

DOCUMENT RESUME

ED 070 012

CG 007 641

TITLE Work Experience (Money Management and Social Involvement). Course Outline: 8769.
INSTITUTION Dade County Public Schools, Miami, Fla.
PUB DATE 71
NOTE 32p.; Authorized Course of Instruction for the Quinmester Program

EDRS PRICE MF-\$0.65 HC-\$3.29
DESCRIPTORS Activity Learning; Career Choice; Career Education; Career Planning; Curriculum Guides; *Economic Education; Goal Orientation; *Money Management; Vocational Adjustment; *Vocational Development; *Work Attitudes; Work Experience Programs

IDENTIFIERS *Quinmester Program

ABSTRACT

A course was designed to help students develop traits which have worthwhile carry-over values which will prove useful in the continuation or completion of their formal education. The proper methods used in wise money management, covering those areas of earnings, savings, spending, budgeting and calculations of deductions are discussed and practiced in some depth during the course. Work-experience students learn self motivational concepts, which will aid them in seeking further technical education. This report is an outline developed through the cooperative efforts of the instructive and administrative personnel. The course is divided into three sections: (1) money management; (2) the future and you, and (3) a post-test. A list of ten goals are presented which the work-experience student should be able to demonstrate upon completion of the program. Among these are to obtain knowledge of the procedures involved in securing employment, and the generally accepted procedures in preparing for a job interview. (Author/BW)

ED 070012

AUTHORIZED COURSE OF INSTRUCTION FOR THE **QUINMESTER PROGRAM**

CG 007 644

Course Outline

MONEY MANAGEMENT AND SOCIAL INVOLVEMENT
(Work Experience - 8769)

Department 48 - Course 8769.04

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

FILMED FROM BEST AVAILABLE COPY

ED 070012

D A D E C O U N T Y P U B L I C S C H O O L S
1 4 1 0 N O R T H E A S T S E C O N D A V E N U E
M I A M I, F L O R I D A 3 3 1 3 2

Course Outline

WORK EXPERIENCE - 8769
(Money Management and Social Involvement)

Department 48 - Course 8769.04

the division of
VOCATIONAL, TECHNICAL AND ADULT EDUCATION

DADE COUNTY SCHOOL BOARD

Mr. William Lehman, Chairman
Mr. G. Holmes Braddock, Vice-Chairman
Mrs. Ethel Beckham
Mrs. Crutcher Harrison
Mrs. Anna Brenner Meyers
Dr. Ben Sheppard
Mr. William H. Turner

Dr. E. L. Whigham, Superintendent of Schools
Dade County Public Schools
Miami, Florida 33132

Published by the Dade County School Board

Copies of this publication may be obtained through

Textbook Services
2210 S. W. Third Street
Miami, Florida 33135

Course Description

<u>8769</u>	<u>48</u>	<u>8769.04</u>	<u>Money Management and Social Involvement</u>
State Category	County Dept.	County Course	Course Title
Number	Number	Number	

The proper methods used in wise money management, covering those areas of earnings, savings, spending, budgeting and calculations of deductions will be discussed and practiced in some depth during this quinmester. Work-experience students will learn self motivational concepts, which will aid them in seeking further technical education.

Clock Hours: 45

PREFACE

Maturity and growth can be gained and evaluated in many ways. The easily observable physical growth can be seen and gauged by the naked eye, but the anticipated growth and maturity one gains through a working experience is not easily recognized.

During this fourth quinmester, our goal is to develop in the students traits which have worthwhile carry-over values which will prove useful in the continuation or completion of their formal education.

The ability to earn money, in itself, does not indicate maturation; but the wise use of this money can only be judged favorably. The earning, saving, spending, budgeting and calculating of deductions will be explained, shown visually and discussed by invited speakers during this fourth quinmester.

Another concept which we will attempt to instill in the students is one of self motivation. Should he seek advancement on his job? Should he pursue the varied methods of attaining advancement? Has his scope been broadened, thus indicating a possible change in occupation? Is he setting realistic goals? The answers to these and other questions will be sought during this quinmester, which is three blocks in length and forty-five class hours in duration.

It is to the advantage of the coordinator to present this material, possibly with the cooperation of their individual guidance and mathematics departments, in a way which is meaningful and pertinent to their students.

This outline was developed through the cooperative efforts of the instructional and administrative personnel, the Quinmester Advisory Committee, and the Vocational Teacher Education Service, and has been approved by the Dade County Vocational Curriculum Committee.

