



Nicholas County High School Non Traditional Day Instructional Agriculture Department Packet

Mrs. Rogers

Introduction

This packet contains three separate assignments. These assignments are to be completed at home if and when Nicholas County School District declares a Non-Traditional Snow Day. You will be notified of these days via Text Alerts or by the local news stations. **Please be aware that not all snow days will be considered Non-Traditional. Non-Traditional days are those deemed by the district as days that will not be made up at the end of the school year because the students and staff will be participating in a series of learning activities from the safety of their homes.** On such days, you may contact me via e-mail or call the high school with a message including your name and phone number and I will happily return the call with assistance on the assignment. My contact information is as follows:

e-mail: ashley.rogers@nicholas.kyschools.us

phone: 859-585-4200

Important note: You must complete one assignment per Non-Traditional Day. The assignments are not intended to be completed as a group but are standalone assignments that will be assessed on three separate occasions. You may email your assignment to the above email address or complete the assignment on your handout or personal notebook. Each assignment is due 3 days after the initial NTI day.

Non-Traditional Assignment Goal:

The goal of this Non-Traditional process is to take advantage of that vital time where unfavorable weather often has us stranded at home for multiple days. In the Agriculture Department, our CTE students are working diligently to prepare for the Kentucky Occupational

Skills Standards Assessment (KOSSA) in early March and missing multiple class periods can be a real hindrance. For the reason, the Agriculture Department has armed students with KOSSA relevant Non-Traditional Day Packets. Taken seriously, they will sharpen students' KOSSA skills while they remain safely at home.

Each Non-Traditional Day assignment will be a 20pt. score on Infinite Campus.

Day 1 – KOSSA – Employability/Soft Skills

Non-Traditional Assignment

1. A good way to reduce clutter and organize needed materials and supplies in your workspace is to use
 - A. Multiple file folders
 - B. Paperclips and post-it notes to label everything
 - C. Use a desk organizer system
 - D. Stack everything in a desk tray or your "In" box

2. Calculate the amount of the following deposit: Coins--five dimes, ten quarters, three nickels, two halves Bills--two fives, three tens, four twenties, two fifties Checks--\$25.00, \$15.00, \$50.25

3. All of the following are examples of workplace diversity except:
 - A. Males and females
 - B. Written and oral communication in more than one language
 - C. Employees all of the same age group

D. Employees of different cultures and religions

4. This employee is normally the first person you encounter at a workplace and he/she usually answers the phone and greets visitors and clients.

A. Secretary

B. Administrative Assistant

C. Bookkeeper

D. Receptionist

5. Checking accounts should be reconciled

A. Weekly

B. Monthly

C. Yearly

D. Daily

6. Before a meeting, you may be asked to key this document which outlines the topics to be discussed at the meeting:

A. Minutes

B. Parliamentary Rules of Order

C. Financial Report

D. Agenda

7. The most important information to record on a phone message is:

A. Name, company, and phone number of the caller

B. Time Called

C. Date called

D. None of the above

8. Reconcile a checking account with the following information: Bank Statement Balance = \$750
Outstanding Deposits: \$50, \$250
Outstanding Checks: \$10, \$25, \$100
What is the new balance?

9. After reconciling the bank statement, service charges should be recorded in the:

A. Bank statement worksheet

B. Journal

C. Balance sheet

D. Ledger

10. A secured filing system is not needed which of the following?

A. Documents with personal information

B. Documents of daily communication and activity

C. Faxed documents

D. Banking and financial information

Day 2 – KOSSA – Employability/Soft Skills

Non-Traditional Assignment

11. If you needed to find a zip code that you did not know, you could look it up on the United States Postal Service website which is:
- A. [Www.ups.com](http://www.ups.com)
 - B. [Www.usps.gov](http://www.usps.gov)
 - C. [Www.usps.net](http://www.usps.net)
 - D. [Www.postoffice.com](http://www.postoffice.com)
12. All of the following are routine maintenance activities that should be performed on your computer except:
- A. Defrag
 - B. Delete temporary files
 - C. Scan the hard drive for viruses or other problems
 - D. Delete files saved on the desktop
13. You are the bookkeeper for your company and you receive an invoice with the following terms of payment: November 25th, 4/10, net/60. What is the last day you can make the payment and still receive the discount?
- A. November 24th

