

South Dakota

Career Aware



SOUTH DAKOTA
DEPT. OF LABOR
& REGULATION



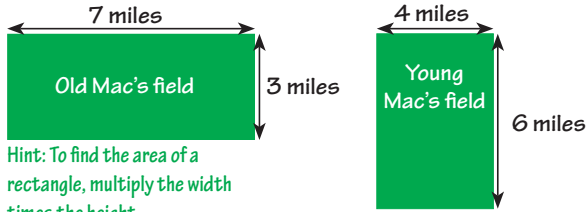
Answer Key

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Agriculture, Food & Natural Resources

Pesticide Handlers, Sprayers & Applicators, Vegetation

Before the sprayer can apply pesticides, he needs to know how big the fields are. Find the area of the fields. Which one will need more pesticide?

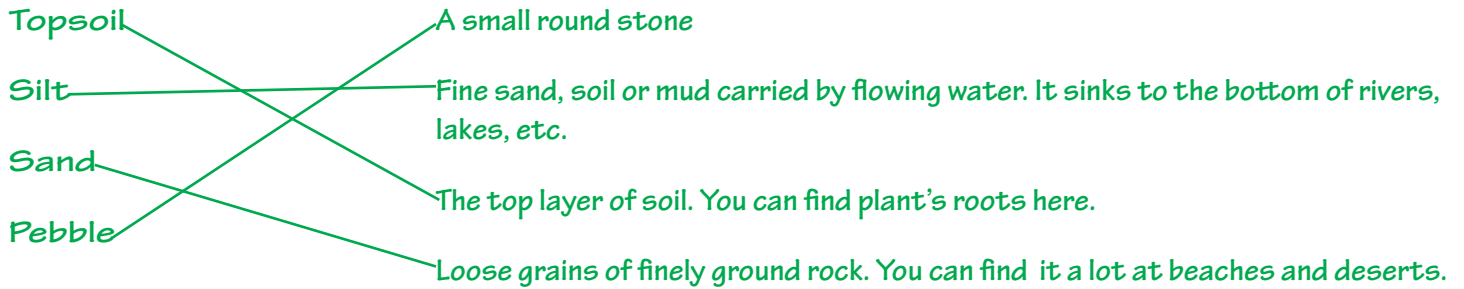


Hint: To find the area of a rectangle, multiply the width times the height.

Old Mac's field: $7 \times 3 = 21$ square miles
Young Mac's field: $4 \times 6 = 24$ square miles
Young Mac's field will need more pesticide.

Soil & Plant Scientists

Match the descriptions to these things that make up parts of soil.



Agricultural & Food Science Technicians

Answer the questions about these nutrition labels.

Which food has the most sugar?

Apple

Which food has the least sodium?

Corn

Which food has the most iron?

Chicken Nuggets

How many chicken nuggets are in one serving?

Four pieces

Buyers & Purchasing Agents, Farm Products

Grain is \$5 per bag. You need to buy three bags of grain. You have \$50 to spend. Will you also be able to buy seven ducklings that are \$4 each?

Grain:

$$5 \times 3 = \$15$$

Ducklings:

$$7 \times 4 = \$28$$

$$\begin{array}{r} 15 \\ + 28 \\ \hline \$43 \end{array}$$

$$\$43 < \$50$$


Yes, there is enough money to buy three bags of grain and seven ducklings.

Architecture & Construction

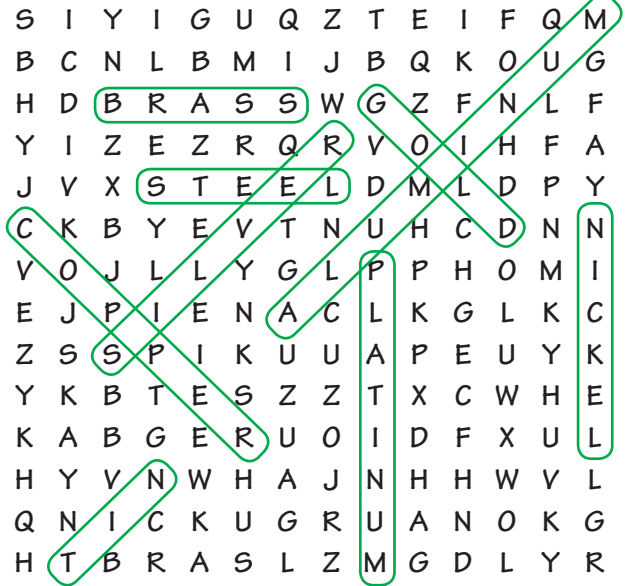
(Continued from page 3)

Sheet Metal Workers

Sheet metal can be made from many kinds of metal. Circle some of these metals in the word find.



Sheet metals come in flat pieces or coils. Very thin sheet metal is known as foil or leaf; thicker sheet metals are called plates. The thickest sheet metal is less than one-quarter inch thick. That's about the same thickness as a pencil.



Brickmasons & Blockmasons

Brickmasons and blockmasons have to measure things correctly. They sometimes measure in inches and feet. Complete the table and answer the questions below.

1 foot	2 feet	3 feet	4 feet
12 inches	24 inches	36 inches	48 inches

- Which is shorter: 2 feet or 20 inches? 20 inches is shorter. (20 inches < 24 inches)
- Which is longer: 3 feet or 38 inches? 38 inches is longer. (38 inches > 36 inches)
- Miranda is 48 inches tall. How many feet tall is she? 4 feet

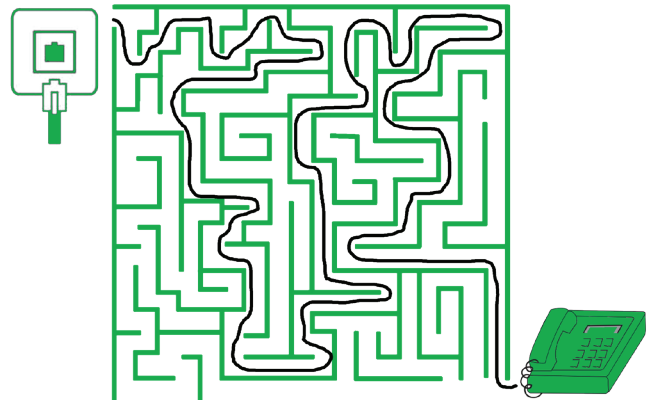
Arts, Audio/Video Technology & Communications

Editors

Rewrite the sentences so they are correct.

