**Module 1: Safety**

**1. OSHA is an acronym (abbreviation) which stands for:**

a. Office for Safety and Health Agency

b. Ordinance and Security Health Agency

c. Online Services for Health Administration

**d. Occupational Safety and Health Administration**

e. None of the above

**2. Material Safety Data Sheets contain:**

a. Information about how to safely store data

**b. Chemical ingredient product identification information**

c. Materials used for storing data safely

d. Materials that are safe to handle

e. None of the above

**3. If someone in the workplace may be suffering from a heart attack or some other immediate, life-threatening ailment, the very first thing we should do is:**

a. Begin performing CPR

**b. Call 911**

c. Measure the individual’s pulse to determine if it’s a significant event

d. Contact HR or the individual’s family

e. None of the above

**4. Safety rules or best practices common to the workplace often include:**

a. Don’t fool around. “Horseplay” is one of the biggest causes of injuries on the job and may be grounds for dismissal

b. Never work while under the influence of drugs or alcohol, as you are a hazard to yourself and your co-workers

c. Stay completely alert on the job

d. Avoid back strain by lifting properly

**e. All of the above**

f. None of the above

**5. Organizational threats common to business enterprises may include:**

a. Corporate organizational flowcharts

**b. Malware, phishing, and corporate espionage**

c. Professional development opportunities

d. All of the above

f. None of the above

**Module 2: Communication Skills**

**6. The following are common types of communication used in the workplace:**

a. Employee memos and HR correspondences

b. Emails and phone calls

c. Supervisory instructions

d. Oral, non-verbal, written

**e. All of the above**

f. None of the above

**7. The National Career Readiness Certificate (NCRC) is a portable, evidence-based credential that measures:**

a. Soft skills

b. Job-specific skills like welding or electrical skills

**c. Essential workplace skills and is a reliable predictor of workplace success**

d. National jobs including the military or federal government

e. All of the above

f. None of the above

**8**. **The reason it is important to be able to locate and manipulate workplace documents is:**

a. The inability to do so could reflect poorly upon one’s workplace skills and could limit an employee’s progression within an organization

b. Manipulating (using) workplace documents is a commonplace task for most careers

c. Proper workplace documentation is critical to an organization’s success

**d. All of the above**

e. None of the above

**9. Regarding the NCRC, graphic literacy is fundamentally the ability to:**

**a. Read and interpret charts and graphs**

b. Read and interpret instructions and directions

c. Both a & b

d. Neither a nor b

**10. When delivering a five-minute presentation involving new company procedures or rules, one should:**

a. Take no longer than seven or eight minutes total

b. Stick to using PowerPoint which is preferred by professionals

**c. Be succinct and to the point**

d. Generalize and leave room for interpretation

e. All of the above

f. None of the above

**Module 3: Industry Overview**

**11. How many Career Clusters are there?**

a. One

b. Six

**c. Sixteen**

d. Thirty-six

**12. Which of the following is a Career Cluster?**

a. A college or university

b. Welder

c. Federal Government

d. Local Government

**e. Architecture and Construction**

**13. What type of information can be found through the O-Net or U.S. BLS Occupational Outlook Handbook?**

**a. Job description, job requirements, and job salaries**

b. Gross National Product (GNP)

c. Goods, products, and services

d. Stock market information

e. All of the above

f. None of the above

**14. Reasons why globalization may affect U.S. jobs include:**

a. Products made overseas are often less expensive than American products

b. Markets can be “tighter” because of limited global resources

c. Companies require employees to engage with people from other cultures

d. Individuals may desire to work for international companies

**e. All of the above**

f. None of the above

**15. Hiring considerations provided by employers for a particular career may include:**

a. Pay, experience, education, age, gender

b. Pay, education, age, health

c. Education, age, health, experience

**d. Education, pay, experience, ability**

**Module 4: Computation and Financial Literacy**

**16. The two most common types of personal banking accounts are:**

a. Credit card and 401k

**b. Checking and savings accounts**

c. Draw-down accounts andchecking accounts

d. Debit and credit-card accounts

**17. A $52,000 per year job salary results in approximately how much gross weekly wages?**

a. $100

b. $500

**c. $1,000**

d. $2,000

e. None of the above

**18. Financial literacy is important for the following reasons:**

a. Your financial fitness impacts your credit score

b. Potential employers may look at your finances and credit score to determine if you are a responsible individual who can be trusted before hiring you