- B. December 24th
- C. October 24th
- D. January 24th

14. You should do all of the following when participating in an interview EXCEPT:

- A. Arrive 1 hour early
- B. Arrive 15 minutes early
- C. Stand until the interviewer asks you to sit
- D. Dress modestly and conservatively

15. If you wanted to create a document to record and calculate Payroll for your business, which of the following applications would be most helpful?

- A. Word processing software (Word)
- B. Spreadsheet software (Excel)
- C. Database software (Access)
- D. Presentation graphics software (PowerPoint)

16. There is certain personal information that should be included on a resume. Which of the following is not something you should include?

- A. Name
- B. Address

C. Age

D. E-mail address

17. Employees should view constructive criticism as

A. Negatively

B. As a personal attack

C. As a positive review and plan for growth

D. A reprimand or warning

18. Given the following information, what would the corrected check register balance be? Bank Statement Balance=\$1200 Service Charges on the Bank Statement=\$25 Interest Earned on the Bank Statement=\$100

19. You are completing a job application and some of the required information doesn't apply to you. What should you do?

A. Leave it blank

B. Write NA for not applicable

C. Write "doesn't apply"

D. Write IDK

20. This reference book, used by most businesses, contains sample business forms and common procedures needed to work in an office:

- A. Office Reference Manual
- B. Procedure Guide
- C. Occupational outlook
Handbook
- D. PBL Format Guide

Day 3 – KOSSA – Employability/Soft Skills
Non-Traditional Assignment

21. What is the best source for updated computer knowledge?
- A. PC World magazine
 - B. Your friend
 - C. A vendor/salesperson
 - D. A textbook
22. What is the total cash received if the register tapes show sales of: \$50, \$100, \$45, \$30?
23. Which of the following is true about a General Journal?
- A. Two debits are recorded for each transaction
 - B. All entries are recorded in the general columns
 - C. Debits must equal credits
 - D. Information for the journal comes from the General Ledger

24. Working in a team environment provides you with a group of sources and possible solutions to problems.

A. True

B. False

25. Most companies keep a telephone log of frequently used numbers easily accessible in the office. Which of the following should NOT be included on this type of phone log?

A. Fax numbers

B. Phone numbers

C. Employee's extension numbers

D. Employee's personal phone numbers

26. This piece of equipment is necessary for a fax machine to be able to transfer data over a phone line:

A. Keyboard

B. Paper

C. Modem

D. Keypad

27. Calculate the amount of an \$800 computer with a 15% sales discount.

28. An employee who arrives to work and meetings on time is displaying this characteristic:

- A. Responsibility
- B. Punctuality
- C. Tardiness
- D. Insubordination

29. Each of the following are guidelines to follow when answering the phone EXCEPT:

- A. Answer calls by the 2nd ring
- B. Smile when speaking
- C. Carry on a conversation with someone at your desk while answering
- D. Speak in a normal tone

30. Discussing company information with friends and/or relatives may result in which of the following?

- A. Embarrassing the company
- B. Financial loss for the company
- C. Breach of confidentiality
- D. All of the above

Day 4 – KOSSA – Employability/Soft Skills

Non-Traditional Assignment

31. You can find information about various careers in the
- A. Occupational Outlook Handbook
 - B. Occupational Career Guide
 - C. Career Resources
 - D. College Catalog
32. Which of the following is acceptable attire for an interview?
- A. Navy suit and minimum jewelry
 - B. Red suit and lots of jewelry
 - C. Shirt and jacket with no tie for men
 - D. Dirty or scuffed shoes
33. Notes from a meeting should be transcribe into final form
- A. A week later
 - B. The day before the next meeting
 - C. The next month