- we gone too the lake on saturday.
We went to the lake on Saturday.
- We seen fish at the beech
We saw fish at the beach.
- Me and charlie want to go agin!
Charlie and I want to go again!

Telecommunications Equipment Installers and Repairers



Business Management & Administration

First-line Supervisors of Office & Administrative Support Workers

The supervisor was scheduling some of her employees. Fill in the total hours each employee is scheduled to work. Answer the questions at the right of the table.

Employee Name	Workday and Hours							Total Hours
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	
George	4	0	4	0	0	4	8	20
Luisa	0	8	8	8	8	6	0	38
Sam	4	6	6	4	0	0	4	24

Full-time workers at this company work more than 35 hours each week. Which worker works full-time?

Luisa

Which worker works the fewest hours?

George

Stock Clerks & Order Fillers

Stock clerks sometimes mark down prices for sales. These items are all 15 percent off the regular price. Subtract the 15 percent off amount. Write the sale price in price tag.



Reg. Price: \$29.96
15% Off: - 4.49



Reg. Price: \$398.99
15% Off: - 59.85



Reg. Price: \$34.75
15% Off: - 5.21



Reg. Price: \$779.85
15% Off: - 116.98



Customer Service Representative

Below are examples of ways customer service representatives handled situations with customers. Circle those examples where you think the customer received good service.

1. Sonja returned to the store a toy she had bought for her little boy after it broke the first time he played with it. The customer service representative replaced the toy at no additional cost.

3. Sarah called a hotel reservation line to ask for a recommendation on where to stay in the area for a family vacation. The customer service representative asked several questions about what things were most important to them in a hotel. (For example, was having a swimming pool and free breakfast important.) Based on Sarah's answers to the questions, the representative suggested three hotel options and helped Sarah make a reservation at the one she chose.

(Continued on page 6)

General Managers

Unscramble the letters below to create words related to things a general manager deals with.

strerop

r e p o r t s

gubted

b u d g e t

fasft

s t a f f

pilsupes

s u p p l i e s

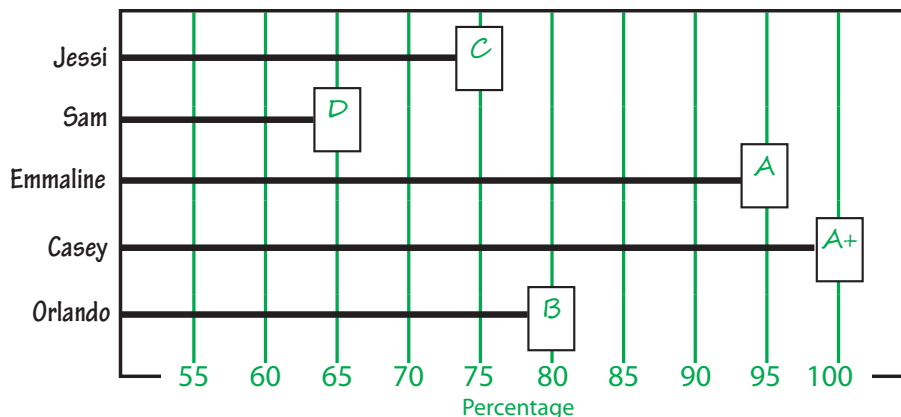
mociminactuno

c o m m u n i c a t i o n

Education & Training

Secondary School Teachers, except Special & Career/Technical Education

Mr. Byron charted the scores for his students' tests. Answer the questions about the chart.



1. Who got the highest score?
Casey
2. What score did Jessi get?
75 percent
3. Did anyone fail the test (failing is below 60 percent)?
No
4. Who scored 15 percent higher than Sam?
Orlando

Library Technicians

Sort the books alphabetically by the author's last name.

1. Applebottom, Niles - *Ghouls in the Graveyard*
2. Beck, Bekka - *Trina's Tall Tales*
3. Cruz, Ena - *Jeffery Lee: The Case of the Missing Wallaby*
4. Melcher, Josephine - *Seekers of the Spark*
5. Poulgrant, Nikolas - *The Spirit Scout*
6. Stark, Amy - *The Misadventures of Millie McCherrie*
7. Tan, Sara - *Shout!*

Special Education Teachers, Kindergarten & Elementary School

Match the word pairs on the left to the rhyming word pairs on the right that mean the same thing.

tiny sphere	thin grin
unhappy boy	town clown
skinny smile	sad lad
city joker	beat heat
dazzling glow	bright light
defeat hot	height freight
top terror	small ball

Middle School Teachers, except Special & Career/Technical Education

Find and circle the school subjects middle school teachers may teach.

