



Course Name: Career Planning

Course ID: CPLH003058

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Generated Date: July 27, 2021

Progress Test 1

This progress test covers **Unit 1 and Unit 2**. Although the progress test is similar in style to the unit evaluations, the progress test is a **closed-book, proctored test**. You may not have access to notes or any of the course materials while you are taking the test. It is important that you do your own work. Select the response that best completes the statement or answers the question.

____ 1. Who owns the means of production in a market economy?

- A. workers' guilds
- B. the government
- C. private businesses

____ 2. In a market economy, supply is

- A. the amount of goods that the government orders.
- B. the goods and services businesses decide to provide.
- C. the amount of goods and services consumers buy.

____ 3. Aptitudes are

- A. your natural talents.
- B. tasks you know how to do.
- C. activities that you enjoy.

____ 4. Another word for skills is

- A. abilities.
 - B. interests.
 - C. aptitudes.
-

- _____ 5. Suppose Ralph declines a job promotion. Even though the new job would pay more money, it would mean more hours at work, and Ralph wants to spend time with his family. What does Ralph value MOST?
- A. wealth
 - B. time with family
 - C. pleasing the boss
-

- _____ 6. A two-year college degree is a(n)
- A. associate's degree.
 - B. bachelor's degree.
 - C. GED.
-

- _____ 7. Declaring bankruptcy is an easy way to erase student loans.
- A. true
 - B. false
-

- _____ 8. A personal program of study is
- A. the work experience that you build through jobs, occupations, and careers.
 - B. a schedule of high school courses that will prepare you for a possible career.
 - C. a set of career clusters, each of which contains several career pathways.
-

- _____ 9. Military service is a way to pay for college because veterans' benefits will help with tuition.
- A. true
 - B. false
-

- _____ 10. Each of the Sixteen Career Clusters contains only one career pathway.
- A. true
 - B. false
-

- ____ 11. What is an example of a HARD SKILL?
- A. resolving a disagreement with a coworker
 - B. putting people at ease by telling jokes
 - C. installing electric wiring in a building
-

- ____ 12. Which part of the human personality focuses on reality and demonstrates control?
- A. id
 - B. ego
 - C. superego
-

- ____ 13. _____ are the moral values that guide your conduct.
- A. Habits
 - B. Ethics
 - C. Lifestyle goals
-

- ____ 14. What is an example of a SHORT-TERM goal?
- A. helping your team win a football game
 - B. graduating from college
 - C. starting your own business
-

- ____ 15. What is an example of a LONG-TERM goal?
- A. getting a good grade on a test
 - B. getting a new bicycle
 - C. becoming a medical doctor
-

- ____ 16. Which situation shows a short-term goal as a step toward a long-term goal?
- A. saving a small amount of money each month to pay for college
 - B. engaging in activities and events that you enjoy so you can have fun
 - C. believing that it is important to take time to have fun and enjoy life
-

_____ 17. The mental image you have of yourself is your

- A. ethics.
 - B. habits.
 - C. self-concept.
-

_____ 18. The different ways people take in information and process it are

- A. habits.
 - B. learning styles.
 - C. resources.
-

_____ 19. _____ is an Internet system providing the latest information about effective training, education, counseling, and employment.

- A. An informal interview
 - B. A 529 plan
 - C. O*NET™
-

_____ 20. What is an online guide describing training and education for various occupations?

- A. Free Application for Federal Student Aid
 - B. the College Board website
 - C. Occupational Outlook Handbook
-

_____ 21. _____ is a planned meeting in which a job seeker learns more about a job from a person employed in that area.

- A. An informal interview
 - B. An apprenticeship
 - C. Occupational training
-

_____ 22. An apprenticeship is a

- A. planned meeting in which a job seeker learns more about a job from someone employed in that area.
- B. combination of on-the-job training and related classroom instruction in which a worker learns a highly skilled occupation under supervision of a skilled tradesperson.
- C. schedule of training courses at a community college or technical school.

____ 23. College access includes all of these EXCEPT

- A. awareness of college opportunities.
- B. an apprenticeship program.
- C. guidance regarding admission.

____ 24. Fringe benefits at a job are

- A. pay raises and promotions for doing well at your job.
- B. extras like insurance, retirement plan, and vacation.
- C. unethical and unfair because not everyone gets them.