TABLE OF CONTENTS
with suggested hourly breakdown

	Page
PREFACE	i
GOALS	iii
SPECIFIC BLOCK OBJECTIVES	iv
BIBLIOGRAPHY.	5
BLOCK	
I. MONEY MANAGEMENT (28 hours)	
Where It All Begins	1
How It Is Made	1
To You the Worker	1
Some Money Is Deducted.	1
Some Money Is Saved	2
Some Money Is Spent	2
Before You Spend	2
II. SOCIAL INVOLVEMENT - THE FUTURE AND YOU (13 hours)	
Junior High School - Now What	3
Help Is Always Available.	3
More Information Is Needed.	3
The Key to the Future	4
III. QUINMESTER POST TEST (4 hours)	
APPENDIX - QUINMESTER POST TEST SAMPLES	17

GOALS

Upon completion of this program, the Work Experience student should be able to demonstrate:

1. Knowledge of the procedures involved in securing employment.
2. The generally accepted procedures in preparing for a job interview.
3. The need for good health habits and grooming as preparation and maintenance of employment.
4. An awareness of the Federal, State and Local laws that pertain to student employment.
5. The duties, responsibilities and qualifications needed for selected occupations.
6. The necessary attributes required for good employer-employee and employee-employee relationships.
7. An awareness of the general talents needed for advancement within a chosen field.
8. The need to maintain harmonious relationships and better understanding of one's self-image.
9. The necessity and importance of wise money management.
10. The need and advantages of additional vocational skills and training for employment and future job success.

SPECIFIC BLOCK OBJECTIVES

BLOCK I - MONEY MANAGEMENT

The student must be able to:

1. State orally five legitimate ways money can be earned.
2. Discuss the purposes of money.
3. Calculate mathematically problems based on hours worked, hourly wages and overtime incurred.
4. Calculate problems pertaining to payroll deductions, with emphasis on withholding and social security taxes.
5. Discuss the services offered by Federal and Commercial Banks.
6. Perform problems, which would indicate an understanding of banking and rates of interest.
7. Exhibit the ability to set up an individual budget within the range of their current earnings.
8. State orally five various types of insurance.
9. Explain the procedures to be followed in making a major purchase.
10. Discuss the procedures to be followed in opening a small business.

BLOCK II - THE FUTURE AND YOU

The student must be able to:

1. List the advantages of a high school education.
2. Explain why he wants to remain in a cooperative program when he enters high school.
3. Explain why he wants to follow a regular academic or vocational program in high school.
4. Discuss the benefits derived from his involvement in the Work Experience Program.
5. Discuss any changes which might have taken place in his vocational aspirations due to his involvement in the Work Experience Program.
6. Explain why additional training may be required and where this training may be obtained to meet his new vocational goals.
7. List and discuss sources of additional vocational information.
8. Indicate through word and deed, a more positive attitude than was evident upon initial acceptance to the Work Experience Program.

BLOCK III - QUINMESTER POST TEST

Course Outline

WORK EXPERIENCE - 8769 (Money Management and Social Involvement)

Department 48 - Course 8769.04

I. MONEY MANAGEMENT

A. Where It All Begins

1. The need for currency:
 - a. Convenience:
 - (1) Size
 - (2) Denominations
 - b. Purchasing
 - c. Investing
 - d. International trade:
 - (1) Rate of exchange
 - (2) Gold Bullion
 - e. Payment of debts
 - f. Barter system
2. How it is made:
 - a. Treasury Department:
 - (1) Printing
 - (2) Special paper
 - (3) Various metals
 - (4) Engraving
 - (5) Special inks
 - b. Federal Reserve Banks:
 - (1) Dispersement
 - (2) Re-cycling
3. To you the worker:
 - a. Payment for duties performed:
 - (1) Hourly
 - (2) Daily
 - (3) Weekly
 - (4) Monthly
 - (5) Yearly
 - (6) Piece Work
 - (7) Commission
 - b. Method of payment:
 - (1) Cash
 - (2) Check

B. Some Money Is Deducted

1. Withholding Tax:
 - a. Gross salary:
 - (1) Standard
 - (2) Overtime
 - b. Net salary:
 - (1) Dependents
 - (2) Other deductions

I. MONEY MANAGEMENT (Continued)

2. Social Security:
 - a. Benefits:
 - (1) Medicare
 - (2) Pension
 - b. Deduction
3. Other deductions:
 - a. Credit unions
 - b. Investments
 - c. Savings bonds
 - d. Insurance
 - (1) Life
 - (2) Medical
 - e. Union dues

C. Some Money is Saved

1. Federal Bank
2. Commercial Bank:
 - a. Savings account
 - b. Checking account
3. Budgeting:
 - a. Income
 - b. Expenses
 - c. Miscellaneous