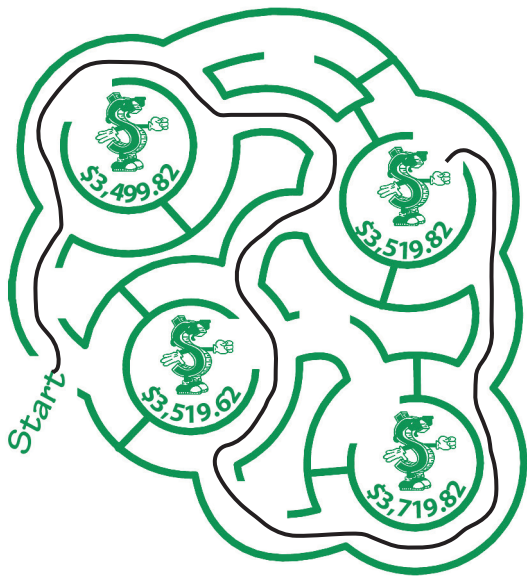
C O M P U T I Y L X K E M S T I R E L
A K B D A E R H O P E L C O N N O C S
L S A H T L A E H S O K N N M E A J Q
E F N J S U R Y O U L D L C E A D P U
B V P L B A E H G S H R O T S I L H E
P H O N A I W D F C E D U C A T C Y U
U D R C P J M I S P I Y O I M L R S W
T Q C A A R M Z O O G L M G A S N I R
V A H E G L A C M A H A N N E C T C E
H S E H E F M G L J T H A B A H P A S
L X S L A N G U A G E A R T S O L L K
C A T L D U L C S C W H I D U O M E A
F O R M A C G U O I P M U I S L A D R
O W A B Y H R V I D C X G W O L Y U T
X P O S O C I A L S T U D I E S Z C W
M I P A X B M I D D L E A V K E N A P
S U E M D R E S E V H L J G W V O T E
C R A N B I N A R L T O S T R E N I D
L T A S C M G N I D A E R X U N R O W
W B Y N W E O G C O M P U T E R S N H

Finance

Bill & Account Collectors

A bill collector is trying to collect payments that are past due on Eb's credit card. Figure out how much Eb owes. Then lead the bill collector through the maze to the right amount.

Flat screen TV	\$1,149.25
Groceries	\$345.24
Video system & games	\$423.57
Airline ticket	\$862.15
Hotel rooms	+\$739.61
	\$3,519.82



Financial Analysts

Of the choices below, circle the two riskiest investments.

- A. Stocks
- B. Government Bonds
- C. Collectibles (art, baseball cards, coins, stamps, etc.)
- D. Insured Bank Savings Accounts

Insurance Sales Agents

Find the types of insurance in the word find.



Loan Officers

Charlotte wants to buy a fancy new bike. The bike is \$500. She wants to get a loan. The loan officer tells her there is a fee for borrowing the money. This is called interest. The interest can add up to a lot of extra money over time. She can choose different lengths of time to pay off the loan. Fill in the last row of the table and answer the questions.

Loan paid off in:	Monthly payment (includes interest)	Total paid (includes interest)	How much extra money will she spend?
3 months	\$168.06	\$504.18	\$4.18
6 months	\$84.55	\$507.30	\$7.30
9 months	\$56.72	\$510.48	\$10.48
12 months	\$42.80	\$513.60	\$13.60
24 months	\$21.94	\$526.56	\$26.56

If she bought the bike without a loan, it would be \$500. How much extra will she spend if she gets a loan and pays it off over 1 year?

She will spend \$13.60 more

If she wants to pay no more than \$25 each month, how many months with it take to pay off the loan?

24 months

(Continued on page 9)

Finance

(Continued from page 8)

Credit Analysts

Credit analysts might use credit scores to see if a person qualifies for a loan. One system uses a range from 300 to 850. The higher the score, the better chance someone has to get a loan. Look at the credit scores and answer the questions.

	Credit Score
Adam	404
Georgia	775
Jennilee	397
Madison	702
Warren	803

1. Who has the best credit score? Warren
2. There are two scores that when added together are still lower than the best score. Whose scores are these? Adam (404) & Jennilee (397)

What is the total of these two scores? 801 ($404 + 397 = 801$)
3. Scores of 700 and above are good credit scores. Who can get loans if the lowest score you could have is 700? Warren, Georgia & Madison

Personal Financial Advisors

Advisors help set up short-term and long-term saving goals. For short-term goals, you have to save for a week to a couple of months. Saving for long-term items takes months or years. Circle the long-term items on the list.

bike

video game

college

car

computer

jeans

movie tickets

baseball glove

Government & Public Administration

Court, Municipal & License Clerks

Put the court cases in order by date and time.

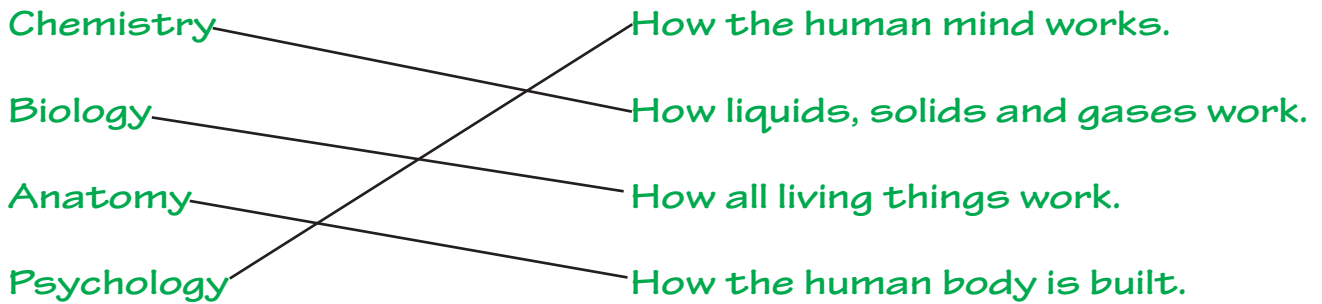
Date	Time	Name
June 6	8 a.m.	Gus Undheit
June 6	12 p.m.	Ken Dahl
June 7	9 a.m.	Hayden Seek
June 7	7:15 p.m.	Al Katraz
June 8	8 a.m.	Barry Schmelly
June 8	4:30 p.m.	Wendy Boughbreaks

(Continued on page 10)

Health Science

Registered Nurses

Registered nurses have to study many different subjects. This includes a lot of science classes. Match the school subject to its definition.



