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Tomorrow's business professionals.

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# **Workplace Skills Assessment Program Guidelines Secondary and Post-Secondary 2012**

Ver.9/6/2011

Business Professionals of America Workplace Skills Assessment Program  
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# WSAP FOR 2012....WHAT'S NEW?

Welcome to 2012! BPA has worked on a number of changes within Competitive Events and have updated the WSAP documents. We believe the changes will make the document both easier to use and provide better explanations regarding the various events. Here is a high-level summary of some of changes you will see.

**Enhanced Table of Contents:** The table of contents has been enhanced to add more topics making it easier to find both specific topics as well as individual event.

**Virtual competitions:** Virtual Competitions are now listed together in a separate section called "Virtual Competitive Events" They are still part of their individual programs shown in Events At A Glance and in the Career Cluster Crosswalks document.

**Software engineering:** Software Engineering Team (previously #52) has a new number. It is now "V03" and is listed with the other virtual competitions.

**Cisco® Systems Administration:** Cisco® Systems Administration has been renamed to Systems Administration Using Cisco® to reflect the technology rather than an alliance with the vendor.

**Rubrics:** Judged events now show both Preliminary and Technical rubrics making it clear how the events will be judged and scored.

**New pilot competitions:** Two new pilot competitions have been added for 2012. "Computer Modeling (58)" is a new judged event and is part of IT. Business Meeting Management (74) is a new open event.

**Broadcast News Production Team adopted:** Broadcast News (57) was a pilot last year and has been adopted as an on-going competition.

**Updated Dates:** NLC is earlier this year (April 25<sup>th</sup>). As a result due dates for submissions and awards have been changed. See National BPA Deadlines.

**Web App Now Only Secondary.** Web Applications (54) is now an event for Secondary only.

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## INTRODUCTION

### Mission Statement

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

### Program Philosophy

The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula.

Students will:

- demonstrate occupational competencies;
- broaden knowledge, skills, and attitudes;
- expand leadership and human relation skills;
- demonstrate a competitive spirit; and
- receive recognition.

### Content of the Guidelines

The *Guidelines* contain general information for all events as well as specific details regarding eligibility, equipment use, scoring, etc. The information in the *Guidelines* is essential for members attending the National Leadership Conference.

### Purpose of the Guidelines

The purpose of the *Guidelines* is to provide as much information as possible to help prepare students for a successful experience at the National Leadership Conference (NLC).

The *Guidelines* regulate all national Workplace Skills Assessment Events. State associations may choose to deviate from the guidelines provided. You are urged to check with your state association for any changes they may make at the regional or state levels.

Authors, administrators, proctors, and evaluators will strictly follow these guidelines.

Please refer to event guidelines for further details regarding contestant eligibility.

### Awards and Recognition

For the Middle Level, Secondary and Post-Secondary Divisions, the top ten (10) winners shall be recognized at the National Leadership Conference. For judged events, all finalists shall be recognized at NLC. For general/open events, the top ten (10) scores, plus ties, will be recognized.

### ***Non-Discrimination Policy***

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.

## GENERAL GUIDELINES

### Eligibility

According to Board policy, "Only members whose dues have been postmarked to the National Center by March 15 are eligible for national competition."

The guidelines for each event indicate the number of contestants that a state may enter at the NLC. All entries for Workplace Skills Assessment events must be registered for the NLC through the state association. In order to compete in an event at the NLC, the individual or team must have competed in that event at the State Leadership Conference (SLC). Substitutions for team members are left to the discretion of the state advisor. Any special eligibility requirements are indicated in the event guidelines.

Advisors are able to verify national membership online or by contacting the National Center. Be sure to check your state association membership deadline to ensure eligibility at the regional and state levels.

### Number of Contests

**Secondary** students may participate in a total of two events, only one of which may be a team event. Additionally, a student may compete in an unlimited number of Open Events within the time constraints of the conference program.

