

Chapter 21

Career Planning

Answer Key

Part 1: Content Review

Matching

1. H
2. C
3. E
4. I
5. G
6. A
7. J
8. C
9. F
10. B

Multiple Choice

1. B
2. A
3. C
4. B
5. A
6. D
7. B
8. D
9. D
10. C

Completion

1. entry-level
2. specialist-level
3. career plan
4. self-assessment
5. goal-setting
6. postsecondary
7. not-for-profit
8. College access
9. grant
10. need-based awards

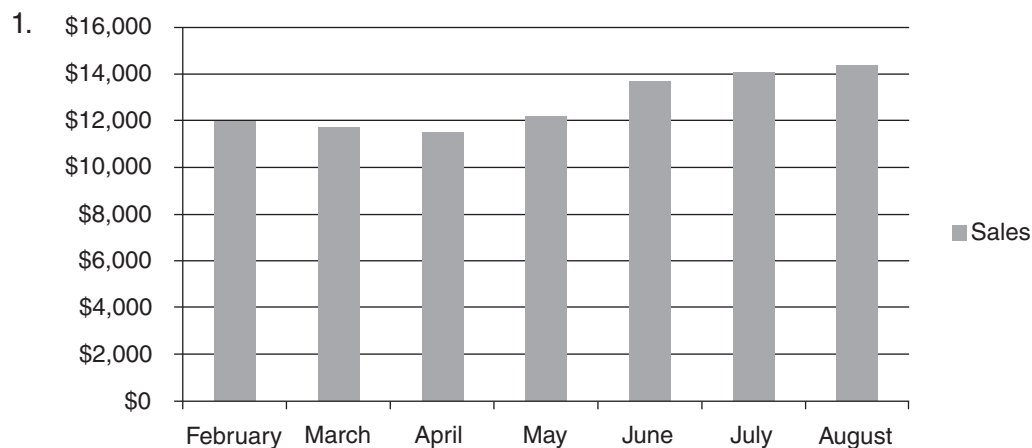
Part 2: Concept Review

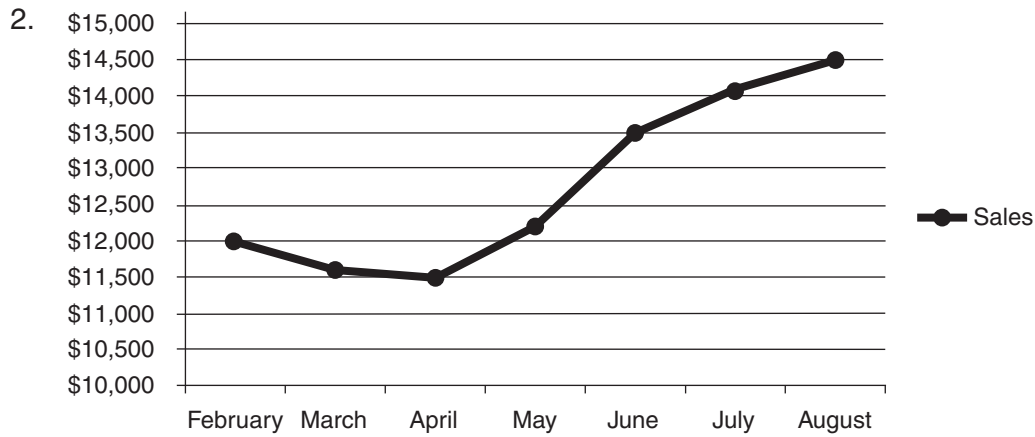
Open Response

1. Employability skills are applicable skills used to help an individual find a job, perform in the workplace, and gain success in a job or career. Four types of employability skills are basic skills, thinking skills, people skills, and personal qualities.
2. Values are the principles and beliefs that an individual considers important. Values are developed as people mature and learn. Your values influence how you relate to other people and make decisions about your education and career. Your work values can provide great insight into what kind of career will appeal to you. Everyone has a set of work values that are taken into consideration when choosing a career path.
3. Options for career training include occupational training, internships, apprenticeships, and military service.
4. Certification is a professional status earned by an individual after passing an exam focused on a specific body of knowledge. Some certifications are industry- or trade-specific. Other certifications verify that an individual has employability skills. Student opinions may vary. Consider the following when evaluating student responses. Even if your current employer does not require professional certification, it might still be beneficial to earn it. Achieving certification demonstrates your commitment to and interest in your field and work. Professional certification may also make you stand out among your coworkers. Additionally, having professional certification might make it easier to find another job in the industry.
5. Student answers will vary. Refer to Figure 21-7 in the text when evaluating responses.