____ 25. If you plan to go to college, you should apply to more than one program.

- A. true
- B. false

____ 26. Which of these is a MAJOR decision?

- A. whether to attend college
- B. what to have for lunch
- C. what movie to see

____ 27. In which step of the Decision-Making Process do you determine the question or concern at hand, as well as why it is important to your life?

- A. consider the alternatives
- B. implement the decision
- C. define the problem

____ 28. In which step of the decision-making process do you compare options and consider the advantages and disadvantages of each one?

- A. consider the alternatives
 - B. implement the decision
 - C. evaluate the results
-

- _____ 29. In which step of the decision-making process do you make a list of materials and personal traits that will help you achieve your goals?
- A. establish short-term and long-term goals
 - B. consider the alternatives
 - C. identify resources
-

- _____ 30. An _____ job is work for beginners who lack experience or specialized training.
- A. entry-level
 - B. advanced-level
-

- _____ 31. The path from a beginning-level position to an expert-level position is called a
- A. Career One Stop.
 - B. apprenticeship program.
 - C. career ladder.
-

- _____ 32. What is an internship?
- A. career-based work experience that may or may not be paid
 - B. money to pay for college based on specific qualifications
 - C. a tax-advantage savings plan to help people save for college
-

- _____ 33. Which of these is a WORK decision?
- A. whether to buy a house
 - B. whether to get married
 - C. whether to ask for a pay raise
-

- _____ 34. What kind of car to buy, and how you should finance it, is a _____ decision.
- A. work
 - B. consumer
-

____ 35. What is the typical number of hours most employees work each week?

- A. forty
 - B. sixty
 - C. eighty
-

____ 36. An hourly rate of pay is a

- A. salary.
 - B. wage.
 - C. commission.
-

____ 37. A fixed rate of pay expressed as an annual amount and made in equal monthly payments is a

- A. piecework wage.
 - B. commission.
 - C. salary.
-

____ 38. A percentage of a sale that a salesperson is allowed to keep is a

- A. commission.
 - B. wage.
 - C. salary.
-

____ 39. Networking is

- A. politely asking an employer about job openings.
 - B. looking at trade and professional journals for jobs.
 - C. talking to people you know about job possibilities.
-

____ 40. Which part of a résumé is a short statement of your job/career goal?

- A. work experience
 - B. honors / activities / special skills
 - C. objective
-

_____ 41. In which part of a résumé do you list the skills you learned at each job you have had?

- A. objective
- B. work experience
- C. honors / activities / special skills

_____ 42. In which section of a résumé do you list the schools you have attended?

- A. objective
- B. work experience
- C. education

_____ 43. A _____ will introduce you to an employer and explain why you are interested in a job.

- A. portfolio
- B. letter of application
- C. reference

_____ 44. A written summary of facts about yourself that will help you prepare a job application is a

- A. personal fact sheet.
- B. résumé.
- C. cover letter.

_____ 45. You should always get someone's permission before listing the person as a reference.

- A. true
- B. false

_____ 46. What would be appropriate for a man to wear to a job interview?

- A. blue jeans
- B. baggy pants
- C. two-piece suit

____ 47. What would be appropriate for a woman to wear to a job interview?

- A. a pants suit
 - B. a short skirt
 - C. a nose ring
-

____ 48. Suppose you are at a job interview. The interviewer asks, "What is your major weakness"? What would be the best response?

- A. Say that if the job requires something you are not good at, you cannot do the job.
 - B. Describe the kind of task you have trouble with but explain how you have tried to improve.
 - C. Act confident and tell the interview that you have no weaknesses and can do anything.
-

____ 49. Suppose you are at a job interview. The interviewer says, "Tell me about yourself." What would be the best response?

- A. Engage the interviewer in a conversation about sports.
 - B. Tell the interviewer about your personal interests and hobbies.
 - C. Explain how your experiences have prepared you for this job.
-

____ 50. After a job interview, a follow-up message

- A. thanks the interviewers for their time.
- B. usually accepts the position the employer offered.
- C. contains information you forgot to mention.

Carefully review your answers on this progress test and make any corrections you feel are necessary. When you are satisfied that you have answered the questions to the best of your ability, transfer your answers to the online test submission page in the presence of your proctor.

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