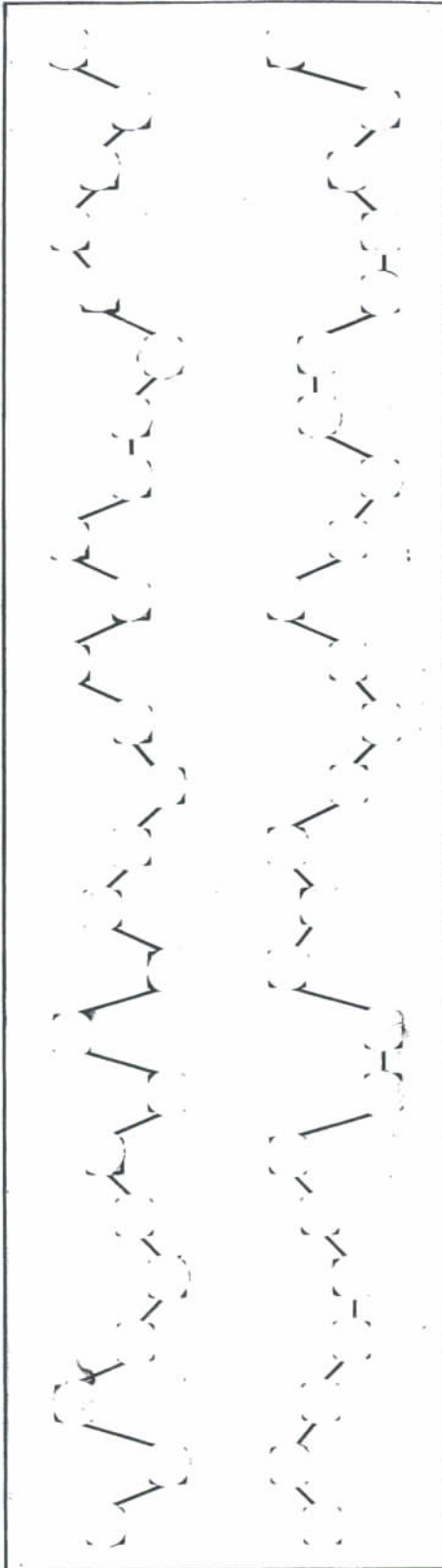
CUT OUT THIS
SPACE TO RECORD
RAW SCORE

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



The University of the State of New York

Occupational Education Proficiency Examination

INTRODUCTION TO OCCUPATIONS

Wednesday, January 23, 1991 — 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 An employer has the legal responsibility to provide employees with
 - 1 a safe work environment
 - 2 membership in a trade union
 - 3 enrollment in a health plan
 - 4 a two-week paid vacation
- 2 The primary reason that businesses produce goods and services is to
 - 1 obey the law
 - 2 improve the quality of life
 - 3 make a profit
 - 4 help the government
- 3 Which situation is an example of a business transaction?
 - 1 A company manufactures paper from timber.
 - 2 A company sells the paper it makes to a newspaper.
 - 3 An employee loads newsprint onto a printing press.
 - 4 Printed newspapers are loaded onto trucks.
- 4 In general, the owner of a business helps employees satisfy their financial needs by
 - 1 paying their salaries
 - 2 evaluating their job performance
 - 3 increasing their vacation time
 - 4 providing on-the-job training
- 5 Shortages of a product occur when
 - 1 supply exceeds demand
 - 2 demand exceeds supply
 - 3 the equilibrium price is reached
 - 4 the market price rises
- 6 In a free market system, production decisions are most influenced by
 - 1 state laws
 - 2 tariff laws
 - 3 the number of manufacturers
 - 4 the needs and wants of consumers

- 7 In which economic system are companies most often owned by shareholders and run by a board of directors?

1 traditionalism	3 capitalism
2 socialism	4 communism
- 8 Which situation is an example of a consumer casting an economic vote for a product?
 - 1 asking a friend about the product
 - 2 writing the company about the product
 - 3 buying the product
 - 4 reading about the product in a consumer magazine
- 9 Metcalf would like to become a chef. Which is the best way for Metcalf to achieve his goal?
 - 1 Enroll in a cooking school.
 - 2 Eat at many different restaurants.
 - 3 Begin collecting and reading recipe books.
 - 4 Cook dinners for friends on a regular basis.
- 10 Which personality trait would most likely help a salesperson receive a promotion at work?

1 compassion	3 initiative
2 pessimism	4 fearlessness
- 11 The beliefs that are important to a person are called

1 values	3 interests
2 abilities	4 skills
- 12 Which term refers to a group of workers who join together to bargain for higher pay and better working conditions?