D. As soon as possible after the meeting

34. Which of the following characteristics are important for an employee to provide good customer service?

A. Enthusiastic and confident

B. Friendly and positive

C. Quiet and shy

D. Both A and B

35. Because of automobile trouble, you are going to be five minutes late for work. To notify your employer of your tardiness, you should:

a. Call your coworker and ask them to tell your boss

b. Apologize to your boss when arriving at work

c. Hurry to work and hope no one notices

d. Follow your company's tardiness notification policy

36. At your workplace, you have been assigned to lead a presentation on a new company policy. You are unfamiliar with the computer software program your boss asked you to use for the presentation. How should you best handle the situation?

a. Locate resources about the program and research how to use it

b. Ask your boss for someone else to do the presentation

c. Use a different computer software program that you are familiar with

d. Quickly look over the software on your own

37. A workplace's policies and procedures are used to:
- a. Prevent salary and bonuses from increasing
 - b. Establish a clear set of guidelines for employees to follow
 - c. Keep most customer's satisfied
 - d. Prevent companies from bankruptcy

38. A healthy team environment will include all of the following EXCEPT:
- a. A common sense of purpose and goals
 - b. Identical opinions on all issues
 - c. Balanced and shared roles among members
 - d. Continuous professional and personal growth

39. Which of the following is an example of SMART goal setting?
- a. Obtain a better job after graduation
 - b. Go to college and get a job
 - c. Have a minimum 3.0 GPA this school year
 - d. Get good grades in all my classes

40. Hannah has an interview at the local bank for a teller position. What would be the most appropriate attire for her to wear for this interview?
- a. Jeans and a polo
 - b. Three piece business suit
 - c. Mini skirt and casual blouse
 - d. Shorts and a t-shirt

Day 5 – KOSSA – Employability/Soft Skills

Non-Traditional Assignment

41. Jon has been an employee at his workplace for 25 years. He is accustomed to the way that they have always done things. Jon's boss has required all workers use social media for advertising. Jon is strongly against the idea and refuses to use social media. How should he best handle the situation?

- a. Quit his job
- b. Complain to his coworkers
- c. Get a social media page and never use it
- d. Attend professional development on social media

42. All of the following are examples of gender bias in the workplace EXCEPT:

- a. Asking a female about her future plans regarding children during an interview
- b. Hiring a male because he is qualified for the position
- c. Firing a female due to a recent pregnancy
- d. Paying unequal amounts to a male and female for the same amount of work

43. Javier requires accommodations due to wheelchair confinement. What should his place of employment provide to ensure equal opportunities for Javier?

- a. Wheelchair
- b. Transportation to and from work
- c. Ramp to enter building
- d. Braille

44. Many of Sean's teammates are upset when he stops pulling his weight at work. What is an appropriate conflict resolution skill his coworkers should use to confront him about the situation?

- a. Immediately going to the boss and asking him/her to handle the situation
- b. Directly speaking to Sean about the issue
- c. Ignore the situation
- d. Give Sean's duties to others

45. Lonnie has recently been promoted at work. One of her new duties is to evaluate several employees' performance weekly, giving constructive criticism. Which of the following statements is an example of constructive criticism?

a. I appreciated the way you handled that, but have you thought about trying a different approach?

- b. It was obvious you were not prepared for me to evaluate you today.
- c. That was a really good job.
- d. I didn't really like your presentation.

46. Pauline is a new employee at work and must complete an internship during her first year. She is required to document several pieces of evidence of her work during the internship process. Pauline did not receive training on how to complete the documentation. What should she do?

- a. Collect and document her best pieces of work throughout the year
- b. Wait for a training to occur covering the internship process
- c. Ask her coworker to copy his/her documentation
- d. Research local trainings and resources on the specific internship process

47. You are seeking new employment. The job application you are completing states to "use black or blue ink only." You only brought a pencil with you to complete the application. When you asked to borrow a pen, the secretary handed you a pen with red ink. How should you best handle the situation?