Pharmacists

A patient has a prescription for a cold. He needs to take three pills a day for seven days. How many pills should the pharmacist give him?

$$\begin{array}{r} 7 \text{ days} \\ \times 3 \text{ pills} \\ \hline 21 \end{array}$$

The pharmacist should give him **21 pills**

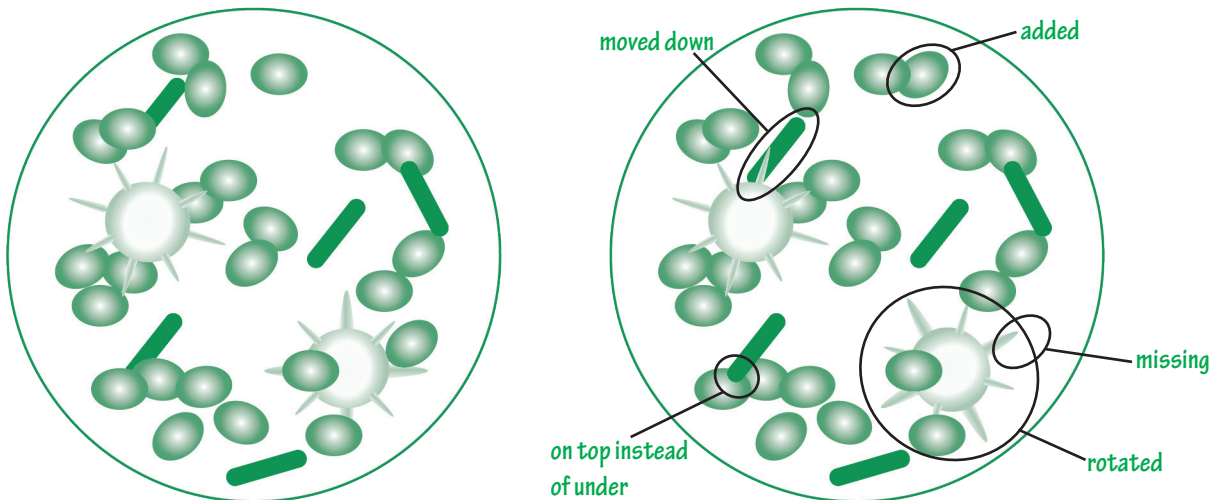
Physician Assistants

Alphabetize these patient charts.

1. Bahr, Candie
2. Break, Anita
3. Case, Justin
4. Chovey, Anne
5. Gator, Ally
6. O'Flaven, Rob
7. Pole, Tad
8. Showers, April
9. Walker, Jay
10. Zapel, Adam

Clinical Laboratory Technologists & Technicians

The lab tech is looking at two cell slides. Circle the differences in the slide on the right.



(Continued on page 12)

Health Science

(Continued from page 11)

Family & General Practitioners

Unscramble the clue words below. Copy the letters in the numbered boxes to other boxes with the same number.

A	L	E	H	T	H	Y	H	E	A	L	T	H	Y	E	M	X	A	E	X	A	M
S	E	S	T	T	T	E	S	T	S	G	H	I	E	W	T	W	E	I	G	H	T
S	E	U	N	R	N	U	R	S	E	F	E	R	E	V	F	E	V	E	R		

What did the doctor give the sick bird?

T	W	E	E	T	—	M	E	N	T
1	2	3	4	5		6	7	8	9

Hospitality & Tourism

Hotel, Motel & Resort Desk Clerks

The Jeffersons stayed at a hotel for three nights. The first two nights were \$76.99 each. The third night was \$89.99. The total tax for all three nights was \$19.53. How much do they owe?

Two ways to solve:

Cost for the first two nights:

$$\begin{array}{r} 76.99 \\ \times \quad 2 \\ \hline 153.98 \end{array}$$

$$\begin{array}{r} 153.98 \text{ first two nights} \\ 89.99 \text{ third night} \\ + 19.53 \text{ tax} \\ \hline 263.50 \end{array}$$

OR

$$\begin{array}{r} 76.99 \text{ first night} \\ 76.99 \text{ second night} \\ 89.99 \text{ third night} \\ + 19.53 \text{ tax} \\ \hline 263.50 \end{array}$$

The Jeffersons owe \$263.50

First-Line Supervisors of Food Preparation & Serving Workers

Circle what you might do if customers complain about the food or the service.

Listen to what the customer says.

Thank them for letting you know about the problem.

Roll your eyes because the customers don't know what they're talking about.

Interrupt the customers (because you know what they're going to say and you want to make them happy faster).

Say you're sorry, even if you don't think there's anything to be sorry for.

Discount the bill or give them a gift certificate for their next visit.

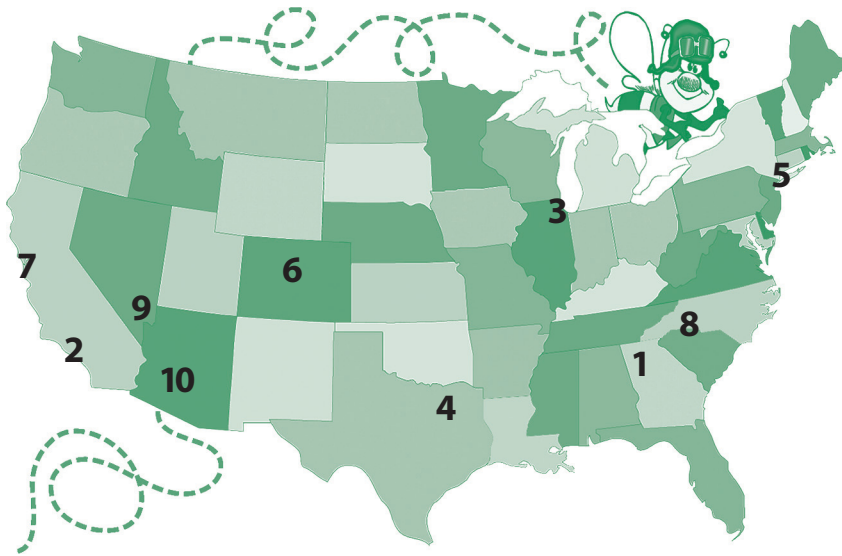
(Continued on page 13)

Hospitality & Tourism

(Continued from page 12)

Reservation & Transportation Ticket Agents & Travel Clerks

The numbers on the map show the U.S. cities with the busiest airports by passenger boardings. Match the numbers to the cities listed beside the map.



