

## **Description of Career Education—ML:**

The written objective test may include questions on skills, career plans, career goals, job searches, job applications, cover letters, resumes, interviews, *Occupational Outlook Handbook*, and basic career education.

## **Career Education--ML Study Guide Created by Advisers**

- 1 A four-year degree is called a(n) \_\_\_\_ degree.  
A) Specialist's  
B) Master's  
C) Bachelor's  
D) Associate's
- 2 What is an internship?  
A) A temporary, usually unpaid work position  
B) A job with full benefits and vacation days  
C) A place to go and interview for a job  
D) Attending college
- 3 A form that asks questions about your skills, work experience, education and interests is a  
A) Resume  
B) Cover letter  
C) Job Application  
D) Interview
- 4 The lowest amount of money that can legally be paid for an hour's work is known as  
A) Salary  
B) Workers' Compensation  
C) Required Commission  
D) Minimum Wage
- 5 \_\_\_\_ paid by your employer add to the value of your salary  
A) Benefits  
B) Taxes  
C) Net Pay  
D) Social Security
- 6 \_\_\_\_ is the buying and selling of goods and services via the Internet  
A) MySpace.com  
B) Facebook.com  
C) Overstock.com  
D) E-Commerce

- 7 \_\_\_\_\_ is a planned reduction in the number of employees needed in a firm in order to reduce costs
- A) Downsizing
  - B) Up scaling
  - C) Markdown
  - D) Dividend Demand

- 8 A(n) \_\_\_\_\_ is an experienced coworker who can answer your questions and offer you guidance.
- A) Teammate
  - B) Mentor
  - C) Evaluator
  - D) Supervisor

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  - D) Supervisor
- 13 The ideal length of a resume is
- A) More than three pages
  - B) One page
  - C) Two pages
  - D) Three pages
- 14 A \_\_\_\_\_ is a document needed by workers under age 16 that states the limits on the number of hours young people can work and the kinds of jobs they can hold.
- A) Cover letter
  - B) Job application
  - C) Work permit
  - D) Resume
- 15 A(n) \_\_\_\_\_ describes your education, skills, work experience, activities, and interests.
- A) Job lead
  - B) Application letter
  - C) Resume
  - D) Cover letter
- 16 A form that asks questions about your skills, work experience, education, and interests is a(n)
- A) Job application
  - B) Resume
  - C) Application letter
  - D) Cover letter
- 17 A \_\_\_\_\_ is an event where employers offer career and employment information.
- A) Contact list
  - B) Recruiting
  - C) Career Fair
  - D) Referral

- 18 \_\_\_\_\_ is the lowest hourly wage rate an employer can legally pay for a worker's services
- A) A Deduction
  - B) Net Pay
  - C) Maximum Wage
  - D) Minimum Wage

- 19 A \_\_\_\_\_ is a collection of samples of your best work.
- A) Resume
  - B) Scrapbook
  - C) Portfolio
  - D) Booklet

- 20 A(n) \_\_\_\_\_ is a checklist that points to your strongest interests and is designed to help you find a career choice.
- A) Aptitude inventory
  - B) Interest inventory
  - C) Value checklist
  - D) Interest form

21		
	A)	
	B)	
	C)	
	D)	
22		
	A)	
	B)	
	C)	
	D)	
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	A)	
	B)	
	C)	
	D)	
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	A)	
	B)	
	C)	
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	A)	
	B)	
	C)	
	D)	

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	A)	
	B)	
	C)	
	D)	
27		
	A)	
	B)	
	C)	
	D)	
28		
	A)	
	B)	
	C)	
	D)	

29 An accountant is an example of what type of career cluster?

- A) Agriculture
- B) Business & Computer Science
- C) Healthcare Science
- D) Marketing, Sales, and Service

30 Which of the following terms describes a document that contains your skills, interests, and what skills and training you would need to prepare for a chosen career?

