

CHAPTER

21

Career Planning

Part 1: Content Review

Matching

Write the letter of the correct term for each definition on the line provided.

Terms

- | | |
|---------------|-----------------------|
| A. job | F. internship |
| B. career | G. apprenticeship |
| C. skill | H. certification |
| D. ability | I. scholarship |
| E. networking | J. work-study program |

- _____ 1. A professional status earned by an individual after passing an exam focused on a specific body of knowledge.
- _____ 2. The mastery of a skill or the capacity to do something.
- _____ 3. Talking with people you know and making new contacts.
- _____ 4. Financial aid that may be based on financial need or some type of merit or accomplishment.
- _____ 5. A combination of on-the-job training, work experience, and classroom instruction.
- _____ 6. The work a person does regularly in order to earn money.
- _____ 7. Part-time jobs on a college campus.
- _____ 8. Something an individual does well.
- _____ 9. A short-term position with a sponsoring organization that gives an opportunity to gain on-the-job experience.
- _____ 10. A series of related jobs in the same profession.

Multiple Choice

Place the letter of the correct answer to each question on the line provided.

- _____ 1. Critical skills necessary to perform the required work-related tasks of a position are _____ skills.
- A. transferable
 - B. job-specific
 - C. postsecondary
 - D. career cluster
- _____ 2. The highest level position on a career ladder is _____.
- A. executive
 - B. supervisory
 - C. specialist
 - D. career-level
- _____ 3. A position on the career ladder that has management responsibility is _____.
- A. specialist
 - B. certification
 - C. supervisory
 - D. career-level
- _____ 4. A list of steps on a time line to reach each of your career goals is a career _____.
- A. cluster
 - B. plan
 - C. ladder
 - D. foundation
- _____ 5. Which of the following is an example of an aptitude?
- A. Mathematics
 - B. Drawing
 - C. Writing
 - D. All of the above.
- _____ 6. Which of the following is an example of formal education?
- A. High school
 - B. Two-year college
 - C. Four-year college
 - D. All of the above.
- _____ 7. Education that prepares you for a specific type of work is _____.
- A. formal education
 - B. occupational training
 - C. certification
 - D. college access
- _____ 8. Students in postsecondary school choose a(n) _____ that suits an interest or meets a career goal.
- A. certification
 - B. aptitude
 - C. continuing education unit (CEU)
 - D. area of study

Name _____

- _____ 9. Which of the following sources of college funding must be repaid?
- A. Work-study
 - B. Grant
 - C. Scholarship
 - D. Governmental education loan
- _____ 10. A 529 Plan is a type of _____.
- A. career plan
 - B. career pathway
 - C. saving plan
 - D. college curriculum

Completion

In the space provided, write the word(s) that best completes each of the following statements.

- _____ 1. A(n) _____ position is usually a person's first or beginning job.
- _____ 2. A(n) _____ position requires specialized knowledge and skills in a specific field.
- _____ 3. A list of steps on a time line to reach each of your career goals is a _____.
- _____ 4. Taking a(n) _____ helps identify your aptitudes, abilities, values, and interests.
- _____ 5. The process of deciding what a person wants to achieve is _____.
- _____ 6. Any education received after high school is _____ education.
- _____ 7. A(n) _____ school is one that returns money it earns back into the school.
- _____ 8. _____ refers to building awareness about college opportunities, providing guidance regarding college admissions, and identifying ways to pay for college.
- _____ 9. A financial award that does not have to be repaid and is typically provided by a nonprofit organization is a(n) _____.
- _____ 10. Financial-aid awards available for students and families who meet certain economic requirements are _____.

Name _____

Part 2: Concept Review

Open Response

*Write your response to each of the following statements or questions in the space provided.
Use complete sentences.*

1. What are employability skills? List four major types of employability skills.

2. What are values? How do values apply to career planning and success?

3. Identify four sources of career training for those who do not wish to attend college.

Name _____

4. What is professional certification? Do you think it might be beneficial to earn a professional certification in your career field, even if your current employer does not require it? Briefly explain your answer.