**Post-Secondary** students may participate in a total of three events, only one of which may be a team event. Additionally, a student may compete in an unlimited number of Open Events within the time constraints of the conference program.

### Software

Software to be used at the National Leadership Conference will be announced in the fall issue of the *Local Advisor's Bulletin* and in the *Pre-Conference Booklet* published each winter (February 1, 2012). The "[Events At-A-Glance](#)" chart and each event guideline page list the equipment that may be used.

### Event Length

The length of events varies. Times are listed on the "[Events At-A-Glance](#)" chart as well as within the guidelines for each event.

### Team Events/Chapter Events

Team events are registered under the chapter name. In addition, each team member and the person(s) responsible for chapter entries must be indicated in event registration. (Remember that each student is limited to only one team event.)

### Event Registration Changes

The state advisor or state designee must report any change in the original event entrants to the Director of Education no later than the deadline designated in the pre-conference program.

### Event Rescheduling

If a student has a time conflict for an event, check with the Competitive Event Headquarters for the rescheduling procedure. Only time conflicts caused by two concurrent BPA events may be rescheduled.

### Use of Materials

Contestants may not share individual supplies and/or materials once an event begins.

### Reference Materials

Some events allow reference materials. Check the guidelines for each contest for further information. Published/Unpublished reference materials may be brought on a "read-only" CD-rom and/or hard copy for events that allows resources. CD-rom should only be used for computerized events, as no additional computer access will be provided for use of reference materials.

### **Workplace Skills Assessments/Contest Review**

Advisors may view the national Workplace Skills Assessments at the NLC after all testing has been completed. A representative from Competitive Event Headquarters will supervise the area. All tests must remain in the room. Refer to the NLC program for the exact time and location.

### **Merit Scholar**

Although this test is part of BPA Cares, it will be given at the same time as the open events. Any member or advisor attending the NLC may take this test on the activities, history, and programs of Business Professionals of America. Recognition is provided to all that achieve at least 85 percent. Guidelines are printed in the *BPA Cares/Torch Awards Handbook*.

### **ARMA Rules**

For those events including records management as a competency, the *ARMA Rules for Alphabetic Filing* will be considered the authority. Refer to the *Style & Reference Manual* for excerpts of the ARMA rules. Further information is available at [www.arma.org](http://www.arma.org), or complete guidelines may be ordered from ARMA Inc., P.O. Box 8540, Prairie Village, KS 66208.

### **Proofreader's Marks**

Standardized proofreader's marks have been identified by Professional Business Associates and are listed in the [Style & Reference Manual](#).

### **Style & Reference Manual**

A standard style for documents is located in the [Style & Reference Manual](#). All events will be authored and scored using the styles given. Failure to follow the [Style & Reference Manual](#) format for any job will result in a score of zero for that job.

### **Business Ethics**

Business Ethics, as listed in the "Competencies" section, may include ideal moral and professional standards of behavior that should be demonstrated in all work environments. Questions might cover areas such as use of work time, care of equipment, confidentiality, honesty, safety practices, and cooperation.

### **Human Relations**

Human Relations, as listed in the "Competencies" section, may include group dynamics, cooperation, harmony, good employee relationships, employee organization, and interpersonal attitudes and behaviors.

### **Communications**

Communications, as listed in the "Competencies" section, may include reading, writing, speaking, and listening skills.

### **Use of Previous or Sample Tests**

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. **Contestants who violate this rule will be disqualified.**

### **Admission to Event Testing Sites**

Only the registered contestant will be allowed into the event site. Only advisors serving as administrators or proctors will be admitted.

### **Use of Cellular Phones**

The use of cellular phones in testing and presentation rooms is prohibited. This pertains to judges, contest administrators and contestants.

### **Printing Requirements**

All printing done in the computer lab must be in black/white or gray scale. For Desktop Publishing, students will be permitted to bring Macintosh computers and equipment (see Guidelines for details). Those students bringing Macs will also be required to print in black/white or gray scale.



