

ST QUARTER EXAM ICT2300

1. Defined as “the place where work immersion of students is done”.

Answer:

Workplace Immersion Venue

2. A behavior of a single individual or a group that has led to a systematic lack of productivity, reliability, accountability and a growing sphere of unprofessional/unhealthy relationships.

Answer:

Negative work ethic

3. The date where Labor Code of the Philippines took effect.

Answer:

November 1, 1974

4. A belief that work, hard work and diligence has a moral benefit and an inherent ability,  
virtue or value to strengthen character.

Answer:

Work ethic

5. He states that "what was once understood as the work ethic—not just hard work but also a set of accompanying virtues, whose crucial role in the development and sustaining of free markets too few now recall".

Answer:

Steven Malanga

6. He revised the notion of work ethic as a means of management control that delude workers about the actual reality for accumulated advantage, which is a form of avarice.

Answer:

Frederick Winslow Taylor

7. The normal hours of work of any employee.

Answer:

Eight

8. A written statement of your educational and work experience.

Answer:

Resume

9. It is a set of pictures by someone, or photographs of examples of their work, which they use when entering competitions or applying for work.

Answer:

Portfolio

10. This is the more traditional format of a resume and is flexible and can be used for applicants with any level of experience.

Answer:

Reverse-Chronological

11.

Production portfolio

can also include budget sheets, idea pitches and marketing materials.

12. The

Labor Code of the Philippines

governs employment practices and labor relations in the

Philippines.

13. When Labor Code of the Philippines was promulgated?

Answer:

May 1, 1974

14. As for overseas employment of Filipinos, foreign employers are not allowed to directly

hire Philippine nationals except through board and entities authorized by the Secretary of Labor

15. Under whose regime the Labor Code of the Philippines does took effect?

Answer:

Ferdinand Marcos

1. On job interview, it is important to be aware of any inappropriate slang words or references to age, race, religion, politics or sexual orientation—these topics could send you

out the door very quickly.

Answer:

T

2. Functional format is flexible and can be used for applicants with any level of experience.

Answer:

Chronological

4. Negative work ethic is a behavior of a single individual or a group that has led to a systematic lack of productivity, reliability, accountability and a growing sphere of unprofessional/unhealthy relationships.

Answer:

T

3. Place the best and most relevant work first and start and finish with strong pieces of work on your portfolio.

Answer: T

5. During interview, asking question is not wrong because it also gives you the opportunity to find out if this is the right place for you.

Answer:

T

6. Only include your GPA below 3.0, round up to the first decimal place, and use this format:

GPA: 3.5/4.0.

Answer:

above

7. Having a solid education section doesn't help you to display the foundation of your knowledge and expertise.

Answer:

does

8. A portfolio is a set of pictures by someone, or photographs of examples of their work, which they use when entering competitions or applying for work.

Answer:

T

9. Put your portfolio on a web site if possible as it is so easy to access.

Answer:

T

10. If you are putting on a performance to demonstrate your ability, overconfidence is bad.

Answer:

T

Choose five (5) job interview skills that a person should have.

Select one or more:

- a. Appear desperate
- b. Use appropriate language
- c. Take care to answer the questions
- d. Don't talk too much
- e. Dress for the job or company
- f. Don't be too familiar

g. Don't ask questions

What should the portfolio include? Choose at least 5 from the choices.

Select one or more:

a. Examples of your work with good documentation

b. An index of the contents

c. Your drafts for your report

d. Your key achievements and skills

e. Include a uniform examples of work you have done

f. Curriculum Vitae

g. A profile or personal statement

1. Workplace safety is important.

Select one:

True

False

2. The employer have the right to terminate an employee.

Select one:

True

False

3. The maximum age for employment is 18 years old.

Select one:

True

False

4. Absenteeism increases when effective safety programs are introduced.

Select one:

True

False

5. An employee needs to give respect to the company. That means honesty and integrity.

Select one:

True

False

#### LONG QUIZ 1 ICT2300

##### IDENTIFICATION

1. Defined as "the place where work immersion of students is done".

Answer:

Workplace Immersion Venue

##### IDENTIFICATION

2. A behavior of a single individual or a group that has led to a systematic lack of productivity, reliability, accountability and a growing sphere of unprofessional/unhealthy relationships.