- 1 Atlanta, Georgia
- 8 Charlotte, North Carolina
- 3 Chicago, Illinois
- 4 Dallas/Ft. Worth, Texas
- 6 Denver, Colorado
- 9 Las Vegas, Nevada
- 2 Los Angeles, California
- 5 New York City, New York
- 10 Phoenix, Arizona
- 7 San Francisco, California

Atlanta airport (Hartfield-Jackson Atlanta International Airport) is also the busiest airport in the world!



Lodging Managers

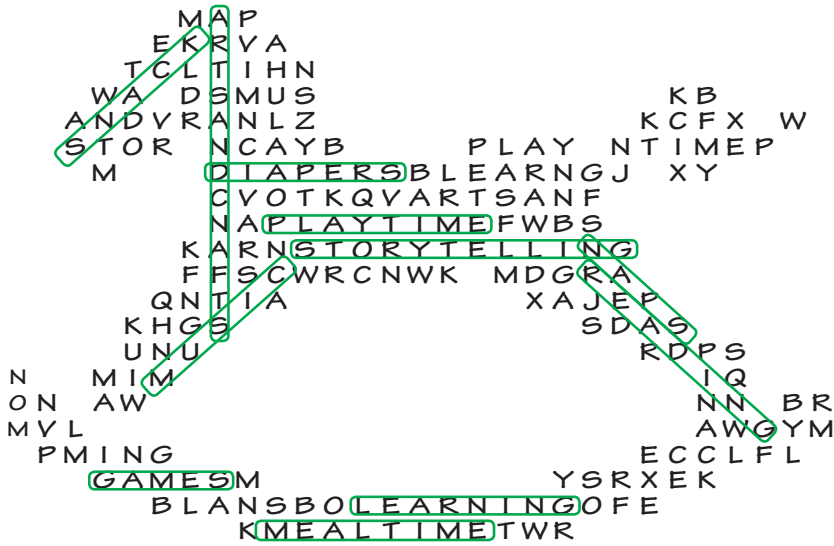
Find and circle the places a lodging manager might work.



Human Services

Child Care Workers

Circle the words related to child care workers.



Personal Care Aides

Circle the things a personal care aide might do.

- A. Wash clothes
- B. Brush a client's hair
- C. Prescribe medicine
- D. Dust
- E. Help put on client's shoes
- F. Start pillow fights

Child, Family & School Social Workers

Social workers have to be good listeners. Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|------------------------------------|------------------------------------|
| 1. Good listeners pay attention to more than what someone is saying. They also look the person's body language. | <input checked="" type="radio"/> T | <input type="radio"/> F |
| 2. Good listeners interrupt when someone is talking. | <input type="radio"/> T | <input checked="" type="radio"/> F |
| 3. Good listeners ask questions to find out more. | <input checked="" type="radio"/> T | <input type="radio"/> F |
| 4. Good listeners repeat what they heard in their own words. | <input checked="" type="radio"/> T | <input type="radio"/> F |

Wholesale & Retail Buyers, except Farm Products

Wanda Buyzalot bought 36 watches for \$2 each. She sold them to WatchOUT Warehouse for \$5 each. Answer the questions below..

1. How much did Wanda spend on the watches?

$$36 \times 2 = \$72$$

2. How much did WatchOUT warehouse spend?

$$36 \times 5 = \$180$$

3. What was Wanda's profit?

$$180 - \$72 = \$108$$

Another way to solve question 3:

Figure out how much Wanda makes on each watch

$$5 - 2 = \$3 \text{ per watch}$$

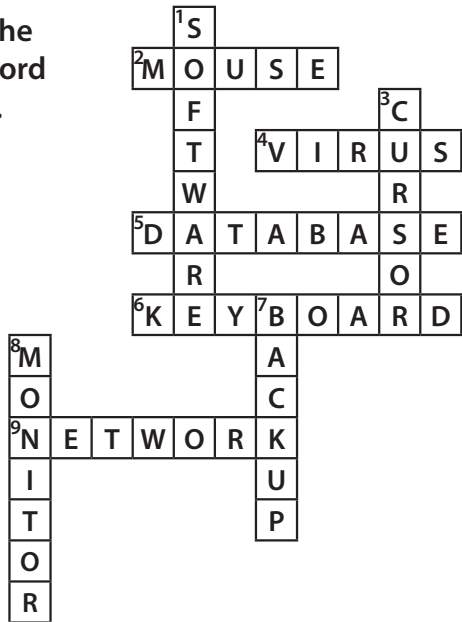
Then multiply that answer by the number of watches she sold

$$3 \times 36 = \$108$$

Information Technology

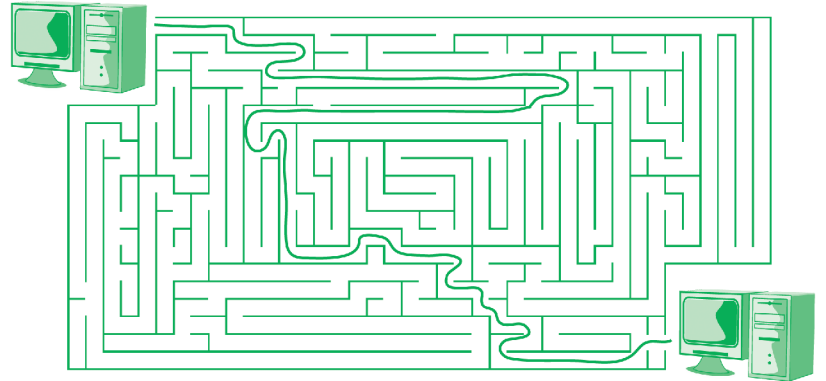
Computer User Support Specialists

Solve the crossword puzzle.



Network & Computer Systems Administrators

Help network the computers by finding a route through the maze.



Computer Systems Analysts

Computer system analysts follow several steps to improve a company's computer system. The first and last steps have been filled in below. Put the rest of the steps in order.