- a. Type the application to look more professional
- b. Print your application very neatly in pencil in case you make mistakes
- c. Take the application home to complete in black or blue ink
- d. Write a note on the application explaining that you did not have a pen with you at the time of completing it

48. Larry is an employee with the customer service department at his workplace. An irate customer wishes to return an item without a receipt and is causing a disruption in front of other customers. According to company policy, the customer cannot return the item without the receipt. How should Larry deal with the situation?

- a. Calmly explain the return policy verbally and give a written version to the customer
- b. Tell the customer sorry and ask for the next customer in line
- c. Ignore the customer and ask a manager to come to the customer service desk
- d. Hand the customer a written version of the company return policy

49. Maurice's boss, Nelson, asks to meet with her at the beginning of the work day. Nelson informs Maurice that there are several areas of her work performance that he has noticed need improvement. He provides her with several specific ways that she can improve as an employee in a respectful and constructive manner. Maurice is still very upset by the meeting. What should she do?

- a. File a formal complaint against Nelson for harassment
- b. Thank Nelson and mention some areas of concern she has noticed in his performance as well
- c. Ask for the day off so she will not let her anger show at work
- d. Develop a plan to implement Nelson's constructive criticism in her work

50. At your store, you offer a 5% discount to customers enrolled in a college/university. What would be the total discount for a student that spends \$12.80 at your store?

- a. \$0.64
- b. \$6.40
- c. \$12.16
- d. \$5.00

Day 6 – KOSSA – Employability/Soft Skills

Non-Traditional Assignment

51. In regards to professional emails, it is most important to:
- Immediately respond
 - Avoid deleting all emails
 - Read the email thoroughly
 - Scan for important details
52. Your computer screen monitor has recently become fuzzy and difficult to read. Where would be the best place to find the steps to solve this issue?
- The troubleshoot section of the computer's owner manual
 - Google, Bing, or another internet search engine
 - Your computer savvy friend
 - Apple's website
53. Your coworker makes a comment about a blouse you are wearing. The comment makes you very uncomfortable. This is an example of:
- Flattery
 - Harassment
 - Discrimination
 - Inequality
54. Hannah's coworker is extremely rude and disruptive as she attempts to complete paperwork needed by the end of the day. Hannah has mentioned the situation to her boss numerous times, but nothing seems to have been done. Her next step should be...
- Quit her job
 - File a lawsuit against the company
 - Refuse to work with the rude coworker
 - Speak to her coworker and continue doing her job
55. Diversity in the workplace is important for all of the following reasons EXCEPT:
- Ensuring stereotypes
 - Different perspectives
 - Various experiences
 - Unique backgrounds
56. Nancy has been asked to lead a group of coworkers in planning a luncheon for Staff Appreciation Day. Nancy organizes a list of tasks that need to be completed in order for the luncheon to take place. During the meeting to plan the luncheon, Nancy asks for volunteers to complete the necessary tasks. The same two coworkers volunteer for most of the tasks, leaving several coworkers with nothing to do. How should Nancy fix this problem?
- Ask the rest of the coworkers to help out those that volunteered
 - Remind the team repeatedly that this is a group effort

- c. Designate specific tasks to coworkers instead of asking for volunteers
- d. Cancel the luncheon because it is too much for the two volunteers to do

57. According to OSHA requirements, wearing safety glasses is required at all times at your workplace. You have been an employee with the company for several years and are confident in your ability to use the machines at work. You feel as if wearing safety glasses is distracting and unnecessary in certain aspects of your job. You should:

- a. Wear the safety glasses at all times at your workplace
- b. Wear the safety glasses when handling dangerous equipment
- c. Wear the safety glasses when others are at your workplace
- d. Ask your boss to change the policy

58. Which of the following is not an effective decision-making skill? a. Brainstorming all possible solutions to an issue

- b. Weighing the pros and cons of possible solutions
- c. Ignoring the situation to avoid making others upset
- d. Researching facts and possible results of your decision

