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**Financial Services**

1. **Fundamental Accounting:** Assessment of entry-level basic accounting principles utilizing manual procedures. Students analyze, journalize, and post transactions and prepare financial reports/statements.  
   **(02) Advanced Accounting:** Interpret and analyze sole proprietorships, partnerships, corporate, financial accounting data using manual methods.  
   **(03) Computerized Accounting:** Process accounting data using computerized accounting software. Contestants journal, post to ledgers and subsidiary ledgers, prepare financial statements and payroll records, and perform bank reconciliations. Points are awarded based on contestant answers to audit questions, as verified by the financial documents produced.  
   **(04) Payroll Accounting:** Process payroll data using manual payroll procedures. Students calculate gross earnings, complete payroll register, post employee records, and prepare payroll income tax forms.  
   **(05) Managerial Accounting (Post-secondary only):** Focus on strategic decision-making related to cost analysis and cost management.  
   **(06) Fundamental Spreadsheet Applications:** Create and design spreadsheet applications that include variables, reports, and formats. Students enter and format data, enter and copy formulas, and print full documents or cell contents.  
   **(07) Advanced Spreadsheet Applications:** Develop effective solutions to business problems using many of the advanced features within the Microsoft Excel skill standards for the MOS Spreadsheet Expert Exam.  
   **(08) Banking & Finance:** Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the student‘s knowledge of bank operations, bank services, loans, credit administration, and customer service.  
   **(09) Financial Analyst Team:** Use analytical and problem solving skills to make decisions and recommendations using financial reports, both internal and external. The team analyzes and interprets computer reports from a business case study.  
   **(10) Economic Research Project Individual (Secondary only):** One economic research topic is selected by the National Business Professionals of America and provided at the beginning of the school year. The student will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.  
   **(11) Economic Research Project Team (Secondary only):** One economic research topic is selected by National Business Professionals of America and provided at the beginning of the school year. The team will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.  
   **(12) Financial Math & Analysis:** Assess knowledge of math concepts. Students solve word problems related to work and consumer issues.  
   **(13) Insurance Concepts:** Assess knowledge of insurance practices, procedures and concepts. Test questions are offered by the Insurance Education Institute. Completion of the test with 85% score or higher will result in competency certification by the Griffith Insurance Education Foundation.

**Administrative Support**

**(20) Keyboarding Production:** Evaluate entry-level skills in keyboarding and document production.  
**(21) Fundamental Word Processing Skills:** Evaluate fundamental skills in word processing and document production.  
**(22) Advanced Word Processing Skills:** Evaluate advanced level skills in word processing and document production.  
**(23) Integrated Office Applications:** Evaluate advanced level skills in information technologies and the integration of software applications.  
**(24) Desktop Publishing:** Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.  
**(25) Basic Office Systems & Procedures:** Evaluate fundamental skills in office procedures, records and file management, and document production.  
**(26) Advanced Office Systems & Procedures:** Evaluate advanced skills in office procedures, records and file management, and document production.  
**(27) Legal Office Procedures:** Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.  
**(28) Medical Office Procedures:** Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office.  
**(29) Database Applications:** Demonstrate database development skills to include: object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios.  
**(30) Administrative Support Team:** The team will function as an office staff to produce a variety of business documents.  
**(31) Administrative Support Research Project Individual (Secondary only):** One administrative support topic is selected by National Business Professionals of America and provided at the beginning of the school year. Students will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.  
**(32) Medical Transcription (Post-secondary only):** Evaluate knowledge of medical terminology and medical transcription needed to prepare dictated medical material into a usable medical document.  
**(33) Administrative Support Concepts:** Evaluate knowledge of basic administrative support concepts.