**Reproduction Equipment**

No reproduction equipment (video cameras, cameras, digital cameras, tape or digital recorders, etc.) will be allowed in the contest room and/or viewing area unless authorized by the Business Professionals of America National Center.

## NLC CALCULATOR GUIDELINES

Students must ensure their calculator works properly, as the testing center will not provide batteries or spare calculators. Each student may use only their own calculator. Students may bring a backup calculator in case their primary calculator fails.

ACT-approved calculators include four-function, scientific or graphic calculators. Certain calculators are entirely prohibited while others are permitted with modifications. Prohibited calculators include:

- Texas Instruments models beginning with TI-89 and TI-92, TI-Nspire CAS
- Hewlett Packard models beginning with HP 48GII, HP 40G, HP 49G, HP 50G
- Casio models including Algebra fx 2.0, ClassPad 300, and beginning with CFX 9970G
- Any calculator with a computer algebra system
- Pocket organizers
- Palm pilots and laptop computers
- Electronic writing pads
- Cell phone calculators
- Calculators with typewriter keypads in QWERTY format

It is each student's responsibility to ensure that their calculator meets ACT requirements. Calculators that do not meet ACT standards will not be allowed during the test, which could result in a lower score for unprepared students. Students who bring prohibited calculators will not be provided an alternative calculator by the testing center staff and they will not be allowed to use another student's calculator.



## JUDGED EVENT GUIDELINES

### Finance

- (09) Financial Analyst Team
- (10) Economic Research Project—Individual

- (11) Economic Research Project—Team

### Administrative Support

- (31) Admin. Support Research Project—Individual

### Information Technology

- (49) Digital Media Production
- (50) Computer Animation Team
- (51) Network Design Team
- (53) Video Production Team

- (54) Web Application Team
- (55) Web Site Design Team
- (57) Broadcast News Production Team
- (58) Computer Modeling (Pilot)

### Management, Marketing & Human Resources

- (60) Global Marketing Team
- (61) Entrepreneurship
- (62) Small Business Management Team
- (63) Graphic Design Promotion
- (64) Interview Skills
- (65) Advanced Interview Skills

- (66) Extemporaneous Speech
- (67) Human Resource Management
- (68) Prepared Speech
- (69) Presentation Management—Individual
- (70) Presentation Management—Team
- (71) Parliamentary Procedure Team

### Judged Events Documentation Forms

All forms are available in the Download Center at [www.bpa.org](http://www.bpa.org)

### Entry Form/Statement of Originality and Specification Compliance

This must be completed for all judged events except Interviewing, Advanced Interviewing, Extemporaneous Speech and Human Resource Management.

**INDIVIDUAL ENTRY FORM**  
**STATEMENT OF ORIGINALITY AND SPECIFICATION COMPLIANCE**

- Please key all information requested below. Handwritten and incomplete forms will not be accepted.
- A hard copy must be provided to the event administrator before your present to the judges.
- An additional hard copy will be required if you present again as a finalist.
- This information (excluding signatures) will also be required if the event requires information pre-submitted online.
- The Contestant Number is the same as the Member Number in the BPA Online Registration System.

Event Name:  
Event #:  
Date:  
URL (if applicable):

Name	Contestant #	Grade
Coach Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor Email

**Student Verification**  
I, the undersigned, attest that this project was conducted solely by me and that the work resulting from my effort is original and in compliance with all event specifications.

Student signature	Date
-------------------	------

**Advisor Verification**  
I have reviewed the work to be submitted and verify that it reflects the above-named student's original work and is in compliance with all event specifications.

Advisor signature	Date
-------------------	------

**TEAM ENTRY FORM**  
**STATEMENT OF ORIGINALITY AND SPECIFICATION COMPLIANCE**

- Please key all information requested below. Handwritten and incomplete forms will not be accepted.
- A hard copy must be presented when you present at the National Leadership Conference.
- An additional hard copy will be required if you present again as a finalist.
- This information will also be required when you submit your pre-submitted information online.
- The Contestant Number is the same as the Member Number in the BPA Online Registration System.