D. Some Money Is Spent

1. Major purchases:
 - a. Car
 - b. House
 - c. Major appliance
2. Other expenditures
 - a. Insurance:
 - (1) Auto
 - (2) Life
 - (3) Home
 - (4) Medical
 - b. Investments:
 - (1) Stocks
 - (2) Bonds

E. Before You Spend

1. Compare:
 - a. Price
 - b. Quality
 - c. Manufacturer
 - d. Service
2. Other considerations:
 - a. Rate of interest
 - b. Time of payments
 - c. Method of payments
 - d. Guarantee
 - e. Warranty

II. THE FUTURE AND YOU

- A. Junior High School - Now What
 - 1. High school:
 - a. Academic:
 - (1) College
 - (2) General
 - b. Vocational:
 - (1) Cooperative program
 - (2) Specific program
 - c. Comprehensive programs
 - 2. Drop out:
 - a. To what
 - b. Why
- B. Help is always available:
 - 1. School counselor or coordinator:
 - a. Analyze your abilities
 - b. Aid in choice of courses
 - c. Help relate school to job
 - d. Suggest where additional job information can be obtained
 - e. Suggest where additional training may be obtained
 - f. Help parents understand school
 - g. Furnish recommendations
 - 2. Employment service counselor:
 - a. Talk about your plans
 - b. Give Standardized Aptitude Tests
 - c. Suggest job training
 - d. Suggest job openings
 - e. Help make job contacts
 - 3. Armed Forces:
 - a. Army
 - b. Navy
 - c. Marines
 - d. Coast Guard
- C. More Information is Needed
 - 1. High school:
 - a. Administrator
 - b. Teacher
 - c. Ex-student
 - d. Counselor
 - 2. Adult Vocational Center:
 - a. Special area teacher
 - b. Guidance department
 - c. Student attending
 - 3. Business community:
 - a. Various owners
 - b. Employees
 - c. Civic Clubs

II. THE FUTURE AND YOU (Continued)

D. The Key to the Future

1. High School
2. Technical School
3. Junior College
4. College

III. QUINMESTER POST TEST

BIBLIOGRAPHY
(Money Management and Social Involvement)

Basic References:

1. Turner-Livingston Reading Series. 1st ed. Chicago: Follett Publishing Co., 1962.
The Money You Spend
The Town You Live In
The Jobs You Get
The Person You Are
The Friends You Make
The Family You Belong To
2. Turner-Livingston Communication Series. 1st ed. Chicago: Follett Publishing Co., 1965.
The Television You Watch
The Phone Calls You Make
The Newspapers You Read
The Letters You Write
The Language You Speak
3. Turner-Livingston Guidance Series. 1st ed. Chicago: Follett Publishing Co., 1968.
How To Find a Job
How To Get a Job
How To Keep a Job
Starting a Job
Paycheck
4. The Job You Want. New York: McGraw-Hill Book Co., 1968.
5. You and Your Job. Cincinnati: South-Western Publishing Co., 1968

Supplementary References:

6. About Her. New York: McGraw-Hill Book Co., 1968.
7. About Him. New York: McGraw-Hill Book Co., 1968.
8. Bell and Abrams. Business Behavior. Cincinnati: South-Western Publishing Co., 1964.
9. Career Opportunities. New York: New York Life Insurance Co., 1965.
10. Dictionary of Occupational Titles. Washington, D. C.: U. S. Department of Labor, 1969.
11. From High School to a Job. New York: David McKay Co., Inc. 1956.

Supplementary References:

12. General Business. Russon. Cincinnati: South-Western Publishing Co., 1964.
13. How To Win Friends and Influence People. Carnegie, Dale. New York: Simon and Schuster, 1936.
14. Money Makes Sense. Chicago: Follett Publishing Co., 1968.
15. Occupational Information. Shartle. New York: Prentice-Hall, Inc., 1967.
16. Occupations and Careers. New York: McGraw-Hill Publishing Co., 1955.
17. Pick Your Job and Land It. Edlund. New York: Prentice-Hall Inc., 1964.
18. Planning Your Life's Work. Hatch, Parmenter. Bloomington, Ill: McKnight and McKnight Publishing Co., 1969.
19. Roberts Rules of Order. Roberts. Glenview, Ill: Scott, Foresman and Co., 1943.
20. Selling Yourself to an Employer. New York: McGraw-Hill Publishing Co., 1965.
21. Vocational English. Book I. New York: Globe Book Company, 1967.

Booklets:

22. Better Jobs with Better Grooming. New York: Bristol Myers Co.
23. Better Start with Good Grooming. New York: Bristol Myers Co.
24. Child Labor Laws in a Nutshell. Tallahassee: Florida Industrial Commission.
25. Child Labor Law Packet. Tallahassee: Florida Industrial Commission.
26. Facts About Alcohol. McCarthy. Chicago: Science Research Associates.
27. Facts About Narcotics. Vogel & Vogel. Chicago: Science Research Associates.
28. Hurrying Kind, The. Local Office. U. S. Army Recruiting.
29. How To Live with Parents. Chicago: Science Research Associates.
30. How To Prepare Your Income Tax on Form 1040. Washington, D. C.: Internal Revenue Service.