5. Choose three potential sources of funding your college education. Identify the benefits and disadvantages of each.

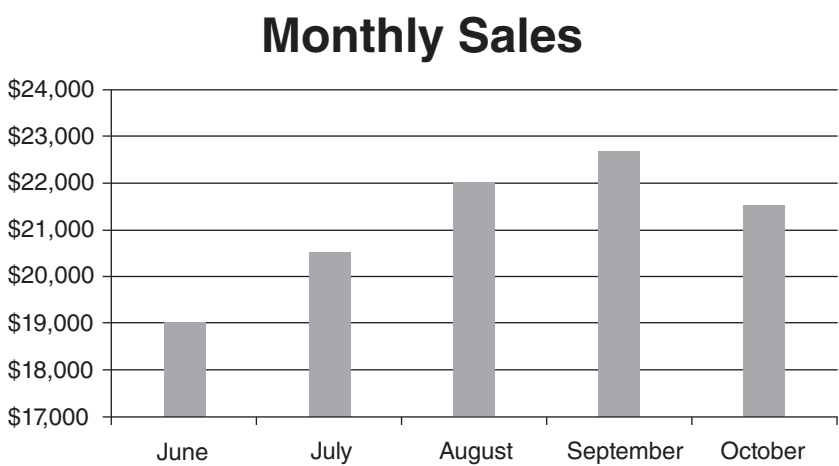
Name _____

Part 3: Math Skills

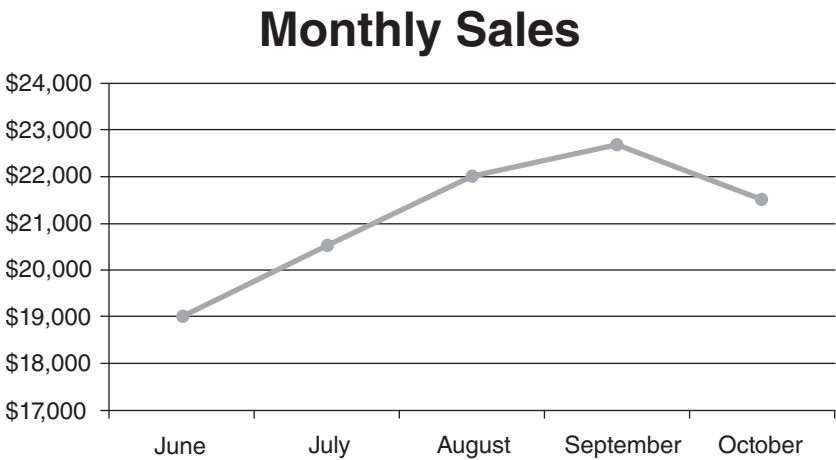
Graphing

Data must often be organized and presented in a way that makes it easier to understand, such as with a graph. Graphs are used to illustrate data in a picture-like format. Common types of graphs are bar graphs, line graphs, and circle graphs. A bar graph organizes information along a vertical axis and horizontal axis. The vertical axis runs up and down one side and lists data, such as sales figures. The horizontal axis runs along the bottom and typically indicates a timeline. The following monthly sales data are illustrated in a bar graph that follows:

June:	\$19,000
July:	\$20,500
August:	\$22,000
September:	\$22,750
October:	\$21,500



A line graph also organizes information on a vertical and horizontal axis. However, data are graphed as a continuous line rather than a set of bars. Line graphs are often used to show trends over a period of time. The following line graph illustrates the previously mentioned monthly sales data.

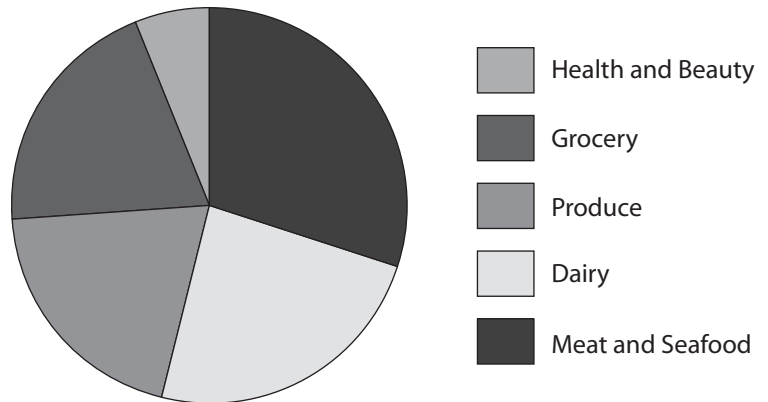


Name _____

A circle graph looks like a divided circle and shows how a whole object is cut into parts. Circle graphs are also called *pie charts* and are often used to illustrate percentages. The following data represent the percentage of a supermarket's sales contributed by its various departments and are illustrated in the circle graph that follows:

Meat and Seafood: 30 percent
 Dairy: 24 percent
 Produce: 20 percent
 Grocery: 20 percent
 Health and Beauty: 6 percent

