

## Business Management and Finance

*Business Management and Finance* program students demonstrate an interest in solving problems and creating opportunities through ethical business practices. Students approach tasks with enthusiasm, demonstrate independence, self-starters who are comfortable working independently, and solving problems creatively.

**BCPS Magnet Transportation Information:** George Washington Carver Center for Arts and Technology (Central Area) Transportation is provided at community pick-up points for students from all areas of Baltimore County Public Schools.

**Open House:** Sunday, October 9, 2011 1 - 3 p.m.

## 2012-2013 Assessment Guidelines


**Assessment Date:** Saturday, January 7, 2012 *Auditions by appointment*

**Assessment reminders will be mailed to all applicants.** Parents/Guardians of applicants who have NOT received notification at least five (5) days prior to the assessment date MUST contact the school to verify/schedule an appointment.

**Parent(s)/guardian(s)** should contact both the school and Magnet Office immediately if the applicant cannot attend or complete the scheduled assessment due to an unforeseen illness or emergency. Please be aware that assessments will not be rescheduled without documentation verifying the illness or emergency.

**Inclement Weather Date:** Saturday, January 28, 2012, at the previously scheduled appointment time

**Inclement Weather:** In the event that schools are closed due to inclement weather, weeknight magnet assessments will be postponed. Weekend magnet assessments will be postponed if the snow emergency plan is put into effect for Baltimore County. Postponed assessments will occur on the designated inclement weather date.

<p><b>Carver Center</b> 938 York Road Towson, MD 21204</p>	<p><b><u>Directions to Carver Center:</u></b></p>
	<p><b>From West:</b></p> <ul style="list-style-type: none"> <li>• I-695 N to Towson</li> <li>• Take exit 26A toward Towson/York Rd</li> <li>• Turn left at West Rd (signs for Towson/York Rd)</li> <li>• Take the 1st right onto York Rd</li> <li>• Make a right at the next light, Fairmount Ave.</li> </ul>
<p><b><u>Magnet Coordinator</u></b> Lori Turner (410) 887-2775/2793 lturner2@bcps.org</p>	<p><b>From East:</b></p> <ul style="list-style-type: none"> <li>• I-695 W to Towson</li> <li>• Take exit 26 toward Towson</li> <li>• Turn left at MD-45/York Rd</li> <li>• Make a right at the next light, Fairmount Ave.</li> </ul>

## **Business Management and Finance**

### **Prior to the Audition**

#### **Demonstration of Interest**

**The following must be completed prior to coming to the audition.**

1. **Interview Business Owner/Manager:** Conduct an interview with someone who manages or owns a business. Write down the name of the person, the name of the business, the questions, and the responses. The questions should include the following:
  - a. What product or service does your business provide?
  - b. What goals do you have for your business?
  - c. How does your business serve the community?
  - d. What is the most challenging aspect of your business?
  - e. How did you prepare for your current position?
2. **Research Businesses and Prepare Display:** Applicants should identify three businesses, conduct research on those businesses, and create a display on a tri-fold display board or a poster board that shows the results of the research. These three businesses should be different than the one that was used for the interview.
3. **Presentation of Research:** Using the display they created, applicants will present the results of their research of the three businesses. Applicants will have to be prepared to speak in front of students. The presentation must last no longer than 2 minutes.

### **On the Day of the Audition**

**The audition takes approximately 2 hours.**

#### ***Auditions by Appointment ONLY***

It is the responsibility of the parent(s)/guardian(s) to:

- ensure that the applicant attends the assessment on the scheduled date and time.
- contact the schools if scheduled magnet assessment appointments conflict.

***Failure to attend an assessment WILL result in disqualification.***

## Registration Information

Applicants will be advised of their appointments by e-mail. Please arrive 15 minutes prior to the scheduled time. Students will register for the audition in the front lobby with the required materials. Students who are more than 10 minutes late may not be admitted into the audition. On average, the entire audition takes approximately two hours. Due to personnel and time constraints, auditions may not be rescheduled. Parents may stay in the main lobby during the audition, or return to the school within three hours. Due to the high volume of applicants, there will be no seating available in the school for parents/guardians.

### Required Materials:

- Interview with Business Owner - Applicants must turn in the results of the interview they conducted.
- Research Display and Presentation – Applicants must bring their research displays with them to the audition and be prepared to present the results of their research.

## Business Management and Finance

### Assessment Description

Students should dress professionally. Males should wear either: (1) business suit with collar, dress shirt, and neck tie, or (2) sport coat, dress slacks, collar shirt, and neck tie, or (3) a collar shirt or sweater with khaki-style pants. Females should wear either: (1) a business suit with a blouse, or (2) a business pantsuit with a blouse, or (3) a skirt (knee length) or dress pants with blouse or sweater.

1. **Results of Interview (6 points):** Applicants will turn in the results of their interview of the business owner or manager. Applicants will be evaluated based on the legibility (if handwritten) of the results and the completeness of the interview.
2. **Presentation (20 points):** Using the display they created, applicants will present the results of their research of the three businesses. Applicants will have to be prepared to speak in front of students. The presentation must last no longer than 2 minutes. Applicants will be evaluated based on their ability to follow directions, the content and quality of their display, and the professionalism of the presentation.
3. **Math Test (60 points):** Applicants will take a 20 minute, timed assessment in mathematics. Skills evaluated will include basic knowledge of fractions and percents, math functions and operations, and solution of word problems. Applicants can use the calculators in the computer. Students are encouraged to practice the sample questions prior to the audition.
4. **Interview of Applicant (14 points):** Applicants will participate in an interview where their interest in business and their ability to communicate will be assessed.