- 2 Look at the current system. Figure out what to do to make it better.
- 4 Create new system or software with help of designers.
- 1 Research the company to understand what its purpose is.
- 3 Give company an estimate on the cost.
- 6 Fix problems found during testing and put new system in place.
- 5 Test the new system.
- 7 Maintain and repair the new system.

Information Security Analysts

List three ways to protect computers against things like computer viruses and malware.

Possible answers:

1. Use security software (anti-virus) and firewall programs.
2. Make sure software, Web browsers and operating systems are up to date.
3. Do not click on pop up boxes.
4. Do not download things off the Internet unless you know for sure it is safe.
5. Do not click on links or open attachments in emails unless you know what they are.

Web Developers

Circle the things that are important to keep in mind when making a website.

- A. Put lots and lots of graphics. Who cares if it takes a long time to load. It will look so cool!
- B. Make sure it is easy for the client and customers to find what they want on the website.
- C. Put all the really important stuff at the bottom of the page so people have to look through the whole page to find it.
- D. Make sure changes in programming and design are easy to do.

Lifeguards, Ski Patrol & Other Recreational Protective Service Workers
 Complete the words related to lifeguards by filling in the missing letters. Use the missing letters to solve Caleb's riddle.

T O W E L ()
 B A C K S T R O K E
 S U N S H I N E
 S U N G L A S S E S
 S W I M S U I T
 D I V E
 S U M M E R
 W A V E S
 S U N T A N
 B O A T S
 S U R F
 R E S C U E
 S A N D C A S T L E



() () () () () () () ()
 () () () () () ()

Police, Fire & Ambulance Dispatchers

Circle the times 9-1-1 should be called:

A. Heart attack

B. Fire

C. Because you are bored and want to talk to someone

D. When the power goes out

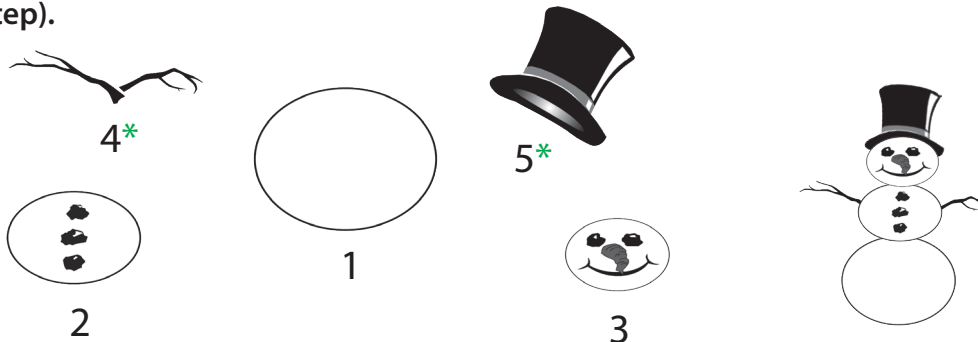
E. Neighbors are playing music too loud

F. Someone is hurt or having trouble breathing

Manufacturing

Assemblers

Assemble the snowman by numbering the steps in the order it should be put together (1 is the first step, 5 is the last step).



*Also correct if have numbers 4 & 5 switched.

(Continued on page 18)

Manufacturing

(Continued from page 17)

Machinists

Machinists know how to take correct measurements. Look at the rulers above each line to find the length. Write the length to the right of the ruler.



First-Line Supervisors of Mechanics, Installers & Repairers

The supervisors got new safety signs, but the words are jumbled! Help them unscramble the words on the signs.



WET FLOOR



WEAR SAFETY GLASSES



KEEP WORK AREAS CLEAN

First-Line Supervisors of Production & Operating Workers

One thing a supervisor figures out is how many people need to work on a shift. At the Totally Toys factory, if one worker can make 72 yo-yos in one hour:

1. How many yo-yos can that person make in an eight-hour shift? Show your work.

$$\begin{array}{r} 72 \\ \times 8 \\ \hline 576 \end{array}$$

One worker can make 576 yo-yos in an eight-hour shift.

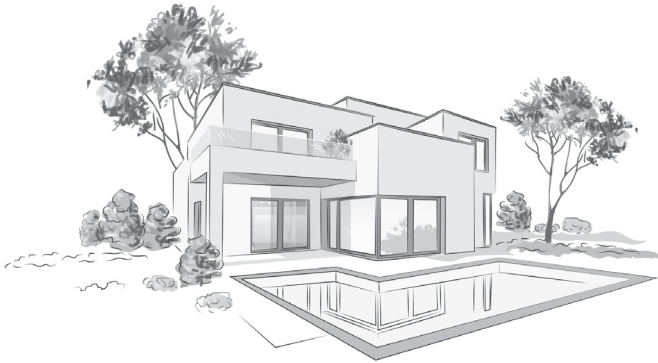
2. How many workers does it take to make 1,728 yo-yos in 8 hours? Show your work.

$$\begin{array}{r} 3 \\ 576 \overline{)1728} \\ \underline{-1728} \\ 0 \end{array}$$

It takes 3 workers

Marketing

Pretend you are a real estate sales agent trying to sell the house pictured below. Use the space below the picture to write an advertisement to sell it. Describe the home and highlight features you think would appeal to a family. Use extra paper if you need more space.



House for Sale!

Examples could include:

Multi-level home with a beautiful view

and a patio with a pool. The home has a

modern design and includes grown

trees and shrubs.

Sales Representatives, Wholesale & Manufacturing, except Technical & Scientific Products

Circle the words related to sales representatives in the word find.

