

JONES COUNTY CAREER-TECHNICAL CENTER

REX BUCKHAULTS, DIRECTOR
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March 31, 2020

Dear Parents and Career Tech Students:

From the Faculty, Staff and Administration of the Jones County Career Technical Center, it is our intent to provide enrichment activities for our students and support for our parents during these difficult times.

The following enrichment activities will allow students to review the instruction that they already have received this year.

You will find questions with answers for you to study and review. There are no assignments to be returned to school.

If the JCCTC can be of any assistance to our students and parents with the enrichment activities, please feel free to call us at 601-425-2378 between the hours of 9:00 a.m. and 1:00 p.m. or contact the instructor by email. Email addresses are located under the program name on our webpage.

Sincerely,



Rex Buckhaults
Director, JCCTC

Career Pathway Experience (CPE) Enrichment Activities—Part 1

Scenario: It is your friend's birthday so you are taking her to Applebee's restaurant for dinner. You both order an appetizer, entrée, and a dessert. Your meal total is \$34.92 before taxes.

- _____ 1. Calculate the amount of taxes at 10%.
- _____ 2. Total Bill (including taxes)
- _____ 3. Calculate the amount of tip at 15%.
- _____ 4. Total amount to pay (This includes the taxes and tip.)
- _____ 5. Calculate the amount of change from \$50.00.

Instructions: If the statement is correct, circle Yes. If the statement is not correct, circle No.

- 6. Yes or No—It is okay to use your preacher as a reference on my resume.
- 7. Yes or No—It is okay to use your mom as a reference on my resume.
- 8. Yes or No—The email address that you use on your resume should be professional.
- 9. Yes or No—It is ok to list false information on a resume. No one will check it for accuracy.
- 10. Yes or No—Imadiva@yahoo.com is an appropriate and professional email address for a resume.
- 11. Yes or No—It is okay to use a former employer as a reference on my resume.
- 12. Yes or No—In the Education section of the resume, you should list your GPA regardless of the number.
- 13. Yes or No—All tattoos are appropriate in the work place. It doesn't matter the placement or what it represents or says.

Name: _____ Date: _____ Session: _____

14. Yes or No—Employers use social media sites to research future employees.
15. Yes or No—It is OK to “stretch the truth” on the resume. No one will check it for accuracy.
16. Yes or No—It is appropriate for a male to wear a brightly colored suit to a job interview.
17. Yes or No—It is appropriate for a female to wear a low cut blouse to a job interview.
18. Yes or No—You should not bring friends or small children with you to a job interview.
19. Yes or No—Your resume should contain at least five references.
20. Yes or No—Work experience should be listed in chronological order on the resume.
21. Yes or No—Your awards and achievements should be listed with the most recent first on the resume.
22. Yes or No—“To whom it may concern” is not an appropriate **salutation** for a cover letter.
23. Yes or No— Always take a bath and wear an extra amount of heavy cologne/perfume to a job interview. It is important to smell good.
24. Yes or No—All well-written goals should be realistic and reachable.
25. Yes or No—It is too early to begin thinking about your short-term and long-term goals. A more appropriate time is when you are in your late twenties.
26. Yes or No—Before going to an interview, it is not important to research the company. The person conducting the interview will give you all the information you need.
27. Yes or No—The resume is often your opportunity to make a great “first impression.”
28. Yes or No—It is acceptable to have 3 or fewer typing, spelling or grammar errors on your resume. No one is perfect.
29. Yes or No—Should you list your GPA if it is below a 2.5?

Name: _____ Date: _____ Session: _____

KEY

1. \$3.49
2. \$38.41
3. \$5.76
4. \$44.16
5. \$5.84
6. no
7. no
8. yes
9. no
10. no
11. yes
12. no
13. no
14. yes
15. no
16. no
17. no
18. yes
19. no
20. no
21. yes
22. yes
23. no
24. yes
25. no
26. no
27. yes
28. no
29. no

Part 2 is on the next pages.

Name: _____ Date: _____ Session: _____

Match the terms below with the best description. Each word is used only once.