c. We are likely to lead happier and healthier lives when our finances are in order

d.a & b only

**e.** **All of the above**

f. None of the above

**19. Consumers must be aware of the challenges associated with credit cards including:**

a. High interest rates

b. Ease of abusing them

c. Expensive late payment fees

**d. All of the above**

e. None of the above

**20. No matter how much money or how little money someone earns, one thing is for sure—they must:**

a. Borrow to make ends meet

**b. Live within their means (i.e., income)**

c. Never buy an expensive car or house

d. All the above

e. None of the above

**Module 5: Employability Skills**

**21. Employability skills are sometimes referred to as:**

**a. Soft skills**

b. Hard skills

c. Cognitive skills

d. Vocational skills

e. All of the above

f. None of the above

**22. The following is an example of an employability skill:**

a. Proficient welding

b. Able seaman

c. Effective nursing

**d. Demonstrates professional behavior**

e. All of the above

f. None of the above

**23. Which of the following is NOT considered an employability skill?**

a. Demonstrates good interpersonal communication skills

**b. Points out the mistakes of others who tend to bring down the company**

c. Displays awareness and respect for diverse cultures and norms

d. Accepts responsibility for personal actions

e. None of the above

**24. Knowing the findings of several workforce surveys, we should consider employability skills:**

a. Somewhat important but not absolutely necessary

b. Necessary for employee success

c. Vital to an organization’s success

**d. Both b & c**

e. None of the above

**25. Which of the following are considered an Employability Skill?**

a. Motivation

b. Interpersonal communication

c. Reliability & Dependability

e. Teamwork

**f. All of the above**

g. None of the above

**Module 6: Personal Health**

**26. Personal health and fitness:**

a. Are a person’s personal business, alone, and have nothing to do with the employer

**b. Are important to employers because you are part of their organization**

c. Are a lot less important than someone’s age

d. Are issues that should only be dealt with outside of regular business hours

**27. A good way to determine the state of one’s own physical health is to:**

**a. Complete a health assessment**

b. Ask the opinion of a close friend or family member who knows you very well

c. Regularly check your heart rate and blood pressure at one of those self-monitors at the mall or elsewhere

d. If you are under 36 years of age it’s not even a consideration

e. All of the above

f. None of the above

**28. When considering whether a person is in good health, the criteria used for that determination is often limited to:**

**a.** **A person’s physical health**

b. A person’s mental health

c. A person’s financial health

d. a & b

e. All of the above

f. None of the above

**29. There can be multiple sources of anxiety and stress in a person’s life. Which of the following, if any, can be reduced or eliminated by proper planning, good communication, or proper time management:**

a. Financial stress due to a person trying hard to make ends meet

b. On-the-job stress due to deadlines and deliverables

c. Relationship stress due to conflict – either personal or professional

**d. All of the above**

e. None of the above

**30. Healthy diets are important to our wellbeing. Variables that affect our choice of diet may include:**

a. The type of job we have

b. How active we are

c. Our age

d. a & b

**e. All of the above**

f. None of the above

**Module 7: Career Exploration and Pathways including Apprenticeship**

**31. Considerations for the type of job we choose should be based upon:**

a. How much the job pays. That’s all that matters, after all, money talks.

b. What interests us or what we like doing—forget about money.

c. Our interest, the job market, our salary requirement, and education requirements

d.None of the above

**32. Approximately how many jobs, on average, will someone have in their lifetime?**

a. 1-2 jobs

b. 3-4 jobs

c. 5-6 jobs

**d. 12-15 jobs**

e. None of the above

**33. Registered apprenticeship is a career pathway that offers:**

a. Immediate employment and pay

b. Related instruction

c. An industry-recognized credential

d. Both a & b

**e. All of the above**

f. None of the above

**34. Not all jobs require a four-year degree, although, some do. Certain jobs may also require such things as:**

a. Transportation and providing your own tools/equipment

b. An industry certification or licensure

c. Drug screening and/or an entrance examination

d. Both a & b

**e. All of the above**

f. None of the above

**35. U.S. Department of Labor websites provide job definitions, wage information, and required job skills. A list if special qualifications and personal attributes that may be required to perform each job is known as:**