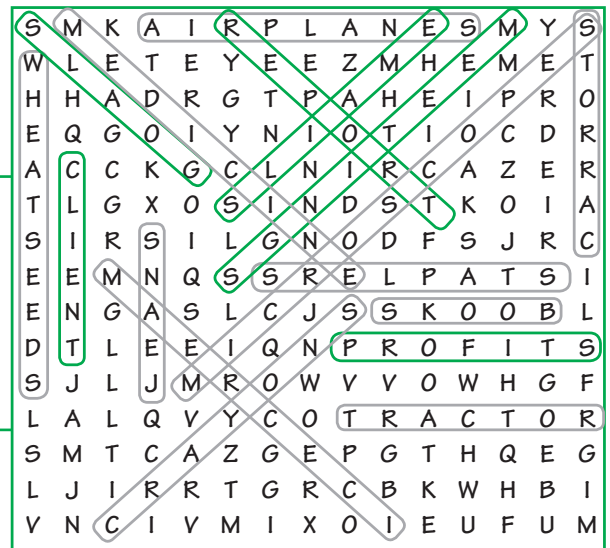
Sales Representatives, Wholesale & Manufacturing, Technical & Scientific Products

Circle the products a technical and scientific sales rep would sell.

airplanes carrots ice cream tractor microscopes

books crayons wheat seeds medicine staplers

All these words are also in the word find! Circle them.



Advertising Sales Agents

List two reasons why an advertising sales agent might tell a client to put an ad in a magazine instead of on TV.

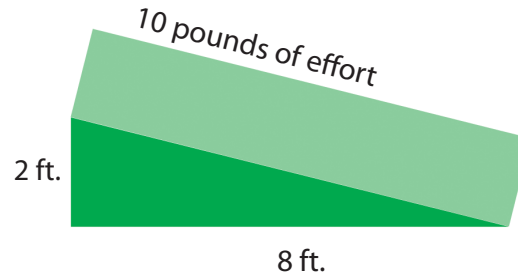
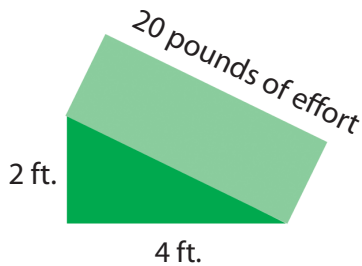
Examples:

- Magazine ads can be targeted to specific groups who read the magazine.
- Usually magazines ad cost less than TV ads.
- Magazine ads can provide more information than a TV ad.

Science, Technology, Engineering & Mathematics

Mechanical Engineers

Machines make it easier for people to do work. Some machines have only one or two parts. They are called simple machines. An inclined plane is a simple machine. It has slanted surface that connects a lower level to a higher level. Ramps, steps and slides are inclined planes. It's easier to move things up a ramp than to lift something straight up. Look at the ramps below and answer the questions.



True or false?

The first ramp is steeper than the second one. TRUE

The second ramp will make it easier to push a rock to the top, but you have to go farther. TRUE

Industrial Engineers

Industrial engineers use problem solving skills a lot. Use your problem solving skills to answer the problem below:

There are 24 students going on the field trip to the zoo. They will be put into small groups. Each group is led by an adult. An adult can only have 4 kids in his or her group. How many adults need to go on the field trip? Show your work.

$$24 \div 4 = 6$$

6 adults

Chemists

Chemists work with elements. Each element is part of the periodic table. Elements on the periodic table are represented by a letter or letters. Use the table to figure out the names of the elements.

O Oxygen	H Hydrogen	Ne Neon
C Carbon	Cl Chlorine	Na Sodium

Bonus Activity: Find a complete periodic table and use the symbols to form words. The symbols must be used as they appear on the periodic table. You may use the symbols more than once in a word, but you cannot mix up the letters.

C + Ar = Car

Ca + Re = Care

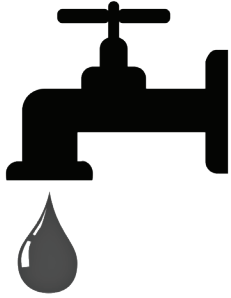
B+O+Ne = Bone

Environmental Scientists & Specialists, Including Health

List four things you can do to help the planet.

Examples:

- Recycle
- Turn water off while brushing teeth
- Take shorter showers
- Don't litter
- Plant a tree
- Turn off lights, TV, etc., when leaving a room.



Turning off the faucet when brushing your teeth can save about one gallon of water per week if you brush your teeth three times a day. How many gallons could be saved in one year if a class of 26 students turned off the water each time they brushed?



If every student in a class of 26 turned off the faucet when brushing for one week, the class could save 1,352 gallons of water in one year!

1 gallon per week per student
x 26 students

26 gallons per week
x 52 weeks per year

1,352 gallons of water saved!

Transportation, Distribution & Logistics

Heavy & Tractor-Trailer Truck Drivers

Chuck hauls maple syrup across the country. Circle the states on his route in the list below.