31. Job Guidance for Young People. Washington, D. C.: U. S. Bureau of Labor Standards.
32. Know Your Money. Washington, D. C.: U. S. Government Printing Office.
33. Learning How To Study. Chicago: Science Research Associates.
34. LSD Insight or Insanity. Chicago: Science Research Associates.
35. Stay in School. Local Office. U. S. Navy Recruiting.
36. Study Your Way Through School. Chicago: Science Research Associates.
37. What Good Is High School. Chicago: Science Research Associates.
38. You, Today and Tomorrow. Princeton: Educational Testing Service.
39. Your Social Security. Washington, D. C.: U. S. Department of Health, Education and Welfare.

Films:

1. Acts of Courtesy. 16 mm. 11 min. B/W. Sound. Dade County, 1-00909.
2. Adults in a Hurry. 16 mm. 25 min. Color. Sound. Detroit: Jam Handy Corp.
3. Aptitudes and Occupations. 16 mm. 13 min. B/W. Sound. Chicago: Coronet Instructional Films, Inc.
4. Banks and Credit. 16 mm. 10 min. B/W. Sound. Dade County, 1-00398.
5. Barney Butt. 16 mm. 13 min. Color. Sound. New York: American Heart Association.
6. Be Punctual. 16 mm. 10 min. B/W. Sound. Chicago: Coronet Instructional Films, Inc.
7. Being on Time. 16 mm. 10 min. Color. Sound. Dade County, 1-00147.
8. Bennies and Goofballs-FDA Report. 16 mm. 20 min. B/W. Sound. Dade County, 1-13529.
9. Beyond LSD. 16 mm. 28 min. Color. Sound. Local Office. Federal Bureau of Narcotics and Dangerous Drugs.
10. Beyond a Reasonable Doubt. 16 mm. 28 min. Color. Sound. Dade County, 1-31714.

11. Big Question, The-Choosing Your Career. 16 mm. 28 min. Color. Sound. Atlanta: Association Films, Inc.
12. Body Care and Grooming. 16 mm. 20 min. B/W. Sound. Dade County, 1-12968.
13. Bridge, The. 16 mm. 20 min. Color. Sound. New York: National Association of Manufacturers.
14. Careers for Girls. 16 mm. 20 min. B/W. Sound. Urbana, Illinois: University of Illinois Press.
15. Changing Face of Florida, The. 16 mm. 15 min. Color. Sound. Dade County, 1-13381.
16. Choosing for Happiness. 16 mm. 14 min. B/W. Sound. Dade County, 1-10094.
17. Citizenship in Action. 16 mm. 28 min. B/W. Sound. Dade County, 1-30035.
18. College Perspectives. 16 mm. 29 min. B/W. Sound. New York; College Entrance Examination Board.
19. Credit Loans. 16 mm. 20 min. B/W. Sound. Dade County, 1-10196.
20. Developing Responsibility. 16 mm. 15 min. B/W. Sound. Chicago: Coronet Instructional Films, Inc.
21. Developing Self Reliance. 16 mm. 15 min. B/W. Sound. Chicago: Coronet Instructional Films, Inc.
22. Dressing Up. 16 mm. 15 min. Color. Sound. Atlanta: Association Films, Inc.
23. Earning Money While Going to School. 16 mm. 10 min. B/W. Sound. Dade County, 1-00498.
24. Fight or Flight. 16 mm. 28 min. Color. Sound. Local Office. Federal Bureau of Narcotics and Dangerous Drugs.
25. Finding Your Life's Work. 16 mm. 22 min. B/W. Sound. Dade County, 1-10315.
26. Finding the Right Job. 16 mm. 11 min. B/W. Sound. Dade County, 1-00574.
27. Getting a Job. 16 mm. 16 min. B/W. Sound. Dade County, 1-10320.
28. Getting Along with Others. 16 mm. 15 min. B/W. Sound. Chicago: Coronet Instructional Films, Inc.
29. Good Looks. 16 mm. 20 min. Color. Sound. Atlanta: Modern Talking Picture Company.