59. 16 of 35 customers gave one of your products a bad review. About what percentage of these customers were unsatisfied with your product? a. 5.6%

- b. 56%
- c. 46%
- d. 21%

60. Which of the following is an example of a stressor in your personal life that could affect your job performance?

- a. Divorce
- b. Diagnosis of a chronic illness
- c. New Boss
- d. Pregnancy

Day 7 – KOSSA – Employability/Soft Skills

Non-Traditional Assignment

61. Tiffany should include all of the following on her resume, EXCEPT:
- Professional Email
 - Past Work Experiences
 - Professional Leadership Experiences
 - Past Home Addresses
62. The purpose of a letter of application is to:
- Identify possible areas of concern with possible employment
 - Express interest in a specific job
 - Highlight individual strengths pertaining to a specific job
 - Request the opportunity for an interview
63. Common mistakes that people make when completing a job application include all of the following, EXCEPT:
- Not following directions
 - Not completing or incorrectly completing sections
 - Misspelled words or grammatical errors
 - Listing appropriate salary expectations
64. Demonstrating common courtesy, professionalism, and appropriate behavior when utilizing technology in the workplace (i.e. cell phone, email, online meetings, conference calls) is known as:
- Employee Standards
 - Digital Etiquette
 - Technological Knowledge
 - Workplace Behavior
65. Hannah has a part time job after school. What is an example of accurate records Hannah should keep?
- Hours worked
 - Time spent traveling to and from work
 - Money spent during lunch
 - Numbers of emails sent
66. Jose works as a webpage designer for the high school. Being accurate and specific are essential for success at his workplace. Which of the following would not be a relevant detail in his profession?
- Schedule of sporting events
 - Extracurricular activity news
 - International news
 - Class final schedule

67. Vanessa is researching information for a presentation at work. Which of the following would be an example of a reliable source for scientific information for her presentation?

- a. Facebook
- b. Twitter
- c. Peer Reviewed Article
- d. Wikipedia

68. Sara receives her work schedule for the week and realizes that she is scheduled to work for an evening that she had made previous arrangements with her family. What would be the best option for Sara to solve this scheduling conflict?

- a. Not show up for work
- b. Call and let boss know that she is ill and will not be at work
- c. Attempt to switch shifts with another employee
- d. Quit her job

69. Kevin often comes to work with un-manicured hair and sloppy clothing. His boss is concerned about having a conversation about his hygiene. What would be the best way to approach it?

- a. Drop subtle hints
- b. Talk about it with other coworkers
- c. Be direct, honest, and professional about the issue
- d. Put an anonymous note in his mailbox

70. What would be the best way to create a "vision" for your company?

- a. Have the president create the vision
- b. Work with key stakeholders in planning and implementing the vision
- c. Google company vision ideas
- d. To cooperate with closest coworker friends to create vision

Day 8 – KOSSA – Employability/Soft Skills

Non-Traditional Assignment

71. The stakeholder team is full of “big idea” people. What role is most needed to help fulfill the company mission?

- a. Another person with big ideas
- b. Someone who consistently agrees with all big ideas
- c. A person who is a worker, organizer, and implementer
- d. A negative attitude towards all ideas

72. What would be the best way to stay abreast of new innovations in the industry?

- a. Subscribe to industry related magazines
- b. Subscribe to general magazines about numerous topics
- c. Attend workshops non-related to your area
- d. Ask co-workers for professional advice

73. Which of the following would be an appropriate email address for a resume?

- a. Cowgirl2@yahoo.com
- b. Imma_Baller@gmail.com
- c. Thomas_Jefferson@windstream.com
- d. SchoolTeacherRulez@aol.com

74. Melinda has worked in the same job for a number of years. What is the best way for her to move up the ladder of employment?