1 board of directors	3 labor union
2 corporation	4 cooperative

13 Which laws state that employers must hire people without regard for age, color, or race?

- 1 common laws
- 2 union laws
- 3 workers' compensation laws
- 4 antidiscrimination laws

14 Fatigue on the job is most likely to affect an employee's

- 1 benefits
- 2 pay scale
- 3 productivity
- 4 job description

15 Which practice of employers provides positive reinforcement to employees?

- 1 punishing quickly when rules are broken
- 2 giving recognition when work is done well
- 3 cutting salaries when production decreases
- 4 increasing individual work quotas when production increases

16 As a new employee in a business, Cammack must join the union within a certain time period or he will lose his job. This agreement between the union and the business is called

- 1 an agency shop
- 2 a closed shop
- 3 an open shop
- 4 a union shop

17 In the United States, the basic minimum wage that must be paid to workers is established by

- 1 the Federal Government
- 2 state legislatures
- 3 state governors
- 4 individual employers

18 A standard workweek at the Decker Company consists of 40 hours with no pay for a lunch break. Any time beyond 40 hours requires overtime pay. Using the chart below, which person is entitled to overtime pay?

DECKER COMPANY

Employee Name	No. of days	Time In-Out	Lunch Break
Campbell	5	9-5	1 hour
Riley	5	9-5	$\frac{1}{2}$ hour
Sansone	5	10-6	1 hour
Greco	5	8-6	$1\frac{1}{2}$ hours

- 1 Campbell
- 2 Riley
- 3 Sansone
- 4 Greco

19 Which group of jobs is part of the artistic career cluster?

- 1 chemist, doctor, laboratory technician
- 2 writer, photographer, dancer
- 3 vendor, salesperson, auctioneer
- 4 beautician, flight attendant, waiter

20 In a job advertisement, the phrase "1st and 2nd shift positions available" is intended to convey information about the

- 1 rate of pay
- 2 location of work
- 3 hours of employment
- 4 kind of work

21 When used in a job advertisement, what does the abbreviation "EOE" mean?

- 1 Exceptional Office Environment
- 2 Electrical or Engineering degree required
- 3 Excellent Opportunities for Employment
- 4 Equal Opportunity Employer

22 When meeting a person for the first time, Mazzo always extends her hand in a firm handshake, smiles pleasantly, and calls the person by name. What else should Mazzo do to create a good impression?

- 1 Talk a great deal about her own interests and hobbies.
- 2 Compliment the other person continually.
- 3 Make and maintain good eye contact.
- 4 Think about what she is going to say while the other person is talking.

23 A well-prepared résumé should include the applicant's

- 1 address and telephone number
- 2 religion and ethnic background
- 3 political affiliation
- 4 expected starting salary

24 If interested in applying for the position in this classified advertisement, what should a person do?

DRAFTSPERSON: Civil engineering firm has need for entry-level draftsman to work with waste water projects. CAD experience plus good communication and organizational skills a must. Send résumé to: *Kingston Gazette*, P.O. Box 1299, Kingston, N.Y. 12401.

- 1 Go to the *Kingston Gazette* with a résumé.
- 2 Send only a letter to the *Kingston Gazette*.
- 3 Call the *Kingston Gazette* for more information.
- 4 Send a letter of application and a résumé to the *Kingston Gazette*.

25 Which is an economic resource?

- | | |
|-------------|--------------|
| 1 knowledge | 3 time |
| 2 a salary | 4 an ability |

26 Paid vacations and dental insurance are examples of

- 1 fringe benefits
- 2 wage and salary plans
- 3 promotional incentives
- 4 tax deductions

27 If a person has a goal of being elected to public office, the personal resources needed most are

- 1 technological and mathematical skills
- 2 scientific and engineering skills
- 3 manual and investigative skills
- 4 communication and social skills

28 Batson has worked as a cashier in a supermarket for two years, and she wants to become an assistant manager. Her supervisor has advised her that she needs additional management skills. The best way for Batson to achieve her goal would be to

- 1 apply for a promotion
- 2 become friendlier with coworkers
- 3 take related business courses at a college
- 4 work more hours at her present job

29 Carlson has just been hired for an entry-level position doing carpentry work for a construction company. She will be paid to work under the close supervision of an experienced carpenter. This method of acquiring job skills is best described as

- 1 self-instruction
- 2 vocational rehabilitation
- 3 an internship
- 4 an apprenticeship

30 Crandall is using all his talents to become the most effective person possible. According to the hierarchy of needs, which level has he reached?