**Documented testing accommodations, as appropriate to the assessment, will be provided.**

**Applicants must score 80% or higher to qualify for admission.**

## Magnet Events

**Magnet EXPO!**

**Saturday, September 24, 2011**  
**Crowne Plaza Timonium**

**10 a.m. - 2 p.m.**

**Magnet Application Meetings**

**Tuesday, September 27, 2011** Program starts at 6 p.m.  
**Woodlawn HS Auditorium**

**Wednesday, September 28, 2011** Program starts at 6 p.m.  
**Kenwood HS Auditorium**

**Application Deadline**

**Wednesday, November 30, 2011**

Application packets are available at [www.bcps.org/offices/omp](http://www.bcps.org/offices/omp). Applications must be hand delivered or postmarked on or before **November 30, 2011**. Late applications are not processed.

## Business Management and Finance Audition Sample Math Questions

**Directions:**

Write your final answer in the space provided next to the item number. Candidates will be able to use the calculators in the computers.

(\* = multiply, / = divide)

- |   |                                      |   |
|---|--------------------------------------|---|
| <p>1.           76.00<br/>              94.00<br/>              81.00<br/>          52254.00<br/>              36.50<br/>          <u>+427.00</u></p> | <p>4.    1,134/13</p>                | <p>7.    Change 100% to a decimal</p>   |
| <p>2.    111,111.010<br/>          <u>-.011</u></p>   | <p>5.    .776/.001</p>               | <p>8.    .032*.658</p>  |
| <p>3.    \$300 * 106%</p>   | <p>6.    Change .7% to a decimal</p> | <p>9.    Solve <math>\frac{1}{4} + \frac{1}{2}</math> and write as a fraction</p> |

**Directions:** Show all work and circle your final answer.

10. You are interested in purchasing a new RX 5 MP3 Player. You have done your comparison shopping and recorded the following sales. Which **store** offers the best sales price?
- |             |                               |
|-------------|-------------------------------|
| Radio Shack | \$349.99 with a 12% discount. |
| Wal-Mart    | \$299.99 with a 20% discount. |
| Target      | \$268.99 with a 13% discount. |
11. Complete the following using the formula  $\text{Cost} + \text{Mark Up} = \text{Selling Price}$ . Melville Sisters, Inc. obtains an outdoor fountain at a cost of \$871.50. They decide upon a 17% markup. What is the selling price?
12. An advertisement indicated that a new computer priced at \$600.00 could be purchased by putting \$102.00 down. What percent of the price is the down payment?
13. Sharon is a salesperson at a shoe store. Yesterday, she sold \$865.00 of merchandise. Sharon stated that this was 119 percent of the amount that she sold on Tuesday. How much did Sharon sell on Tuesday?
14. Baxter Associates has a workers' compensation premium that is 73% of wages. Gene is paid \$16 per hour as a skilled worker. What is the cost of the worker's compensation insurance per hour for Gene?

### Solutions for Business Sample Questions

1. 52968.50
2. 111,110.999
3. \$318
4. 87.23
5. 776
6. 0.007
7. 1
8. 0.021
9.  $\frac{3}{4}$
10. Target
11. \$1019.66
12. 17%
13. \$726.89
14. \$11.68

## **Business Management and Finance Course of Study**

The purpose of this program is to prepare students for college or an entry-level position in business. Students use word processing, spreadsheet, and presentation software while learning the principles of business management and administration, financial management, accounting, and entrepreneurship. During their Freshman to Junior years, students will be required to complete the five required classes and one elective from the lists below. As Seniors, students will either take two credits of Business/IT or designated AP classes, be involved in an internship or work-based learning experience, or take classes at a local college. Students will have the opportunity to join the school's chapter of the Future Business Leaders of America (FBLA).

### **Required Classes (5 credits)**

**Information Systems Management I (GT)** -- This course is designed to help students develop managerial and technical skills while learning to use word processing, presentation, and spreadsheet applications.

**Visual Basic (H)** -- This course introduces students to fundamental programming concepts. Students will use Visual Basic to create a variety of applications with graphical user interfaces.

**Principles of Business, Administration, and Management** -- This course provides students with the knowledge of the types of businesses, as well as various applications, laws, and theories of business.

**Principles of Accounting (GT)** -- This course, which uses a college-level text, emphasizes accounting principles.

**Financial Management using Software Applications** -- This course provides students with the knowledge and practice they need to make informed financial decisions and to successfully manage financial resources in business.

### **Possible Electives (1 credit required)**

All of these classes will not be available. Class availability will depend on scheduling, staffing, and enrollment.

- Entrepreneurship
- HTML/JavaScript
- AP Computer Science
- C++ Programming
- Business Internship

**\*Please be advised courses may be subject to change.**

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### **Articulation Agreement**

Students who complete their program of study with a grade average of "B" or better may have the opportunity to articulate credits to the Community Colleges of Baltimore County upon enrollment.

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### **Future Business Leaders of America (FBLA)**

Carver Center has a very active chapter of FBLA. The FBLA Mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Students are able to compete in a variety of business-related events at regional, state, and national competitions.