30. Good Place To Work. 16 mm. 14 min. B/W. Sound. Dade County, 1-10319.
31. Going Steady. 16 mm. 20 min. Color. Sound. Chicago: Coronet Instructional Films, Inc.
32. Hooked. 16 mm. 20 min. B/W. Sound. Dade County, 1-13216.
33. Horizons Unlimited. 16 mm. 30 min. Color. Sound. Atlanta: Modern Talking Picture Company.
34. How To Be Well Groomed. 16 mm. 10 min. B/W. Sound. Dade County, 1-03991.
35. How To Investigate Vocations. 16 mm. 10 min. B/W. Sound. Dade County, 1-00576.
36. How To Keep a Job. 16 mm. 10 min. B/W. Sound. Dade County, 1-00578.
37. How We Make a Living. 16 mm. 30 min. Color. Sound. Washington, D.C.: U. S. Bureau of the Census.
38. Human Reproduction. 16 mm. 21 min. Color. Sound. Dade County, 1-11252.
39. Innocent Party. 16 mm. 18 min. Color. Sound. Dade County, 1-11370.
40. Introducing the New Worker to His Job. 16 mm. 16 min. B/W. Sound. Dade County, 1-11582.
41. Is Smoking Worth It? 16 mm. 13 min. Color. Sound. New York: American Cancer Society.
42. Losers, The. 16 mm. 31 min. B/W. Sound. Dade County, 1-31716.
43. LSD-Insight or Insanity. 16 mm. 28 min. Color. Sound. Dade County, 1-31731.
44. Manage Your Money. 16 mm. 20 min. B/W. Sound. New York: Sterling Publishing Company.
45. Marijuana. 16 mm. 20 min. Color. Sound. Local Office. Federal Bureau of Narcotics and Dangerous Drugs.
46. Molested. 16 mm. 25 min. B/W. Sound. Dade County, 1-31408.
47. Money Talks. 16 mm. 11 min. B/W. Sound. Dade County, 1-00397.
48. Morning for Jimmy, A. 16 mm. 28 min. B/W. Sound. New York: Association Films, Inc.
49. Narcotics-Pit of Despair. 16 mm. 28 min. Color. Sound. Dade County, 1-31609.

50. No Limit to Learning. 16 mm. 29 min. Color. Sound. New York:
College Entrance Examination Board.
51. No Reason To Stay. 16 mm. 28 min. Color. Sound. New Orleans:
Canadian Consulate General.
52. Next Year Is Now. 16 mm. 28 min. Color. Sound. New York:
John Hancock Life Insurance Company.
53. Opportunities Unlimited. 16 mm. 13 min. B/W. Sound. Dade
County, 1-10181.
54. Penny Saved, A. 16 mm. 15 min. Color. Sound. New York:
Association Films, Inc.
55. Personal Finance Planning. 16 mm. 15 min. B/W. Sound. New
York: Association Films, Inc.
56. Personal Health for Girls. 16 mm. 11 min. B/W. Sound. Dade
County, 1-03199.
57. Personal Hygiene for Boys. 16 mm. 11 min. B/W. Sound. Dade
County, 1-03197.
58. Personal Qualities for Job Success. 16 mm. 15 min. B/W. Sound.
Chicago: Coronet Instructional Films, Inc.
59. Quarter Million Teenagers. 16 mm. 16 min. Color. Sound. Dade
County, 1-11376.
60. Responsibility. 16 mm. 15 min. B/W. Sound. New York:
McGraw-Hill Book Company.
61. Riddle, The. 16 mm. 20 min. Color. Sound. Local Office.
Federal Bureau of Narcotics and Dangerous Drugs.
62. Road Ahead, The. 16 mm. 25 min. B/W. Sound. New York:
Association Films, Inc.
63. Rules at School. 16 mm. 13 min. B/W. Sound. Chicago: Coronet
Instructional Films.
64. Samuel and Social Security. 16 mm. 15 min. Color. Sound.
Local Office. Social Security Administration.
65. Say What You Mean. 16 mm. 20 min. B/W. Sound. Dade County,
1-13332.
66. Secret Service Story. 16 mm. 18 min. Color. Sound. Local
Office. Federal Reserve Bank.
67. Seekers, The. 16 mm. 30 min. Color. Sound. Dade County, 1-31719.
68. Stay in School and Graduate. 16 mm. 14 min. Color. Sound.
Charleston, S. C. U. S. Navy Department.