Answer:

Negative work ethic



### IDENTIFICATION

3. The date where Labor Code of the Philippines took effect.

Answer:

November 1, 1974

### IDENTIFICATION

4. A belief that work, hard work and diligence has a moral benefit and an inherent ability,  
virtue or value to strengthen character.

Answer:

Work ethic

### IDENTIFICATION

5. He states that "what was once understood as the work ethic—not just hard work but also  
a set of accompanying virtues, whose crucial role in the development and sustaining of  
free  
markets too few now recall".

Answer:

Steven Malanga

He revised the notion of work ethic as a means of management control that delude  
workers

about the actual reality for accumulated advantage, which is a form of avarice.

Answer:

Frederick Winslow Taylor

The normal hours of work of any employee.

Answer:

Eight

A written statement of your educational and work experience.

Answer:

Resume

It is a set of pictures by someone, or photographs of examples of their work, which they use

when entering competitions or applying for work.

Answer:

Portfolio

This is the more traditional format of a resume and is flexible and can be used for applicants

with any level of experience.

Answer:

Reverse-Chronological

Under whose regime does the Labor Code of the Philippines took effect?

Select one:

- a. Gloria Macapagal-Arroyo
- b. Ninoy Aquino
- c. Rodrigo Roa Duterte
- d. Ferdinand Marcos

The Php 426 combined rate is locally referred to in the Philippines as "\_\_\_\_\_"  
due to

this regional disparity.

Select one:

- a. Private Rate
- b. Manila Rate
- c. Public Rate
- d. Province Rate

The duty of every employer to give his employees not less than \_\_\_\_\_ minutes time-off  
for

their regular meals.

Select one:

- a. 40
- b. 30
- c. 50
- d. 60

All employees have the right to have a \_\_\_\_\_ consecutive hours of rest day after

## ICT-2300 WORK IMMERSION

by Zn

Includes answers for the following:

- Second Quarterly Exam
- Q1PT2
- Q1WW2
- Q2PT1
- Q2PT2
- Q2WW1
- Q2WW2

How can students with an “improvisor” time management style overcome their tendency to procrastinate?

make plans to organize their time and ask their teachers for help before they fall behind

Which of the following definitions most closely describes a goal?

a desired result that you envision and then plan and commit to achieve

If your schedule varies from week to week, which of the following is the best option for managing your time?

leave space in your schedule to adjust events and reminders as needed

Good goals should be

specific, measurable, attainable, relevant, and time-bound.

If you encounter a setback in your academic goals, which of the following should you do?

define the problem, see how others are dealing with the problem, determine what solutions exist and what is needed to implement those solutions

Diane has a goal of becoming fluent in Chinese by the time she graduates with a degree in linguistics. She has been taking Chinese classes and reading Chinese news websites for two years in preparation for a study abroad program in Beijing. However, the semester before she is scheduled to start her study abroad program, the program's funding is cut, resulting in the program's cancellation. Which of the following is the best way for Diane to deal with this setback?

She should find a native Chinese speaker to tutor her or possibly even be her roommate.

Which is the best way to become more productive when you are tempted to multitask and check your social media account while studying?

Have set times during the day for checking and responding to online messages.

Ideally, family members and friends will help you through college by offering support and encouragement to reach your goals.

Multitasking is best defined as switching back and forth between two or more tasks quickly

What is meant by the study tip "keep your studying bite-sized"?  
organize your readings and tasks into small chunks that are easy to accomplish

You are interested in identifying careers that might be a good fit for your interests, values, and skills. Who would you contact?  
a career counselor

Self-assessment surveys are useful in helping you evaluate your personal identity and can help to recommend which of the following?  
potential career paths

Which of the following types of class delivery formats meets in-person the least amount of time?

hybrid/blended

Which term describes your core beliefs and guiding principles that shape the roles you play in daily life?

personal values

Which of the following is a strategy for achieving success in the classroom?

go to office hours and ask your instructor questions

If you need to find resources for your English paper, where should you go for help?

the reference librarian

Which of the life values self--assessment survey instruments allows you to arrange life values in order of importance?

Life Values Assessment

What would you least expect to find in school-wide policies?

information about your class reading assignments

Which of the following is recommended as a good study habit?

Keep a regular study schedule.

Which of the following traits is associated with a successful student?

joins a study group or campus organization

What is the difference between a panel interview and a group interview?

In a panel interview, several interviewers meet with one interviewee. In a group interview, one interviewer presents to several interviewees.