**Information Technology**

**(40) Computer Network Technology:** Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security.  
**(41) Systems Administration Using Cisco:** Demonstrate knowledge of fundamental network management tasks in a CISCO® environment.  
**(42) Network Administration Using Microsoft:** Demonstrate knowledge of fundamental network management and maintenance tasks in a Windows® network.  
**(43) C++ Programming:** Evaluate knowledge of working with structured designs, algorithms, and OOP methodology.  
**(44) VB.Net Programming:** Evaluate knowledge of working with Visual Basic syntax, programming logic, program development, system design concepts, database, Visual Basic IDE Report Writers, designers and objects.  
**(45) Java Programming:** Utilize structured designs to develop software using the JAVA programming language.  
**(46) Fundamentals of Web Design:** Demonstrate knowledge of fundamental web design coding and syntax.  
**(47) PC Servicing & Troubleshooting:** Demonstrate knowledge of PC configuration, maintenance, and management as a computer technician.  
**(48) Computer Security:** Demonstrate knowledge of fundamental security management tasks in Windows and Linux networking environments.

**(49) Digital Media Production:** Create a one to two (1-2) minute digital media production based upon the assigned topic.  
**(50) Computer Animation Team:** Create a visualization animation (not to exceed two (2) minutes) based upon the assigned topic.  
**(51) Network Design Team:** The team will analyze existing and planned business environments and develop a strategy for the implementation of a network infrastructure that addresses the need(s) of the defined business environment based on the scenario provided. At State and National level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.  
**(53) Video Production Team:** Create a three to five (3-5) minute video production based upon the assigned topic.  
**(54) Web Application Team (Secondary only):** The team will create a database-driven Website with server-side functionality. The team is provided with the opportunity to design, build and present a working web application.  
**(55) Web Site Design Team:** The team will work together to create a Website based on the topic.  
**(56) Information Technology Concepts:** Demonstrate general knowledge of the information technology industry.  
**(57) Broadcast News Production Team:** Create a three to five (3-5) minute news broadcast with at least 2 different segments (news stories). Students will also create a 15-20 second sound bite/intro for the broadcast.  
**(58) Computer Modeling (pilot):** Given a scenario or prompt, 2D and/or 3D Computer Modeling will research the topic, create a profile, concept design(s), prototype(s), and final model and/or scene based upon the assigned topic provided.

**Management/Marketing/Human Resources**

**(60) Global Marketing Team:** Develop a plan that details pricing strategies and promotional plans for a business.  
**(61) Entrepreneurship:** Develop an operating plan and organizational structure to initiate a small business. Competitors are to assume they are presenting their business plan to potential investors at a bank with the objective of securing financing for their business venture.  
**(62) Small Business Management Team:** The team will use strategic planning and problem-solving skills to provide solutions to the business case study provided. At State and National level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.  
**(63) Graphic Design Promotion:** Develop a theme, illustrate the theme in a logo design, then utilize the logo in a promotional flyer.  
**(64) Interview Skills:** Assess proficiency in job search and interview situations.  
**(65) Advanced Interview Skills:** Assess advanced proficiency in job search, interview situations, and portfolio development.  
**(66) Extemporaneous Speech:** Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.  
**(67) Human Resource Management:** Assess interpretation of personnel policies and knowledge of human resource management.  
**(68) Prepared Speech:** Demonstrate communication skills in securing, arranging, organizing, and presenting information orally.  
**(69) Presentation Management Individual:** Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.  
**(70) Presentation Management Team:** Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.  
**(71) Parliamentary Procedure Team (Secondary only):** Demonstrate the use of correct parliamentary procedure through a chairperson‘s ability to conduct a business meeting in a democratic manner that allows the members of the team to effectively participate. Examine the team‘s knowledge of parliamentary procedure through oral questions and the objective test.  
**(72) Management/Marketing/Human Resources Concepts:** Assess knowledge of management, marketing, and human resources concepts.  
**(73) Parliamentary Procedure Concepts:** Assess knowledge of parliamentary procedure. Test questions are based on Dunbar’s Manual of Parliamentary Procedure Test Questions.  
**(74) Business Meeting Management Open Event (pilot):** A general competitive event addressing business meetings management which incorporates fundamental concepts accepted as good practices in any business unit including business planning and strategy, organization and execution, trust and transparency.

**Virtual Competitions**

**(V01) Virtual Multimedia and Promotion - Individual:** Create a two-three minute digital promotion based upon the assigned topic.  
**(V02) Virtual Multimedia and Promotion - Team:** Create a two to three minute digital promotion based upon the assigned topic.  
**(V03) Software Engineering Team:** The team will work together to develop a system of applications that will share data and functions and/or procedures from the topic given.