69. Story of Distributive Education. 16 mm. 21 min. Color. Sound.
New York: Association Films, Inc.
70. This Way Up. 16 mm. 20 min. B/W. Sound. Atlanta: Modern
Talking Pictures, Inc.
71. 'Til Debt Do Us Part. 16 mm. 14 min. B/W. Sound. New York:
Association Films, Inc.
72. Time of Our Lives, The. 16 mm. 27 min. Color. Sound. New York:
Association Films, Inc.
73. Thin Blue Lines. 16 mm. 28 min. B/W. Sound. New York:
Association Films, Inc.
74. Where Is Prejudice - Part I. 16 mm. 30 min. B/W. Sound.
Dade County, 1-31614.
75. Where Is Prejudice - Part II. 16 mm. 30 min. B/W. Sound.
Dade County, 1-31619.
76. When I'm Old Enough-Goodbye. 16 mm. 28 min. B/W. Sound.
Dade County, 1-30086.
77. Who Will Come to My Party. 16 mm. 18 min. Color. Sound.
Atlanta: Modern Talking Pictures, Inc.
78. Why Budget? 16 mm. 15 min. B/W. Sound. New York: McGraw-
Hill Book Company.
79. Your Cleanliness. 16 mm. 10 min. B/W. Sound. Dade County,
1-03503.
80. Your Earning Power. 16 mm. 11 min. B/W. Sound. Dade County,
1-00582.
81. Your Income Tax. 16 mm. 20 min. Color. Sound. Washington, D. C.:
U. S. Treasury Department.
82. Your Social Security. 16 mm. 15 min. B/W. Sound. Albany, N. Y.:
New York State Department of Education.
83. Your Teeth. 16 mm. 10 min. B/W. Sound. Dade County, 1-03503.
84. You and Your Money. 16 mm. 15 min. B/W. Sound. Local Office.
Federal Reserve Bank.

Filmstrips:

1. Applying for a Job. Chicago: Society for Visual Education.
2. Applying for a Job. New York: McGraw-Hill Book Company.
3. Belonging to a Crowd. Chicago: Society for Visual Education.

4. Choosing Your Career. Pleasantville, New York: Guidance Associates.
5. Developing Social Maturity. New York: McGraw-Hill Book Company.
6. Dropout, The. Pleasantville, New York: Guidance Associates.
7. Fundamentals of Thinking. New York: McGraw-Hill Book Company.
8. Finding the Right Job for You. New York: McGraw-Hill Book Company.
9. First Year in High School. Pleasantville, New York: Guidance Associates.
10. Getting Along with Others. New York: McGraw-Hill Book Company.
11. Going Steady. New York: McGraw-Hill Book Company.
12. How To Make a Career Decision. New York: The New York Times, Filmstrip of the Month.
13. Job Interview, The. Jamaica, New York: Eye-Gate House Inc.
14. Let's Look at Careers. New York: The New York Times, Filmstrip of the Month.
15. Occupational Education Series. Jamaica, New York: Eye-Gate House Inc.
16. Road to Nowhere. Pleasantville, New York: Guidance Associates.
17. Smoking Problem, The. Chicago: Society for Visual Education, Inc.
18. Speaking and Writing. Jamaica, New York: Eye-Gate House Inc.
19. What You Should Know Before You Go to Work. Pleasantville, New York: Guidance Associates.
20. World of Work Series. Pleasantville, New York: Guidance Associates.
21. Your Job Interview. New York: Reader's Digest Inc., Funk & Wagnalls Company.

Standardized Tests:

1. Picture Inventory Test, California Test Bureau,
Division of McGraw-Hill Book Company
Del Monte Research Park, Monterey, California
2. Ohio Vocational Interest Survey
Harcourt, Brace and World Inc.
757 Third Avenue, New York, N. Y.

SOURCES OF MATERIALS

1. American Cancer Society, Inc.
219 East 42nd Street
New York, N. Y. 10017
2. Association Films, Inc.
347 Madison Avenue
New York, N. Y. 10017
3. College Entrance Examination Board
College Board Film Library
267 West 25th Street
New York, N. Y. 10001
4. Coronet Instructional Films
65 East South Water Street
Chicago, Illinois 60601
5. Educational Testing Service
Princeton
New Jersey 08540
6. Eye-Gate House, Inc.
146-01 Archer Avenue
Jamaica, New York 11435
7. Filmstrip of the Month
The New York Times
Office of Educational Activities
Times Square
New York, N. Y. 10036
8. Florida Industrial Commission
Tallahassee
Florida
9. Follett Publishing Company
201 North Wells Street
Chicago, Illinois 60606
10. Funk and Wagnalls Company
Division of Reader's Digest Books
380 Madison Avenue
New York, N. Y. 10017
11. Guidance Associates
Harcourt, Brace and World, Inc.
Pleasantville, N. Y. 10570
12. Jam Handy Corporation
2821 East Grand Boulevard
Detroit, Michigan 48211

26. South-Western Publishing Company
5101 Madison Road
Cincinnati, Ohio 45227
27. Sterling Publishing Company, Inc.
419 Park Avenue South
New York, N. Y. 10016
28. U. S. Employment Service
Division of U. S. Department of Labor
Washington 25, D. C.
29. U. S. Government Printing Office
Washington, D. C.
30. University of Illinois Press
Urbana
Illinois 61803

A P P E N D I X
QUINMESTER POST TEST SAMPLES

Test 1 - Computation
Page 1 of 6

Name _____ Date _____ Score _____

Computation

Read each question carefully. Place the answer in the space provided to the right of the page. Do all your figuring on the paper which will be supplied to you by the coordinator. Do not read anything into the question which does not exist.