- | | |
|------------|--------------------|
| 1 survival | 3 safety |
| 2 social | 4 self-realization |

- 31 The first step in the decisionmaking process is to
- 1 find alternatives
 - 2 identify the problem
 - 3 evaluate the solution
 - 4 implement the best alternative
- 32 A person's lifestyle is best described as the
- 1 ability to adjust to events beyond personal control
 - 2 way the person chooses to spend personal and economic resources
 - 3 degree of success the person achieves in accomplishing personal goals
 - 4 amount of money the person earns during the entire span of working years
- 33 Which is a record of the arrival and departure of a worker during a work period?
- 1 an employee profile
 - 2 an assignment schedule
 - 3 a payroll sheet
 - 4 a time card
- 34 Which person will most likely need to make adjustments in daily scheduling?
- 1 Barkley, who has allowed time for unforeseen problems in completing each task
 - 2 Heath, who likes to complete unpleasant tasks as quickly as possible
 - 3 Greene, who has not allowed enough time to complete his work
 - 4 Vinnick, who has planned time each day for rest and recreation
- 35 To insure a proper balance of the use of leisure time and work-related activities, a person requires
- | | |
|-------------------|------------------|
| 1 self-discipline | 3 self-interest |
| 2 self-esteem | 4 self-assertion |
- 36 Since Aldrich was appointed office supervisor, she prefers to finish tasks herself. She believes she can do the work in less time than it takes to explain the tasks to her workers and wait for them to complete the work. To improve as a supervisor, Aldrich should learn to
- 1 set higher standards of performance
 - 2 work longer hours
 - 3 delegate responsibility to staff
 - 4 be consistent
- 37 Which statement concerning human resources is most accurate?
- 1 Each person has the same amount of potential.
 - 2 A person with average earnings has average potential.
 - 3 A person with high earnings has unlimited potential.
 - 4 Earnings are not necessarily linked to a person's potential.
- 38 A consumer service that might be purchased is
- 1 clothing
 - 2 furniture
 - 3 carpet cleaning
 - 4 a kitchen appliance
- 39 Which situation is an example of fraud?
- 1 A salesperson intentionally tries to deceive a customer.
 - 2 A product is recalled because of a design defect.
 - 3 A salesperson gives incorrect information by mistake.
 - 4 A product that fails to work correctly is exchanged by a purchaser for a properly working model.

➡ GO RIGHT ON TO THE NEXT PAGE.

- 40 Pauling has just started an afterschool part-time job and wants to begin to establish a credit record. Which is the most appropriate way for him to begin to establish credit?
- 1 Borrow money from relatives.
 - 2 Open a checking or savings account.
 - 3 Purchase an item on layaway.
 - 4 Make regular purchases by cash.
- 41 When Tucker washed an expensive new sweater according to the directions on the label, the sweater shrank and he could not wear it. The *first* step Tucker should take to obtain a refund is to contact the
- 1 store where he purchased the garment
 - 2 manufacturer of the garment
 - 3 Better Business Bureau
 - 4 Consumer Relations Board
- 42 Which type of credit financing is a department store most likely to offer customers?
- 1 personal loan
 - 2 single-payment loan
 - 3 collateral loan
 - 4 revolving charge account
- 43 Leninger wants to prepare a personal budget. The best budget for her would be based on plans developed by
- 1 Leninger's bank
 - 2 one of Leninger's creditors
 - 3 one of Leninger's friends
 - 4 Leninger, herself
- 44 Which government agency is responsible for collecting taxes?
- 1 Internal Revenue Service
 - 2 Consumer Protection Bureau
 - 3 Federal Bureau of Investigation
 - 4 Federal Trade Commission
- 45 On a bank statement, which item is an example of a withdrawal?
- 1 a deposit
 - 2 a canceled check
 - 3 an interest credit
 - 4 a voided check
- 46 Mr. and Mrs. Mendez, who have two children, each earn \$20,000 per year. What is the gross income in the Mendez household?
- | | |
|--------------|--------------|
| (1) \$10,000 | (3) \$40,000 |
| (2) \$20,000 | (4) \$80,000 |
- 47 Owens calculated that the monthly net income from her new job would be \$1,220. She will budget 12% of her income for savings. Each month she should save
- | | |
|-------------|--------------|
| (1) \$14.64 | (3) \$146.40 |
| (2) \$36.60 | (4) \$366.00 |
- 48 The Ryans bought a couch advertised for \$752. Instead of paying the full cash amount, they made a downpayment of \$152 and will pay the balance in 12 monthly payments of \$60 each. The Ryans' use of credit will cost
- (1) \$152 more than paying cash
 - (2) \$120 more than paying cash
 - (3) the same as paying cash
 - (4) \$32 less than paying cash
- 49 If a person wrote a check for \$35.04 and it is not reported on the bank statement, what effect does it have on the bank balance?
- 1 The bank balance is \$35.04 more than the checkbook balance.
 - 2 The bank balance is \$70.08 more than the checkbook balance.
 - 3 The bank balance is \$35.04 less than the checkbook balance.
 - 4 There is no effect on the bank balance.

Base your answer to question 50 on the check register below.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT										
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT		BALANCE	
			(-)				(+)		\$	
132	8/5	MLK Realty aug. rent	\$	425 00		\$	\$			752 78
	8/7	Deposit						97 03		
133	8/8	GMAC aug. car payment		179 32						

50 What is the current balance in this checking account?

- (1) \$51.43
- (2) \$245.49
- (3) \$1,260.07
- (4) \$1,454.13