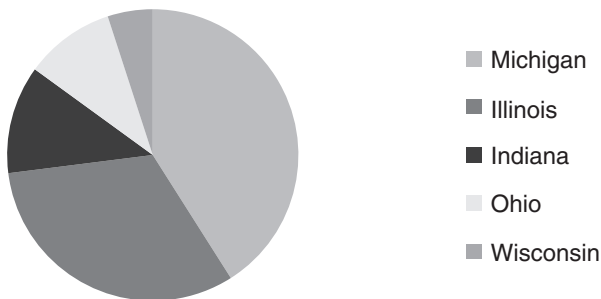
Part 3: Math Skills

Graphing



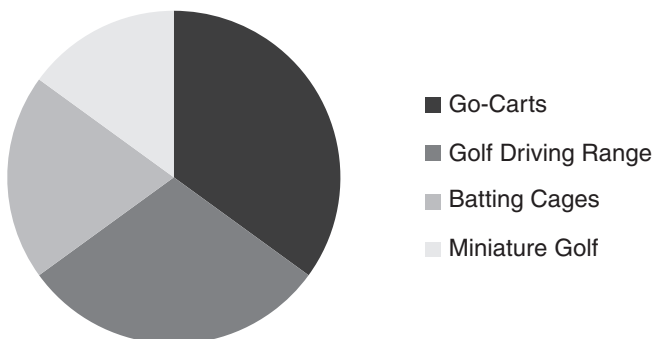


3. **Percentage of Sales**



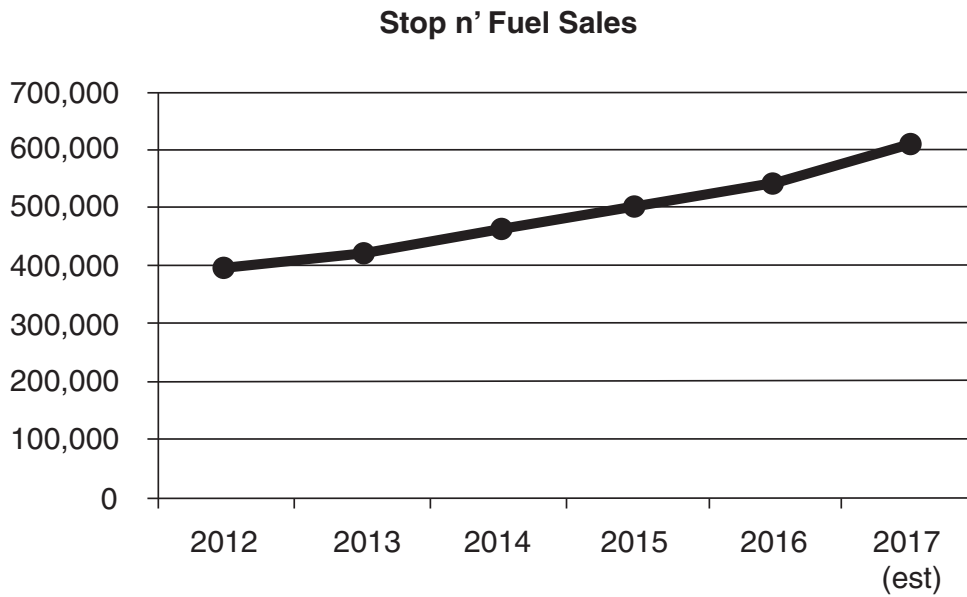
4. (a.) $\$210,000 \div \$600,000 = .35 \rightarrow 35\%$
 (b.) $\$180,000 \div \$600,000 = .30 \rightarrow 30\%$
 (c.) $\$120,000 \div \$600,000 = .20 \rightarrow 20\%$
 (d.) $\$90,000 \div \$600,000 = .15 \rightarrow 15\%$

Sales in Each Area



5. (a.) Planned sales increase: $\$550,000 \times .10 = \$55,000$
 Planned 2016 sales: $\$550,000 + \$55,000 = \$605,000$

(b.)



Part 4: Communication Skills

Reading Questions

1. The purpose of the dress code is to present a professional image to the public, customers, customer prospects, and other business associates in order to ensure that those individuals are confident in our business integrity and competence.
2. Although “business casual” attire is permitted, clothing that is too casual presents a poor image of the Company and is not allowed.
3. Discuss the decision with their supervisor or the Human Resources Director.