Event Name:  
Event #:  
Team #:  
Date:  
URL (if applicable):

Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Coach Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor Email

**Student Verification**  
I, the undersigned, attest that this project was conducted solely by the team members and that the work resulting from our effort is original and in compliance with all event specifications.

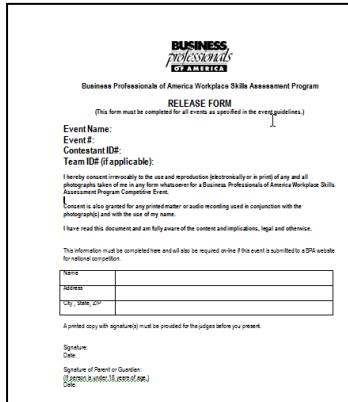
Student signature	Date
Student signature	Date
Student signature	Date
Student signature	Date

**Advisor Verification**  
I have reviewed the work to be submitted and verify that it reflects the above-named student's original work and is in compliance with all event specifications.

Advisor signature	Date
-------------------	------

## Release Form

Events that utilize images (photographs, video or audio) require a [Release Form](#) for each individual represented in the project.



**BUSINESS  
PROFESSIONALS  
OF AMERICA**

Business Professionals of America Workplace Skills Assessment Program

**RELEASE FORM**  
(This form must be completed for all events as specified in the event guidelines.)

Event Name:  
Event #:  
Contestant ID#:  
Team ID# (if applicable):

I hereby consent irrevocably to the use and reproduction (electronically or in print) of any and all photographic images of me in any form whatsoever for a Business Professionals of America Workplace Skills Assessment Program Competition Event.

Consent is also granted for any print/matrix or audio recording used in conjunction with the photographic used with the use of my name.

I have read this document and am fully aware of the content and implications, legal and otherwise.

This information must be completed here and will also be required on-line if this event is submitted to a 974 website for national competition.

Name	
Address	
City, State, ZIP	

A printed copy with signature(s) must be provided for the judges before you present.

Signature:  
Date:  
Signature of Parent or Guardian:  
(Signature of Parent or Guardian)

Specification points will not be awarded for handwritten documentation.

Contestants who do not participate in both parts of the event (pre-submit and judged) will not be ranked.

Hard copies of forms with signatures must be given to the event administrator before presenting to the judges. An additional hard copy will be required for judges at finals.

### Pre-submitted Events

- Administrative Support Research Project—Individual
- Economic Research Project—Individual
- Economic Research Project—Team
- Entrepreneurship
- Global Marketing Team
- Graphic Design Promotion
- Interview Skills
- Advanced Interview Skills
- Web Application Team
- Web Site Design Team

If the event requires an online submission for national competition, the information (excluding signatures) will be required at the time of submission. [Refer to NLC Deadlines.](#)

### Printing for Judged Events

Printing done on-site for judged events or submitted prior to NLC may be in black/white or color.

### Judges' Comments

**Judges' comments will be returned for those contestants providing a stamped envelope(s) addressed to the local advisor, with the contestant ID number and contest name written on the flap. The envelope(s) must be given to the administrator at the time of the contest.**

**Materials submitted for technical judging cannot be returned.**

### Judged Events Requiring Preliminaries and Finals

When the number of entrants in the judged event requires multiple sections, Preliminaries and Finals will be held. An equal number of the top contestants from each Preliminary section will be called back for Finals. The Finals are conducted as a new contest. Technical scores from will carry forward into Finals.

### Judged Event Topics

Each event that is judged has a unique topic. Details of the topic and the requirement for a specific topic are listed with the events.

