

High School Competition Test Breakdown 2009

ACCOUNTING

This test consists of objective multiple-choice questions. The breakdown is as follows:

- 20% introductory accounting terms
- 20% entries for a Service Business
- 20% entries for a Merchandising Business
- 20% preparation of Financial Statements
- 20% adjusting and closing entries

BUSINESS LAW

This test is comprised of 75 question multiple-choice test. Topics may include:

contract law, consumer law, law of sales, agency law, personal and real property laws, commercial paper and torts.

BUSINESS MATH

This test consists of two parts.

Part 1: This will be a 15-minute timed test to be completed without a calculator. Simple arithmetic questions will be presented to the student (i.e. conversion of fractions to decimals, percents, etc.) Scrap paper will be provided.

Part 2: The remaining 30 minutes will consist of problems dealing with business math (i.e. Bank Reconciliation; Base, Rate & Part; Simple Interest, etc.)

Students must supply their own calculator for this section.

COMPUTER HELP DESK

Formatted as a lab simulation, the student will receive a call requesting support for a computer software issue. The student will be expected to provide a solution in a courteous manner. The student will be evaluated based on both an accurate solution to the problem and his or her ability to provide customer support.

COMPUTER REPAIR

This test will be a hands-on test in which the student will trouble-shoot, diagnose, and repair numerous computer problems. This practical exercise will grade the student in his or her ability to use proper trouble-shooting techniques while resolving system issues. Reference for this exam is the A+ Certification program.

ENGLISH GRAMMAR

This test is comprised of 75 question multiple-choice test. Students will be expected to know rules of grammar, proper writing styles, vocabulary, and punctuation. Proofreading ability will be demonstrated.

DOCUMENT PROCESSING

There will be three parts to the Word 2003 examination.

Part 1: Two (2) five-minute timings.

Part 2: One (1) production timing consisting of a letter and a memo.

Part 3: The student will demonstrate his or her ability to perform common Microsoft Word functions including but not limited to copying, cutting, pasting, alignment, borders, and font changes.

MICROSOFT EXCEL

Each student will be supplied with a budgeting schedule for three related departments using Excel 2003. Students will be asked to develop spreadsheets for each department within the workbook. Students will be required to supply a minimum of five (5) formulas and encouraged to use the paste function. Linking may be used and will be encouraged. The final formatting of the worksheets will also be considered when a grade is applied. *Many students may not be able to finish the project, but will be instructed to complete as much as possible. Test takers will be warned when there is 10 minutes remaining in order to format what has been keyed.

JOB INTERVIEW

Students are invited to participate in a mock interview situation. In order to be considered for interview, the students must submit a resume and a cover letter for a the following position:

USC The Business College is currently seeking an Admissions Assistant to work at the Main Campus. Strong customer service skills, solid computer ability, commitment to excellence, and a talent for multi-tasking in a fast-paced setting required. Interested candidates must submit a resume and cover letter prior to

April 10, 2009 to:

Leslie Crosley, Director of Admissions
201 Bleecker Street
Utica, NY 13501
or fax to 315.733.9281

Students are first evaluated on the quality of cover letter and resume. All students will then participate in a first round of interviews where 5 questions will be posed. Finalists will be asked to return for a second interview to determine a winner. **There are limited slots available for this competition. Students will be scheduled on a first-come, first-served basis, and no late entrants will be accepted.**

EVALUATION OF THE EXAMINATIONS

The objective tests will be graded based on the number of CORRECT responses (i.e. if a student answers 50 questions and correctly responds to 30 versus a student who answers 40 questions and correctly responds to 35, the latter student would be declared the winner.) In the case of a tie, a 15-minute tiebreaker question will be given to the participants.

Subjective tests have a rubric that the evaluator completes for each participant. A numerical total is used to determine the order of finish.

ADVANCED PLACEMENT AT USC

The Word 2003 test has two (2) five-minute times. If a student successfully types 30 wpm with three or less errors and attends USC The Business College in Fall 2009, advanced standing will be given to the student for Keyboarding I. Keyboarding II advanced standing will be given to any student who successfully keys 50 wpm with three or fewer errors.