



Hilliard City Schools

Careers & Money Management

Course Proficiency Study Guide

Prior to your assigned exam day you should set up an Ohio Means Jobs account on their k-12 website at: <https://jobseeker.k-12.ohiomeansjobs.monster.com>

This will be needed for completion of Part 2 of the Flex Credit Exam

I. Course Proficiency Purpose:

The purpose of this study guide is to aid the students who wish to take the proficiency assessment for the credit flex option. Items that the student will be required to know for proficiency will be administered in two portions. The first part of the assessment is a one hour written exam. The second part is a two hour application test that will be provided to the student on the day of the exam.

II. Description of the Assessment Format:

Part 1:

Written Exam – 102 questions
Multiple Choice
Matching

Part 2:

Application Test –
Individual Career Plan – Ohio Means Jobs

III. Proficiency Content:

A. Written Exam

- Goal Setting & Values
 - SMART Goals
- Job Search Skills
 - Applications
 - Interview
 - Resume
 - Thank You Letter
- Spending & Saving
- Pay Check
- Taxes
- Banking
- Credit
- Investing

B. Application Test

- Personal Assessment
- Individual Career Planning

IV. Suggested Resources:

- Succeeding In the World Of Work Textbook
User Name: UN=SWOW2008
PW= 6UdRet8H
- <https://jobseeker.k-12.ohiomeansjobs.monster.com/>
- <http://www.practicalmoneyskills.com>
- <http://topachievement.com/>
- http://www1.nyse.com/pdfs/NYSE_posterA_Mech.pdf
- Yahoofinace.com
- Google