- a. Further her professional education
- b. Try hard everyday
- c. Be prompt when leaving for the day
- d. Be courteous to customers

75. The best way to prevent obtaining a virus on your computer is by

- a. Not downloading anything from the internet
- b. Keeping all anti-virus protection current
- c. Only downloading material from trusted sources
- d. Using password protected websites

76. Which program would you use to enhance your entire professional presentations?

- a. PowerPoint
- b. Word
- c. Excel
- d. Google

77. Elmer has recently retired from his job of 42 years. What might be a way for him to continue to grow intellectually?

- a. Attend music festival
- b. Fish every day possible
- c. Mow and landscape at the senior center
- d. Attend extension seminars pertinent to his interests

78. Mary notices a perplexed customer meandering through the store. How should Mary help the customer?

- a. By simply asking if she can help her
- b. By ignoring her perplexed look and continuing her stocking duties
- c. By getting a co-worker to ask her if she needs help
- d. By calling for a manager over the intercom

79. Which of the following websites would be appropriate to view during work hours?

- a. Facebook
- b. Personal Email
- c. Twitter
- d. Work Email

80. When looking over the work schedule, Tristan notices a scheduling conflict. What would be the best approach to remedy the situation?

- a. Not show up during the scheduled work time
- b. Call in sick
- c. Ask a coworker to switch schedules
- d. Quit his job

Day 9– KOSSA – Agribusiness Non-Traditional Assignment

Scenario

As part of your applying for a supervisor position, you are being asked to respond to the following:

A new employee comes to you visibly upset. Co-workers are making fun of him and they are having a hard time accepting his differences. The employee feels uncomfortable, frustrated, and unfairly treated. The situation is hurting the work environment.

Task

Write a response to the situation outlined above describing how you would help not only the victim but also the co-workers who are causing the problem. Identify at least 2 ways to improve the co-workers behaviors.

Scoring Rubric

4

- Identifies and describes at least 1 solution for the victim
- Identifies and describes at least 1 solution for the co-workers
- Identifies at least 2 ways to improve the co-workers behaviors
- Well organized and communicates effectively
- Few grammatical and spelling errors but they do not distract the reader

3

- Identifies and describes at least 1 solution for the victim
- Identifies and describes at least 1 solution for the co-workers
- Identifies at least 1 way to improve the co-workers behaviors
- Mostly well organized and communicates effectively
- Some grammatical and spelling errors but they do not distract the reader

2

- Identifies and describes at least 1 solution for the victim or the co-workers
- Identifies 1 way to improve the co-workers behaviors
- Some organization and some parts are communicated effectively
- Some grammatical and spelling errors that distract the reader

1

- Does not adequately identify and describe solutions for the victim or co-workers
- Does not adequately identify any ways to improve the co-workers behaviors
- Limited organization and limited effective communication
- Many grammatical and spelling errors that distract the reader

Day 10 – KOSSA – Agribusiness

Non-Traditional Assignment

Scenario

You are a member of your school club. The club has decided to have a group picnic for all its members. You have been appointed chairman of the committee. Certain organizational skills are needed in order to perform this task. You will have other members on your committee to help. Food, activities, transportation, and location for the picnic all have to be planned.

Task

Identify and explain four steps you need to follow in the planning of this event. Suggest two tasks that need to be taken care of within the committee.

Scoring Rubric

4

- Identifies and thoroughly explains 4 steps for a plan
- Suggests two tasks that need to be taken care of within the committee
- Well organized and communicates effectively
- Few grammatical and spelling errors but they do not distract the reader

3

- Identifies and adequately explains 3 steps for a plan
- Suggests one task that needs to be taken care of within the committee
- Mostly well organized and communicates effectively
- Some grammatical and spelling errors but they do not distract the reader

2

- Identifies and somewhat explains 2 steps for a plan
- Suggests one task that needs to be taken care of within the committee
- Some organization and some parts are communicated effectively
- Some grammatical and spelling errors that distract the reader

1

- Identifies 1 or more steps for a plan but provides no explanation
- Little or no effort to suggest any tasks that need to be taken care of within the committee
- Limited organization and limited effective communication
- Many grammatical and spelling errors that distract the reader