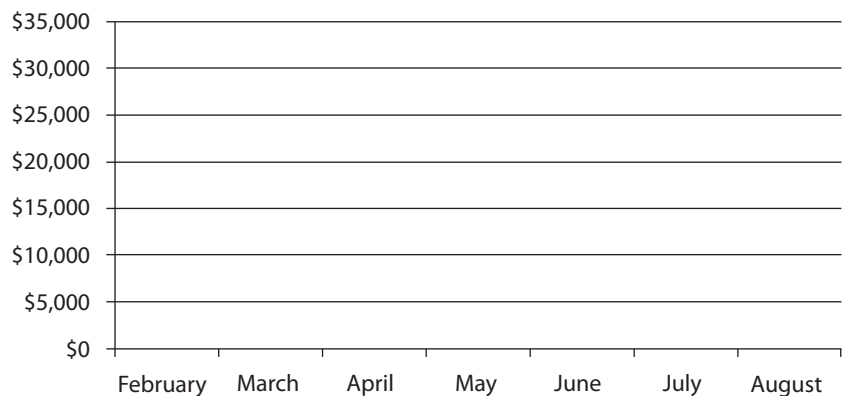
Percentages by Department



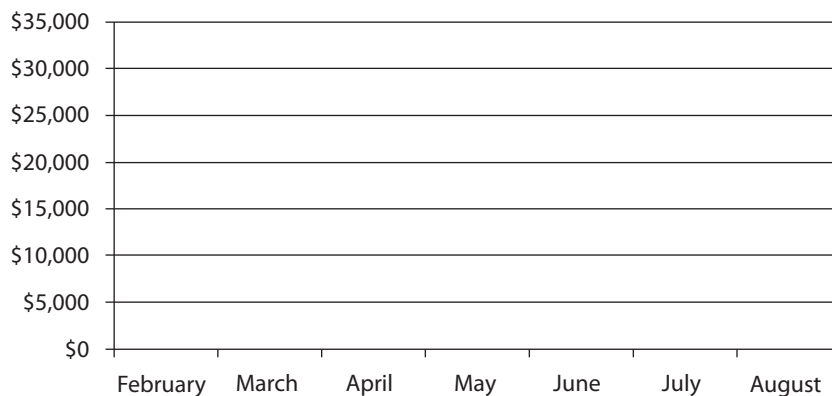
Answer the following questions involving graphs.

1. The following data represent monthly sales from Midwest Pool Supplies. Draw a bar graph to illustrate the data. ?

February: \$12,000
 March: \$11,600
 April: \$16,500
 May: \$19,200
 June: \$24,500
 July: \$32,100
 August: \$14,500



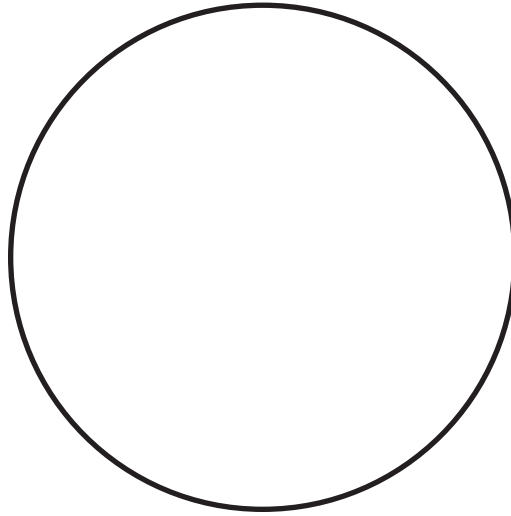
2. Refer to the previous question. Draw a line graph to illustrate the sales data. ?



Name _____

3. Chet's Plumbing Supplies operates in five Midwestern states. The following data represent the percentage of total sales from each of these states. Draw a circle graph to illustrate the data. 

Michigan: 39 percent
 Illinois: 30 percent
 Indiana: 14 percent
 Ohio: 11 percent
 Wisconsin: 6 percent



4. Larry's Fun City is an entertainment complex. The following data show the sales generated last year from the four areas of its business.

Go-Carts: \$210,000
 Golf Driving Range: \$180,000
 Batting Cages: \$120,000
 Miniature Golf: \$90,000
 Total: \$600,000

Calculate the percent of total sales generated from each area of its business.

- a. Go-Carts

- b. Golf Driving Range

- c. Batting Cages

- d. Miniature Golf

Name _____

Draw a circle graph to illustrate the data.

5. Stop 'n Fuel is a highway rest stop that sells gasoline, food, and gifts. The following shows sales for five years from 2012 to 2016. ?