 Today's students. Tomorrow's business professionals. <b>EVENTS AT A GLANCE</b>	Maximum minutes for orientation, prep, warm-up, wrap-up	Actual minutes of testing and /or presentation	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Microcomputer and printer provided	Color Printing Allowed	Bring own computer	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event
<b>Financial Services</b>												
(01) Fundamental Accounting	20	90	N	N	Y	N				5	S, PS	Y
(02) Advanced Accounting	20	90	Y	N	Y	N				5	S, PS	
(03) Computerized Accounting	20	90	Y	N	Y	Y				5	S, PS	
(04) Payroll Accounting	20	90	Y	N	Y	N				5	S, PS	
(05) Managerial Accounting	20	90	Y	N	Y	N				5	PS	
(06) Fundamental Spreadsheet Applications	20	90	N	N	Y	Y				5	S, PS	
(07) Advanced Spreadsheet Applications	20	90	Y	N	Y	Y				5	S, PS	
(08) Banking & Finance		60	Y	N	Y	N				5	S, PS	
(09) Financial Analyst Team	10	90/10	Y	N	Y	N	Y	Y	2	2	S, PS	
(10) Economic Research Project—Individual		5	Y	N	N	N			2	3	S	
(11) Economic Research Project—Team		5	Y	N	N	N			2	2	S	
(12) Financial Math & Analysis—Open Event			Y	N	N	N				U	S, PS	Y
(13) Insurance Concepts- Open Event			Y	N	N	N				U	S, PS	Y
(14) Federal Income Tax Accounting		90	Y	N	Y	N				5	PS	Y
<b>Administrative Support</b>												
(20) Keyboarding Production	20	60	N	Y	Y	Y				5	S, PS	Y
(21) Fundamental Word Processing Skills	20	60	N	Y	Y	Y				5	S, PS	Y
(22) Advanced Word Processing Skills	20	90	Y	Y	Y	Y				5	S, PS	
(23) Integrated Office Applications	20	90	Y	Y	Y	Y				5	S, PS	
(24) Desktop Publishing	20	90	Y	Y	Y	Y				5	S, PS	Y
(25) Basic Office Systems & Procedures	20	90	N	Y	Y	Y				5	S, PS	
(26) Advanced Office Systems & Procedures	20	90	Y	Y	Y	Y				5	S, PS	
(27) Legal Office Procedures	20	60	Y	Y	Y	Y				5	S, PS	
(28) Medical Office Procedures	20	60	Y	Y	Y	Y				5	S, PS	Y
(29) Database Applications	20	90	Y	N	Y	Y				5	S, PS	
(30) Administrative Support Team	20	90	Y	Y	Y	Y				2	S, PS	Y
(31) Admin. Support Research Project—Individual		5	Y	N	N	N			2	3	S	Y
(32) Medical Transcription	30	60	Y	Y	Y	N				5	PS	
(33) Admin. Support Concepts—Open Event			Y	N	N	N				U	S, PS	Y

\*Rating sheets are provided in the guidelines.

Y = Yes

N = No

S = Secondary

PS = Post-Secondary

U = Unlimited



Today's students.  
Tomorrow's business professionals.