-
1. John had \$3.45 and received another \$2.68. He spent \$1.97. How much did he have at the end of the week? _____

 2. Frank had \$325.68 in the bank. He deposited during the month \$15, \$12.76, \$68.43 and withdrew \$40.61 and \$10.50. What is his balance at the end of the month? _____

 3. When he started a trip, Joe had 22 gallons of gas in his fuel tank. During the trip he purchased an additional 15, 20, 21, and 12 gallons. When he arrived back home, there was 8 gallons in the tank. How much gas did he use, and how many miles did he travel if his car used one gallon of gas to travel 10 miles? _____

 4. I went to the bank and deposited 4 ten dollar bills, 3 five dollar bills, 6 one dollar bills, 13 half dollars, 12 quarters, 7 dimes, 11 nickels, and 7 pennies. How much did I deposit? _____

 5. Garry had a bank balance of \$532.50. During the month he deposited \$135.50; and at the end of the month his balance was \$520. How much did he withdraw during the month? _____

 6. A gas station owner placed \$50 in the register at the beginning of the day. At the end of the day the register showed he had taken in \$637.45 and had paid out \$15.10. When he counted the cash drawer, he found \$672.60. How much was he over or short? _____

Name _____ Date _____ Score _____

Computation

Compute all problems on the paper which will be provided by the coordinator and place the answer in the space provided on the right side of this page.

1. Compute the following:

a. 24 lbs. @ .75 per lb. _____

b. 88 ft. @ $.12\frac{1}{2}$ per ft. _____

c. 16 dz. @ $37\frac{1}{2}$ per dz. _____

d. 350 ft. @ \$8 per 100 ft. _____

e. 2,400 ft. @ \$5 per 1000 ft. _____

2. A retailer bought 15 dozen pairs of gloves at \$3.75 per pair. He sold 150 pair at \$5.95 per pair and the remainder at \$4.75 per pair. What is his gross profit? _____

3. <u>Add</u>	<u>Multiply</u>	<u>Subtract</u>
$1/3 + 1/3 =$	$2 \times 3/7 =$	$5/7 - 3/7 =$
$2/3 + 3/4 =$	$3/8 \times 48 =$	$5/6 - 2/3 =$
$25/8 + 33/4 =$	$3/4 \times 5/8 =$	$81/6 - 21/2 =$

4. A man buya $13/4$ yds., $22/3$ yds., $1\ 5/6$ yds. of material. How many yards has he purchased? _____

Name _____ Date _____ Score _____

Computation

Compute all problems on the paper which will be provided by your coordinator. Place the answers in the space designated in the right hand side of this page.

1. Compute total

36 hours at \$2.25 per hour. _____

42 hours at \$1.97 per hour. _____

38 hours at \$3.76 per hour. _____

2. Compute overtime

\$2.73 per hour, time and one half. _____

\$4.27 per hour, time and one half. _____

\$1.67 per hour, time and one half. _____

3. Tom works 42 hours per week. He works 36 hours at \$1.96 per hour and gets time and one half for overtime. What is his gross pay? _____

4. Frank works 39 hours per week. He works 35 hours at \$2.68 and time and one half for overtime. What is his gross monthly salary? _____

5. Jose works 44 hours per week. He works 37 hours at \$4.22 per hour and time and one half for overtime. What is his gross yearly pay? _____

Name _____ Date _____ Score _____

Computation

Using the charts and tables which will be provided by your coordinator, compute the problems on a separate sheet of paper and place the answers in the spaces designated by the darkened line.

1. Using the withholding tax table, compute the following:

Total Wages	Exemptions	Amount Deducted
\$80.00	2	_____
\$88.00	3	_____
\$90.10	2	_____
\$89.00	5	_____
\$95.85	5	_____
\$94.50	0	_____

2. Using the Social Security tax table, compute the following:

Total Wages	Amount Deducted
\$84.00	_____
\$84.25	_____
\$98.10	_____
\$98.62	_____
\$89.79	_____
\$91.75	_____

Test 4 - continued

3. Using both tables, compute the net wages of the following:

Total Wages	Exemptions	Income Tax	FICA Tax	Net Wages
\$85.90	2	_____	_____	_____
\$91.10	4	_____	_____	_____
\$85.80	2	_____	_____	_____
\$99.40	4	_____	_____	_____
\$90.70	3	_____	_____	_____

4. George works 43 hours per week. He works 36 hours at \$1.82 per hour and time and one half for over-time. He has three dependents. What is his gross and net salary?