Utah

Nebraska

Maine

New York

South Dakota

North Dakota

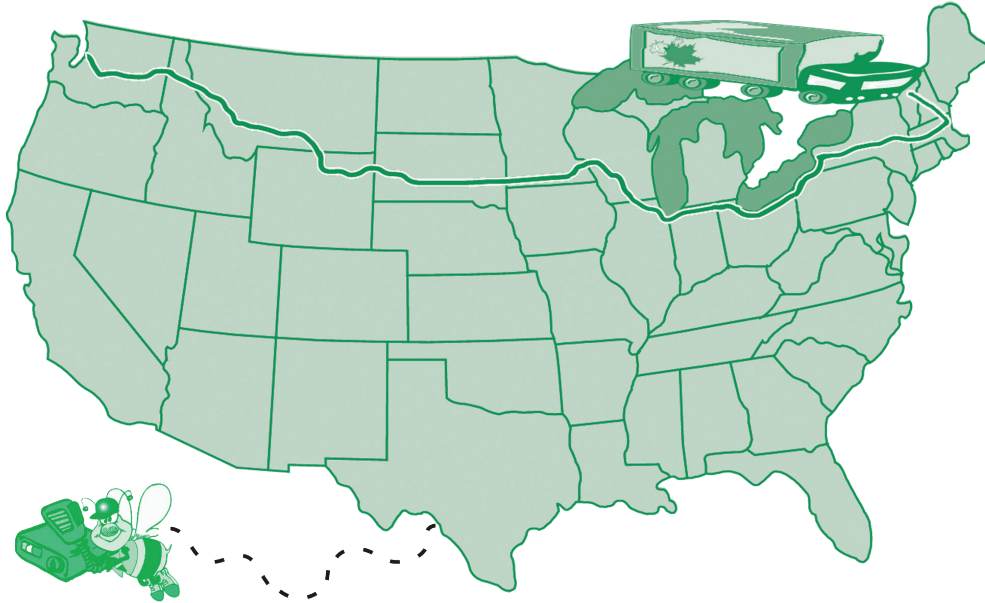
Connecticut

Minnesota

Indiana

Colorado

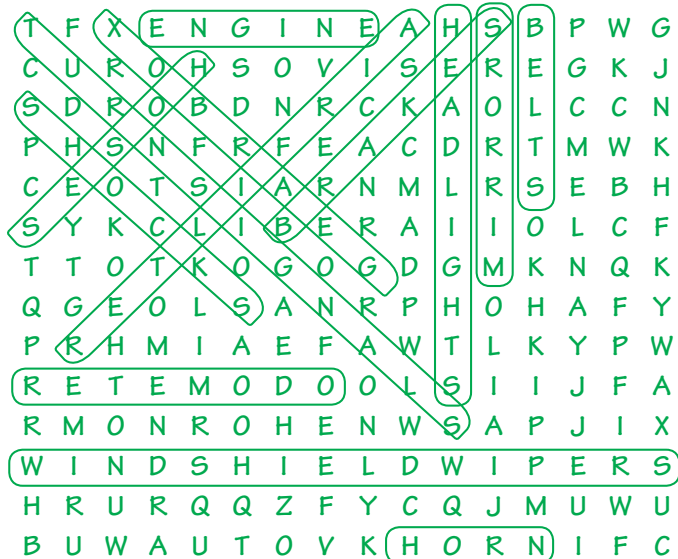
Bonus Activity: Name all the states Chuck will go through on his trip.



- Vermont
- New Hampshire
- Massachusetts
- New York
- Pennsylvania
- Ohio
- Indiana
- Illinois
- Wisconsin
- Minnesota
- South Dakota
- Wyoming
- Montana
- Idaho
- Washington

Automotive Service Technicians & Mechanics

Find the words from the checklist in the word search.



Bus & Truck Mechanics & Diesel Engine Specialists

Unscramble the words below.

t	a	t	b	e	y	r
b	a	t	t	e	r	y

p	r	b	m	u	e
b	u	m	p	e	r

s	t	r	i	e
t	i	r	e	s

i	g	t	h	s	l
l	i	g	h	t	s

e	i	n	g	e	n
e	n	g	i	n	e

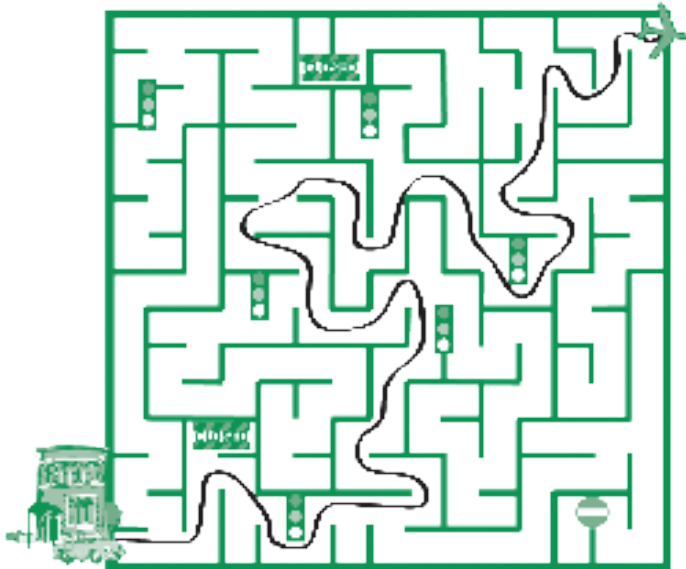
BONUS WORD

a	r	p	r	i	e
r	e	p	a	i	r

(Continued on page 23)

Taxi Drivers & Chauffeurs

Guide the taxi driver from the hotel to the airport.

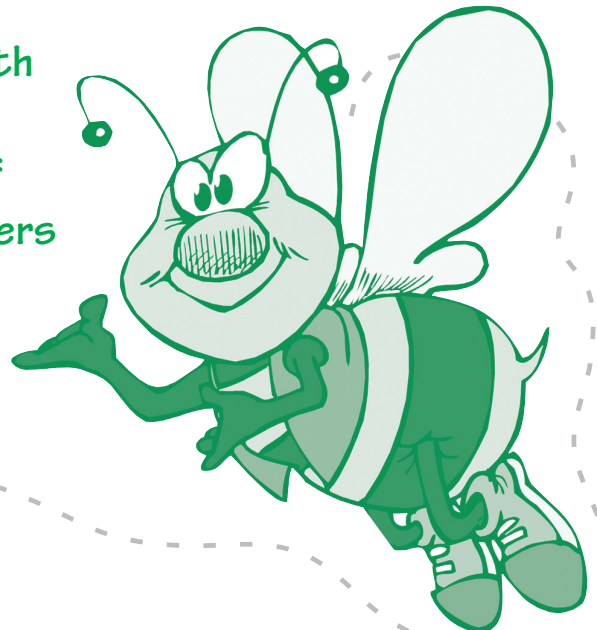


Automotive Body & Related Repairers

Figure out how much the repair work will be on this estimate.

Otto's autobody	ESTIMATE	
Fender	\$	206.57
Bumper	\$	151.54
Paint	\$	65.85
Clear coat	\$	59.00
Labor	\$	221.84
Tax	\$	42.29
TOTAL:		\$ 747.09

Thanks for exploring all these careers with me! Did you know you can do things right NOW to help you prepare for the world of work, and to learn more about what careers might be the best fit for you? Math, science, reading, English, social studies and other school subjects are needed in almost every career.



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