## EVENTS AT A GLANCE

	Maximum minutes for orientation, prep, warm-up, wrap-up	Actual minutes of testing and /or presentation	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Microcomputer and printer provided	Color Printing Allowed	Bring own computer	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event
<b>Information Technology</b>												
(40) Computer Network Technology		60	Y	N	Y	N				5	S, PS	Y
(41) Systems Administration Using Cisco®		60	Y	N	Y	N				5	S, PS	
(42) Network Administration Using Microsoft®		60	Y	N	Y	N				5	S, PS	
(43) C++ Programming		90	Y	N	Y	N		Y		5	S, PS	
(44) Visual Basic Programming		90	Y	N	Y	N		Y		5	S, PS	
(45) Java Programming		90	Y	N	Y	N		Y		5	S, PS	
(46) Fundamentals of Web Design	20	90	Y	N	Y	Y				5	S, PS	
(47) PC Servicing & Troubleshooting	See guidelines for administration		Y	N	Y	N				5	S, PS	
(48) Computer Security			Y	N	Y	N				5	S, PS	Y
(49) Digital Media Production	10	10	Y	N	Y	N		Y	2	3	S, PS	Y
(50) Computer Animation Team	5	10	Y	N	Y	N		Y	2	2	S, PS	
(51) Network Design Team	10	30/10	Y	Y	Y	N		Y	2	2	S, PS	
(53) Video Production Team	5	10	Y	N	Y	N		Y	2	2	S, PS	Y
(54) Web Application Team	5	10	Y	N	Y	N		Y	2	2	S	
(55) Web Site Design Team	5	10	Y	N	Y	N		Y	2	2	S, PS	Y
(56) Information Tech Concepts–Open Event			Y	N	N	N				U	S, PS	Y
(57) Broadcast News Production Team	5	10	Y	N	Y	N		Y	2	2	S, PS	
(58) Computer Modeling Pilot	5	10	Y	N	N			Y		2	S, PS	Y
(V-01)Multimedia and Production - Individual			Y	Y	N	N		Y		5	S, PS	
(V-02)Multimedia and Production- Team			Y	Y	N	N		Y		5	S,PS	
(V-03) Software Engineering Team			Y	Y	Y	N	Y	Y	Y	5	S,PS	
<b>Management/Marketing/Human Resources</b>												
(60) Global Marketing Team	10	10	Y	N	N	N		Y	2	2	S, PS	
(61) Entrepreneurship	5	10	Y	N	N	N		Y	2	3	S, PS	Y
(62) Small Business Management Team	10	30/10	Y	N	Y	N		Y	2	2	S, PS	
(63) Graphic Design Promotion		7	Y	N	N	N		Y	2	3	S, PS	Y
(64) Interview Skills		15	N	N	N	N			2	3	S, PS	Y
(65) Advanced Interview Skills		15	Y	N	N	N			2	3	S, PS	Y
(66) Extemporaneous Speech	10	3-5	Y	N	N	N			2	3	S, PS	Y
(67) Human Resource Management	30	5-7	Y	N	Y	N			2	3	S, PS	
(68) Prepared Speech	1	5-7	Y	N	Y	N			2	3	S, PS	Y
(69) Presentation Management–Individual	5	10	Y	N	N	N		Y	2	3	S, PS	
(70) Presentation Management–Team	5	10	Y	N	N	N		Y	2	2	S, PS	Y
(71) Parliamentary Procedure Team	15	15	Y	N	Y	N			3	2	S	
(72) Mgmt/Mktg/HR–Open Event			Y	N	N	N				U	S, PS	Y
(73) Parli Pro Concepts–Open Event			Y	N	N	N				U	S, PS	Y
(74) Business Meetings Management–Open Event Pilot			Y	N	N	N					S, PS	Y

Business Professionals of America Workplace Skills Assessment Program  
Material contained in this publication may be reproduced for member and/or event use only.

## NATIONAL BPA DEADLINES

**All pre-submitted events must be submitted electronically.** Each site will contain instructions on uploading files. Students must be registered and have their contestant id # ready when uploading pre-submission files.

**Specification points will not be awarded for handwritten documentation and entry forms.**

Materials for contests that are **not** listed below will be turned in at a designated time and place at NLC.