Which of the following are “soft skills”?

being a good listener, demonstrating common sense, having the ability to work under pressure

Which of the following are transferable skills?

accepting constructive criticism

You are a college-ready student if you have the necessary knowledge, skills, and professional behaviors to do which of the following?

earn a certificate or degree in college

If you are looking for more information on choosing a major or career path from others who can best relate to your current situation, you should talk to

fellow students and graduating seniors.

Bert works as a cashier in a bookstore for an hourly wage. He likes his work, but he doesn't want to be doing the same thing five years from now. On the other hand, Ernie works in a different bookstore. He started as a cashier and was promoted to a manager. Ernie has been learning about marketing, and five years from now he hopes to be working on marketing projects for his current bookstore or perhaps a different bookstore. Which of the following statements best fits this scenario?

Bert has a job; Ernie has a career.

What are the five steps for choosing a career?

get to know yourself, get to know your field, prioritize your “deal makers” and rule out your “deal breakers,” make a preliminary career decision and create a plan of action, go out and achieve your career goal

To be a career-ready person, which of the following must you have?

the necessary knowledge and technical skills needed to be employed in your desired field

Katie is nervous about her upcoming job opportunities and wants to make sure that her résumé is perfect. What is the best advice for her?

Use action verbs and phrases.

Which of the following are examples of “hard skills”?

sewing a dart in a dress, writing Python code, operating an x-ray machine

Which traits are typical of the exploring stage of career development?

identifying your interests and aptitudes and trying out jobs

Which of the following should NOT be included on a résumé?

childhood hobbies

“Why should we hire you?” “What are your strengths and weaknesses?” “What attracted you to this company?” These are all examples of

basic interview questions.

Which of the following should a cover letter accomplish?

get the reader’s attention, reflect genuine interest in the position, and explain why you are the best person for the position

Which of the following is the best technique to win a face-to-face interview from a screening interview?

try to stand out from the competition

Which of the following should you include on a résumé?

education, work experience, relevant skills, contact information



Which of the following will be most beneficial to help you grow your professional network?

connect with your parents' friends as network contacts

Which of the following should you AVOID in your cover letter?

reasons why you left your last position

Which of the following is the most effective response to the interview question "What is your greatest weakness?"

"In the past I haven't been great at planning and prioritizing tasks. However, I am taking steps to fix that by using a planning app and marking deadlines on my calendar."

Which of the following is the first step to preparing for an interview?

reread the job posting or description

Which of the following are diversity and multicultural organizations?

clubs focused on creating diverse, multicultural, and inclusive communities

Why are academic print resources generally more credible than online sources?

Print resources have been vetted by multiple authors and editors in order to reach publication.

When studying to remember things, it's best to think about \_\_\_\_\_ rather than facts.

Concepts

Just one day after computer programming class, Suzanne was surprised to find that, like most people, she forgot roughly \_\_\_\_\_ of what she learned in that class session.

80%

Which of the following is a positive effect of participating in diverse groups in an educational setting?

You can perceive in new ways, seeing issues and problems from new angles.

What type of situation best inspires creativity?

when there is a problem to solve

Isabella needs to create a mini-presentation with her group for an advertising campaign project in her marketing class. What type of learning is she doing?

active learning

Which resource below probably contains the most effective information to help you write your paper on death penalty laws in California?

"Polls Show Preference for Death Penalty Alternatives" news article

Which tool can best enable students to observe and analyze the world or reimagine it in a way that appeals to them?

digital camcorders

What best defines "critical thinking"?

skepticism and examining assumptions

Presenting someone else's ideas as your own is best defined as

plagiarism.

Using web applications and tools to help you keep track of your sources and create your citations is

a good idea.

Eating a healthy diet can reduce your risk of which of the following?

both heart disease and cancer

What are common signs of depression?

moving slowly, difficulty sleeping, feelings of pessimism. aches and pains

If you rewrite a quote in your own words, it

always need to be cited.

If you are concerned about not having enough time to work during school, you may find \_\_\_\_\_ to be the best solution.

a summer job

Budgets should include

all of your spending habits.

Taking tests is valuable for which of the following reasons?

The more often you retrieve information, the more likely you are to retain it for the long term.

If you include quotes in your paper, they

always need to be cited.

A person with good mental health will realize his or her own abilities, can cope with the normal stresses of life, and

can work productively and fruitfully.