- A) Resume
- B) Business Report
- C) Career Plan
- D) Letter of Application

31 An automobile sales person would be in what career cluster?

- A) Education
- B) Engineering & Technology
- C) Family & Consumer Science
- D) Marketing, Sales, & Service

32 An individual that starts his or her own business is referred to as \_\_\_\_\_.

- A) An entrepreneur
- B) A business manager
- C) A supervisor
- D) An evaluator

- 33 What is the buying and selling of goods via the Internet?
- A) E-Market
  - B) E-Bay
  - C) E-Commerce
  - D) E-Business
- 34 What are the earnings before any deductions are taken out?
- A) Deductions
  - B) Taxes
  - C) Net pay
  - D) Gross pay
- 35 An event where employers offer career and employment information is a(n)
- A) Contact list
  - B) Recruiting
  - C) Career Fair
  - D) Referral
- 36 What is paid by your employer and adds to the value of your salary?
- A) Benefits
  - B) Taxes
  - C) Net pay
  - D) Social Security
- 37 What is the correct website for Georgia College 411?
- A) [www.georgiacollege411.com](http://www.georgiacollege411.com)
  - B) [www.georgiacollege411.org](http://www.georgiacollege411.org)
  - C) [www.gacollege411.com](http://www.gacollege411.com)
  - D) [www.gacollege411.org](http://www.gacollege411.org)
- 38 Which of the following questions would not be asked on a job application?
- A) What skills could you offer?
  - B) What computer programs do know how to use?
  - C) Have you been treated for an illness recently?
  - D) What is your desired salary?
- 39 Work environment describes the
- A) education required
  - B) job outlook
  - C) number of hours required
  - D) workplace

- 40 A business that usually has the owner as manager and employs fewer than 500 employees is called a(n):
- A) small business
  - B) Fortune 500 company
  - C) service corps business
  - D) entrepreneur business

- 41 \_\_\_\_\_ is a planned reduction in the number of employees needed in a firm in order to reduce costs
- A) Furloughing
  - B) Downsizing
  - C) Markdown
  - D) Up scaling

- 42 A(n) \_\_\_\_\_ is a checklist that points to your strongest interests and is designed to help you find a career choice
- A) value checklist
  - B) interest survey
  - C) interest inventory
  - D) aptitude inventory

- 43 What is a goal?
- A) Something you want to do.
  - B) Something you don't want to do.
  - C) Gather information about yourself
  - D)

- 44 Which do not refer to a job application
- A) You application represent you if you are not present
  - B) Gives the employer a reason to hire you.
  - C) Gives the employer an opportunity to screen you out.
  - D) You don't need to complete an application.

- 45 How do you write a resume?
- A) Choose a job goal.
  - B) List your skills
  - C) List past jobs
  - D) All these above

- 46 What information is not included on a business card?
- A) Name
  - B) Phone number
  - C) Your friend names
  - D) Your Job Position

- 47 What should you not wear on a job interview?
- A) Nice hat
  - B) Dress shoes
  - C) Blazer
  - D) Tie
- 48 When is it not a good idea to ask a question of the interviewer?
- A) In the beginning of the interview
  - B) At the end of the interview
  - C) While the interviewer is speaking
  - D) When you are asked if you have any questions
- 49 What way should you not inquire about a job?
- A) Newspaper Postings
  - B) Internet search
  - C) Ask a manager who will be fired next
  - D) Networking
- 50 What should I not discuss during an interview?
- A) Why my religion is better than others
  - B) My skills
  - C) My education
  - D) My work ethic
- 51 What is the formal meeting between a job seeker and an employer about a possible job called?
- A) interview
  - B) Exit interview
  - C) conference
  - D)
- 52 What do we call a fixed amount of money paid for each hour worked?
- A) wages
  - B) salary
  - C) revenue
  - D) expenses
- 53 According to America's Career Information network, which career is the highest paid career in America? This excludes entertainers and athletes.
- A) Mechanical Engineer
  - B) Technical Writer
  - C) Anesthesiologist
  - D) Lawyer



- 54 Which website gives career planning, college planning, financial aid planning, as well as allows you to apply for the Hope scholarship?
- A) Occupational Outlook Handbook
  - B) America's career information network
  - C) Career cruising
  - D) GA College 411

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ANSWER KEY							
1		C		21	A		41 B
2		A		22	B		42 C
3		C		23	B		43 A
4		D		24	D		44 No answer given
5		A		25	A		45 D
6		D		26	C		46 D
7		A		27	B		47 A
8		B		28	C		48 C
9		A		29	B		49 C
10		D		30	C		50 A
11		A		31	D		51 A
12		B		32	A		52 A
13		B		33	C		53 C
14		C		34	D		54 D
15		C		35	C		
16		A		36	A		
17		C		37	D		
18		D		38	C		
19		C		39	D		
20		B		40	A		