a. Knowhow, dependability, and motivation

**b. Knowledge, skills, and abilities (KSAs)**

c. Connections, core attributes, and coordination (The 3Cs)

d. Balance, calmness, and harmony

e. All of the above

f. None of the above

**Module 8: Job Preparation and Required Job Skills**

**36. A professional appearing resume contains the following components:**

a. Neatly written, but when handwritten, only in ink

b. 5-6 Pages of well-documented information to really sell yourself

c. Your name on the back of the page so it stands out in an office file

d. All of the above

**e. None of the above**

**37. Important things to do in preparation for a job interview are:**

a. Dress casually so that you don’t appear as if your putting on airs

b. Arrive exactly on time to show that you are prompt

**c. Learn beforehand as much as possible about the company with which you are interviewing**

d. Begin by asking what the salary is so can determine whether or not you should waste your time or the interviewer’s.

e. All of the above

**38. What do you suppose the employer will be looking to learn from your interview knowing they’ve already read your resume?**

a. How motivated you are to get the job

b. What kind of person you are and whether you’d fit into the company culture

c. How cheaply they can hire you for

d. Whether or not you may steal their job if hired

**e. a & b only**

f. All of the above

g. None of the above

**39. You are interested in a job posting. You can research the job to find out more about it by:**

a. Locating the job on the O-NET or U.S.DOL website and reading the job description, job tasks, KSAs, and salary information

b. Look at several job websites to see what similar jobs in the area there may be to learn more about them

c. Contact the company and ask if additional job details are available

d. a & b only

**e. All of the above**

f. None of the above

**40. You find that a posted job you would really like requires skills you are only partially able to provide. You should:**

a. Not apply. Why waste the companies time when you know you are underqualified?

**b. Apply and explain that you know you would need to upgrade your skills.**

c. Apply and take the chance they won’t find out. Once you are inside the organization, you’ll find a way to make it work. Besides, it will be their issue then

d. Apply and tell them you’ll work for less money just to get the job

e. None of the above

**Module 9: Industry and Site Visits**

**41. Your cousin explains that they have a great electronics program at the local community college and that you should enroll in it. Knowing you want to reside in your home community:**

a. You should enroll in the program. Everyone knows electronics is a good field no matter what career you go into

b. You should consider becoming an electrician or electrical line worker, too

**c. You should determine what types of local employers there are and what positions are available in electronics or other fields that may interest you**

d. You should go into healthcare because lots of people say that’s a good field

e. All of the above

f. None of the above

**42. You are going on an industry site visit. You should:**

**a. Study the company to see what it is they do ahead of your visit. You may find that you have an interest in the organization that you can further explore while there**

b. Do nothing. You should not let the company tempt you into a job, after all, everyone knows a four-year degree is the best way to go

c. Don’t get too involved. Individuals should spread their wings and probably get a global job so that one day you can start your own business and really make some money

d. Find out who else will be going to the site visit. Perhaps they would sign your name on the sign-up sheet so you could get credit without wasting your day looking at a company you’ll never work for and focus on catching up on your missing classwork

**43. Before enrolling in an education program, you should know:**

a. What types of jobs you are interested in by completing a career interest inventory

b. What types of jobs the educational program train people to do

c. How much the program will cost and the total length of the program

d. Where employers are located that would hire a graduate from a particular program and what job prospects are like for those companies or industries

e. c & d

**f. All of the above**

g. None of the above

**44. How do you know what businesses and industries are located in your community?**

**a. Contact the NC Department of Commerce**

b. Locate them on the O-Net

c. Locate them in the phone book’s White Pages

d. Contact the NC Department of Public Instruction

e. All of the above

f. None of the above

**45. How do you know what types of educational programs are offered at your local community college?**

a. They should be located on the college website under curriculum programs or under continuing education or occupational extension

b. They are usually located in the college catalog

c. Contact Student Services at the college and ask for assistance

d. Call the college operator and ask for assistance

**e. All of the above**

f. None of the above

Print your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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