A good portfolio should have an index of the contents.

True

Defined as "the place where work immersion of students is done".

workplace immersion venue

Make sure that the portfolio is carefully laid out and in the correct order.

True

While chronological places emphasis on career progression, a functional format focuses on your abilities and skills.

True

All items need to be clear and easy to understand.

True

He states that "what was once understood as the work ethic—not just hard work but also a set of accompanying virtues, whose crucial role in the development and sustaining of free markets too few now recall".

steven malanga

Chronological format is more of traditional format and is what you are most likely to come across.

False

If an item is too large to take to the interview you can bring it to show with close ups to elicit details.

False

A resume is a written statement of your educational and work experience.

True

Practice good nonverbal communication is one of the necessary skills on job interview.

True

When Labor Code of the Philippines was promulgated?

may 1, 1974

Personal experience can also be referred as a career objective.

False

Under whose regime the Labor Code of the Philippines does took effect?

ferdinand marcos

Overconfidence is not bad if you are putting on a performance to demonstrate your ability.

False

can also include budget sheets, idea pitches and marketing materials.

production portfolio

A behavior of a single individual or a group that has led to a systematic lack of productivity, reliability, accountability and a growing sphere of unprofessional/unhealthy relationships.

negative work ethic

The normal hours of work of any employee.

eight

It is a set of pictures by someone, or photographs of examples of their work, which they use when entering competitions or applying for work.

Portfolio

This is the more traditional format of a resume and is flexible and can be used for applicants with any level of experience.

reverse-chronological

The qualifications summary is a bullet point list (ranging from 4 to 6 points) of your most outstanding career achievements.

True

The date where Labor Code of the Philippines took effect.

november 1, 1974

The curriculum vitae including your interests and any evidence of project management skills can be included in a portfolio.

True

It is important to know what to wear to an interview and to be well-groomed.

True

The Php 426 combined rate is locally referred to in the Philippines as "Answer" due to this regional disparity.

manila rate

Functional format is flexible and can be used for applicants with any level of experience.

False

On job interview, it is important to be aware of any inappropriate slang words or references to age, race, religion, politics or sexual orientation—these topics could send you out the door very quickly.

True

A portfolio is a set of pictures by someone, or photographs of examples of their work, which they use when entering competitions or applying for work.

True

Place the best and most relevant work first and start and finish with strong pieces of work on your portfolio.

True

Credentials are documents that state the abilities and experience of a person and show that the person is qualified for a particular job or activity.

True

focuses on your abilities and skills and is more suitable for those with an expert level of experience.

functional format

A written statement of your educational and work experience.

resume

It is important to bring energy and enthusiasm to the interview and to ask questions and it is about making a new friend.

False

Combination format is generally reserved for beginners with less experience in a particular industry.

False

Remember to list your work experiences in reverse chronological order and only list experience that is relevant to the job you are applying for.

True

A resume is a means of not advertising yourself to get a job that you want and will give a short impression about you to the employers whether you attain their standards or not.

False

A belief that work, hard work and diligence has a moral benefit and an inherent ability, virtue or value to strengthen character.

work ethic

When creating a portfolio, go for quantity not quality.

False

Include your GPA from 5.0, round up to the first decimal place, and use this format: GPA: 3.5/4.0.

False

Functional format is more suitable for those with an expert level of experience.

True



He revised the notion of work ethic as a means of management control that delude workers about the actual reality for accumulated advantage, which is a form of avarice.

frederick winslow taylor

Production portfolios cannot be included such as budget sheets, idea pitches and marketing materials.

False

A combination of both the career objective and qualifications summary.

professional profile

During interview, asking question is not wrong because it also gives you the opportunity to find out if this is the right place for you.

True

Having a solid education section doesn't helps to display the foundation of your knowledge and expertise.

False

The duty of every employer to give his employees not less than Answer minutes time-off for their regular meals.

60

All employees have the right to have a Answer consecutive hours of rest day after every 6 days of work.

24

Don't put your portfolio on a web site if possible as it is so easy to access.

False

The Answer governs employment practices and labor relations in the Philippines.

labor code of the philippines

Professional Profile is also the most flexible of the three styles as it can be formatted as short paragraph or bullet-point list.

True

As for overseas employment of Filipinos, foreign employers are not allowed to directly hire Philippine nationals except through board and entities authorized by the Answer.

secretary of labor