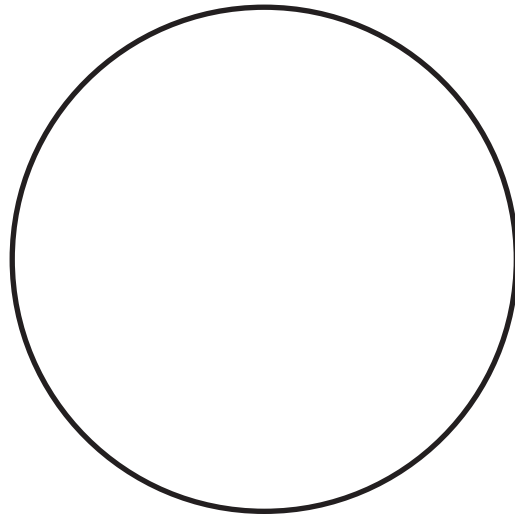
2012: \$400,000

2013: \$425,000

2014: \$465,000

2015: \$500,000

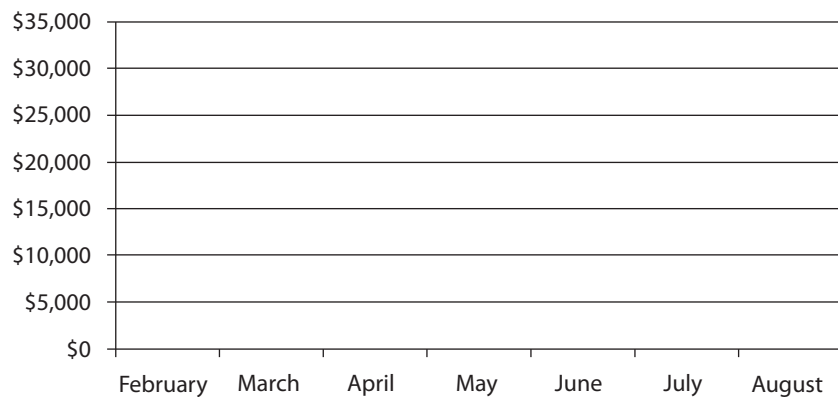
2016: \$550,000



The owner is planning for sales in 2017 to increase 10 percent over 2016 sales.

- a. Calculate the planned sales for 2017.

- b. Draw a line graph to illustrate the actual sales from 2012 to 2016 and the planned sales for 2017. Indicate on your graph that the sales number for 2017 is an estimate. ?



Name _____

Part 4: Communication Skills

Reading

All employees must read and comprehend company policies, often written in an employee handbook. Read the passage that follows and focus on the content. After you have read the passage, answer the questions that follow.

Dress Code

The DataSystems Computer Company requires all employees to present a professional image to the public, customers, prospective customers, and other business associates in order to ensure that those individuals are confident in our business integrity and competence. Accordingly, each employee is required to wear appropriate business attire while at the office or any time he or she is conducting Company business. Although “business casual” attire is permitted, clothing that is too casual presents a poor image of the Company and is not allowed. Supervisors will offer guidance as to proper attire and are empowered to establish minimum standards for their employees that do not violate safety or health regulations. However, supervisors must be mindful of the Company’s presentation to outsiders.

Here are some guidelines to be used by employees when selecting work attire, and by supervisors when setting standards for their department:

- Good grooming and proper personal hygiene are important. Employees should take care to ensure that their grooming and hygiene are not offensive to others.
- All employees are expected to wear business attire appropriate for the department in which they are assigned.
- Women should not wear any clothing that is too short, tight, or revealing. Midriff-bearing or low-cut garments are prohibited.
- Gentlemen should wear business suits or coordinating sport coats and slacks when greeting customers or vendors.
- Women should wear business-like dresses or coordinated skirt or pants outfits when greeting customers or vendors.
- Employees with visible tattoos may be asked to keep them covered while at work.
- Employees should wear business-type shoes.
- Employees are discouraged from wearing extremes in hairstyles, make-up, or jewelry, including body piercing.

Above all, employees should use common sense when selecting their wardrobe and reviewing their appearance. If in doubt about the appropriateness of a particular aspect of their appearance, employees should discuss the decision with their supervisor or the Human Resources Director.

The dress code applies to all employees, whether they are in customer contact positions or not. Exceptions to the dress code that must be made for certain health or other reasons must have the approval of the Human Resources Director. Employees who report for work in unacceptable attire or are inappropriately groomed may be sent home (without pay) in order to correct their appearance.

Name _____

Reading Questions

1. What is the purpose of the dress code for this company?

2. Is business casual dress acceptable?

3. What should employees do if they are in doubt about the appropriateness of their appearance?