Criticism	Perceptiveness	Perseverance	Communication	Attitude
Resilience	Self-awareness	Negotiation	Networking	Patience
Initiative	Interpersonal skills	Leadership	Ethics	Human capital
Listening	Problem solving	Motivation	Productivity	Professionalism
Soft skills	Teamwork	Skills mismatch		

- _____ 1. A behavior a person adopts toward other people, things, incidents, or happenings.
- _____ 2. The ability to convey information to another person effectively and efficiently.
- _____ 3. The expression of disapproval of someone or something on the basis of perceived faults or mistakes.
- _____ 4. Moral principles that govern a person's behavior or the conducting of an activity.
- _____ 5. The skills, knowledge, and experience possessed by an individual or population.
- _____ 6. The power or ability to begin or to follow through energetically with a plan or task.
- _____ 7. The skills people use to interact and communicate with individuals in an organizational environment.
- _____ 8. A person who guides or directs a group by establishing a clear vision, sharing that vision with others so that they will follow willingly, and providing the information and knowledge and methods to realize that vision.
- _____ 9. The active process of receiving and responding to spoken messages.
- _____ 10. To stimulate interest in or enthusiasm for doing something.
- _____ 11. Discussions between people who have different aims or intentions, during which they try to reach an agreement.
- _____ 12. The action or process of interacting with others to exchange information and develop professional or social contacts.
- _____ 13. The capacity to accept or tolerate delay, trouble, or suffering without getting angry or upset.
- _____ 14. Having or showing an ability to understand or notice something easily or quickly.

Name: _____ Date: _____ Session: _____

- _____ 15. Doing something despite difficulty or delay in achieving success.
- _____ 16. The process of finding solutions to difficult or complex issues.
- _____ 17. The effectiveness of effort, especially in industry, as measured in terms of the rate of output per unit of input.
- _____ 18. The attitudes, characteristics, or behaviors that are not explicitly part of the profession's core of knowledge and technical skill, but that are required for success.
- _____ 19. The capacity to recover quickly from difficulties.
- _____ 20. Conscious knowledge of one's own character, feelings, motives, and desires.
- _____ 21. Workers who do not possess the current skills to meet the demands of new industry technology or advancements.
- _____ 22. The nontechnical skills, abilities, and traits that workers need to function in a specific employment environment.
- _____ 23. A collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way.

Key

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| <u>Attitude</u> | 1. A behavior a person adopts toward other people, things, incidents, or happenings. |
| <u>Communication</u> | 2. The ability to convey information to another person effectively and efficiently. |
| <u>Criticism</u> | 3. The expression of disapproval of someone or something on the basis of perceived faults or mistakes. |
| <u>Ethics</u> | 4. Moral principles that govern a person's behavior or the conducting of an activity. |
| <u>Human capital</u> | 5. The skills, knowledge, and experience possessed by an individual or population. |
| <u>Initiative</u> | 6. The power or ability to begin or to follow through energetically with a plan or task. |
| <u>Interpersonal skills</u> | 7. The skills people use to interact and communicate with individuals in an organizational environment. |
| <u>Leadership</u> | 8. A person who guides or directs a group by establishing a clear vision, sharing that vision with others so that they will follow willingly, providing the information and knowledge and methods to realize that vision. |
| <u>Listening</u> | 9. The active process of receiving and responding to spoken messages. |
| <u>Motivation</u> | 10. To stimulate interest in or enthusiasm for doing something. |
| <u>Negotiation</u> | 11. Discussions between people who have different aims or intentions, during which they try to reach an agreement. |
| <u>Networking</u> | 12. The action or process of interacting with others to exchange information and develop professional or social contacts. |

Name: _____ Date: _____ Session: _____

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| Patience | 13. The capacity to accept or tolerate delay, trouble, or suffering without getting angry or upset. |
| Perceptiveness | 14. Having or showing an ability to understand or notice something easily or quickly. |
| Perseverance | 15. Doing something despite difficulty or delay in achieving success. |
| Problem solving | 16. The process of finding solutions to difficult or complex issues. |
| | |
| Productivity | 17. The effectiveness of effort, especially in industry, as measured in terms of the rate of output per unit of input. |
| Professionalism | 18. The attitudes, characteristics, or behavior that are not explicitly part of the profession's core of knowledge and technical skill, but that are required for success. |
| Resilience | 19. The capacity to recover quickly from difficulties. |
| Self-awareness | 20. Conscious knowledge of one's own character, feelings, motives, and desires. |
| Skills mismatch | 21. Workers who do not possess the current skills to meet the demands of new industry technology or advancements. |
| Soft skills | 22. The nontechnical skills, abilities, and traits that workers need to function in a specific employment environment. |
| Teamwork | 23. A collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way. |