

# Nicholas County High School Non Traditional Day Instructional Agriculture Department Packet

Mr. Earlywine



## 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 the One-Call system, 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: [cameron.earlywine@nicholas.kyschools.us](mailto:cameron.earlywine@nicholas.kyschools.us)

phone: (606)748-7294

**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 paper and return the completed assignment on the next regular school 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 during these dangerous times.

**Each Non-Traditional Day assignment will be a 50 pt. 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

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

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

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 transcribed 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

## Day 2 – KOSSA – 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 3 – KOSSA –**

### **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