Gross _____
 Net _____

5. Jim works 41 hours per week. He works 35 hours at \$1.96 per hour and time and one half for over-time. He has four dependents. What is his gross and net monthly salary?

Gross _____
 Net _____

Name _____ Date _____ Score _____

Essay Questions

Read each question carefully before attempting to answer it. Write the answer on the sheet which will be supplied by your coordinator. Be accurate and neat in your work? Do not copy the question; simply number each question in the left hand margin.

1. You have made a choice to attend High School. Why?
2. You want to continue in a cooperative program. Why or why not?
3. If you are in need of additional educational or vocational information, where would you seek it and why?
4. The armed forces might be the thing for you now. Why now?
5. What information can be obtained from a Standardized Test?

Name _____ Date _____ Score _____

True-False Test Items

Each of the following statements is either true or false. If the statement is true, draw a circle around the letter T following it; if the statement is false, draw a circle around the F. If a statement is false in part, it is entirely false.

-
- | | | |
|--|---|---|
| 1. Price is the most important consideration when making a purchase. | T | F |
| 2. A five year guaranty is better than a five year warranty. | T | F |
| 3. If you bring home \$32.76 each week, it is your gross pay. | T | F |
| 4. When you want a car loan, you go to a Federal Bank. | T | F |
| 5. Withholding tax is only taken from your base salary, not your overtime. | T | F |
| 6. The best letter of recommendation is one obtained from your teacher. | T | F |
| 7. When in doubt about school information, see your counselor. | T | F |
| 8. Lindsey Hopkins Education Center will accept you the day after you drop out of your present school. | T | F |
| 9. You can obtain and work towards your High School equivalency while in the army. | T | F |
| 10. To become an X-Ray technician, you need at least 4 years of training after high school. | T | F |

KEY TO QUINMESTER POST TEST
Money Management and Social Involvement

Page 1

- | | | | |
|----|----------|----|------------|
| 1. | \$4.16 | 4. | \$71.82 |
| 2. | \$370.76 | 5. | \$158.00 |
| 3. | a. 82 | 6. | \$.25 over |
| | b. 820 | | |

Page 2

- | | | | | |
|----|-------------------|--------------------|-------------------|--|
| 1. | a. \$18 | | | |
| | b. \$11 | | | |
| | c. \$6 | | | |
| | d. \$28 | | | |
| | e. \$12.50 | | | |
| 2. | \$360.00 | | | |
| 3. | a. $\frac{2}{3}$ | d. $\frac{6}{7}$ | g. $\frac{2}{7}$ | |
| | b. $\frac{5}{7}$ | e. 18 | h. $\frac{3}{5}$ | |
| | c. $6\frac{2}{3}$ | f. $\frac{15}{24}$ | i. $5\frac{2}{3}$ | |
| 4. | $5\frac{7}{13}$ | | | |

Page 3

- | | |
|----|-------------|
| 1. | a. \$81.60 |
| | b. \$82.74 |
| | c. \$112.88 |
| 2. | a. \$4.09 |
| | b. \$6.50 |
| | c. \$2.50 |
| 3. | \$88.06 |
| 4. | \$109.48 |
| 5. | \$200.45 |

Page 4

- | | | |
|----|-----------|------------|
| 1. | a. \$7.80 | e. \$4.30 |
| | b. \$7.10 | f. \$13.30 |
| | c. \$9.20 | |
| | d. \$3.50 | |
| 2. | a. \$3.05 | e. \$3.25 |
| | b. \$3.05 | f. \$3.33 |
| | c. \$3.56 | |
| | d. \$3.57 | |

POST TEST KEY - continued

3.	Income Tax	FICA Tax	Net Wages
a.	\$8.30	\$3.11	\$74.49
b.	\$5.60	\$3.30	\$82.20
c.	\$8.30	\$3.11	\$74.39
d.	\$6.70	\$3.60	\$89.10
e.	\$7.40	\$3.29	\$80.01

4.	a.	gross pay - \$84.63	
	b.	net pay - \$75.06	

5.	a.	gross pay - \$344.96	
	b.	net pay - \$312.44	

Page 5

1. Teacher judgment
2. Teacher judgment
3. School Counselor, Employment Counselor, Coordinator
Employer, parent
4. Security, training
5. Likes, dislikes, interests

Page 6

- | | |
|------|-------|
| 1. F | 6. F |
| 2. T | 7. T |
| 3. F | 8. F |
| 4. F | 9. T |
| 5. F | 10. F |