The dates listed are **national deadlines**. Check with your State Advisor to determine regional and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
Administrative Support Research Project—Individual	Submitted by 11:59 p.m. Eastern Time, March 26, 2012	<a href="http://www.bpa.org/contests/adminsupport">http://www.bpa.org/contests/adminsupport</a>
Economic Research Project—Individual	Submitted by 11:59 p.m. Eastern Time, March 26, 2012	<a href="http://www.bpa.org/contests/econresind">http://www.bpa.org/contests/econresind</a>
Economic Research Project—Team	Submitted by 11:59 p.m. Eastern Time, March 26, 2012	<a href="http://www.bpa.org/contests/econresteam">http://www.bpa.org/contests/econresteam</a>
Entrepreneurship	Submitted by 11:59 p.m. Eastern Time, March 26, 2012	<a href="http://www.bpa.org/contests/entrepreneurship">http://www.bpa.org/contests/entrepreneurship</a>
Global Marketing Team	Submitted by 11:59 p.m. Eastern Time, March 26, 2012	<a href="http://www.bpa.org/contests/globalmarketing">http://www.bpa.org/contests/globalmarketing</a>
Graphic Design Promotion	Submitted by March 26, 2012	<a href="http://www.bpa.org/contests/gdp">http://www.bpa.org/contests/gdp</a>
Interview Skills	Submitted by March 26, 2012	<a href="http://www.bpa.org/contests/intskills">http://www.bpa.org/contests/intskills</a>
Advanced Interview Skills	Submitted by March 26, 2012	<a href="http://www.bpa.org/contests/advintskills">http://www.bpa.org/contests/advintskills</a>
Web Application Team	Submitted by 11:59 p.m. Eastern Time, March 26, 2012	<a href="http://www.bpa.org/contests/webapp">http://www.bpa.org/contests/webapp</a>
Web Site Design Team	Submitted by March 26, 2012	<a href="http://www.bpa.org/contests/webdesign">http://www.bpa.org/contests/webdesign</a>
NLC Competitive Events Registration	Online registration by March 26, 2012	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Registration	Early registration: 2/24-4/1 2012 Late registration: 4/2-4/6/2012	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Hotel Reservations	Online by April 1, 2012	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Registration Refund Requests	Postmarked by April 11, 2012	Business Professionals of America 5454 Cleveland Avenue Columbus, OH 43231-4021
National Officer Candidate Application	Postmarked by April 1, 2012	Business Professionals of America 5454 Cleveland Avenue Columbus, OH 43231-4021
BPA CARES Awards (formerly Special Recognition Awards)	Submitted by/postmarked by March 15, 2012	Submitted as outlined in BPA Cares handbook
Ambassador Torch Award	Submitted by March 15, 2012	<a href="http://www.bpa.org/awards/torchsystem">http://www.bpa.org/awards/torchsystem</a>

## NLC 2012 COMPUTER SOFTWARE LIST

*Provided at national-level competition—regional and state levels may vary!*

**PCs with Microsoft® Windows format will be used for all events**

<b>Event</b>	<b>Software Packages</b>
Administrative Support Team	MS Office 2007, MS Publisher 2007
Advanced Spreadsheet Applications	Excel 2007
Advanced Office Systems & Procedures	MS Office 2007, MS Publisher 2007
Advanced Word Processing Skills	MS Office 2007, MS Publisher 2007
Basic Office Systems & Procedures	MS Office 2007, MS Publisher 2007
Computerized Accounting	<u>Secondary</u> - South-Western Integrated Windows 4 <sup>th</sup> Edition, and QuickBooks Pro automatically updated each year.  <u>Post-secondary</u> - QuickBooks Pro automatically updated each year.
Database Applications	Access 2007, Paradox 12 <sup>th</sup> Edition
Desktop Publishing	Adobe InDesign® CS3, MS Office 2007, MS Publisher 2007
Fundamental Word Processing Skills	MS Office 2007
Integrated Office Applications	MS Office 2007
Keyboarding Production	MS Office 2007
Legal Office Procedures	MS Office 2007
Medical Office Procedures	MS Office 2007, MS Publisher 2007
Fundamental Spreadsheet Applications	Excel 2007

**Check individual event guidelines for information regarding the use of contestant's own computers. Contestants who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines.** Electrical power is provided. Carry-in and set-up of equipment must be done solely by the contestant(s), and must take place within the time allotted for orientation/warm-up.

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant(s). Contestants who experience failure problems with their equipment will NOT be rescheduled. Contestants bringing their own computers and software should note that contests are authored for the software listed above and may not run on alternate software. Portable media (flash drive, etc.), if needed, will be provided for contestants by the National Center.



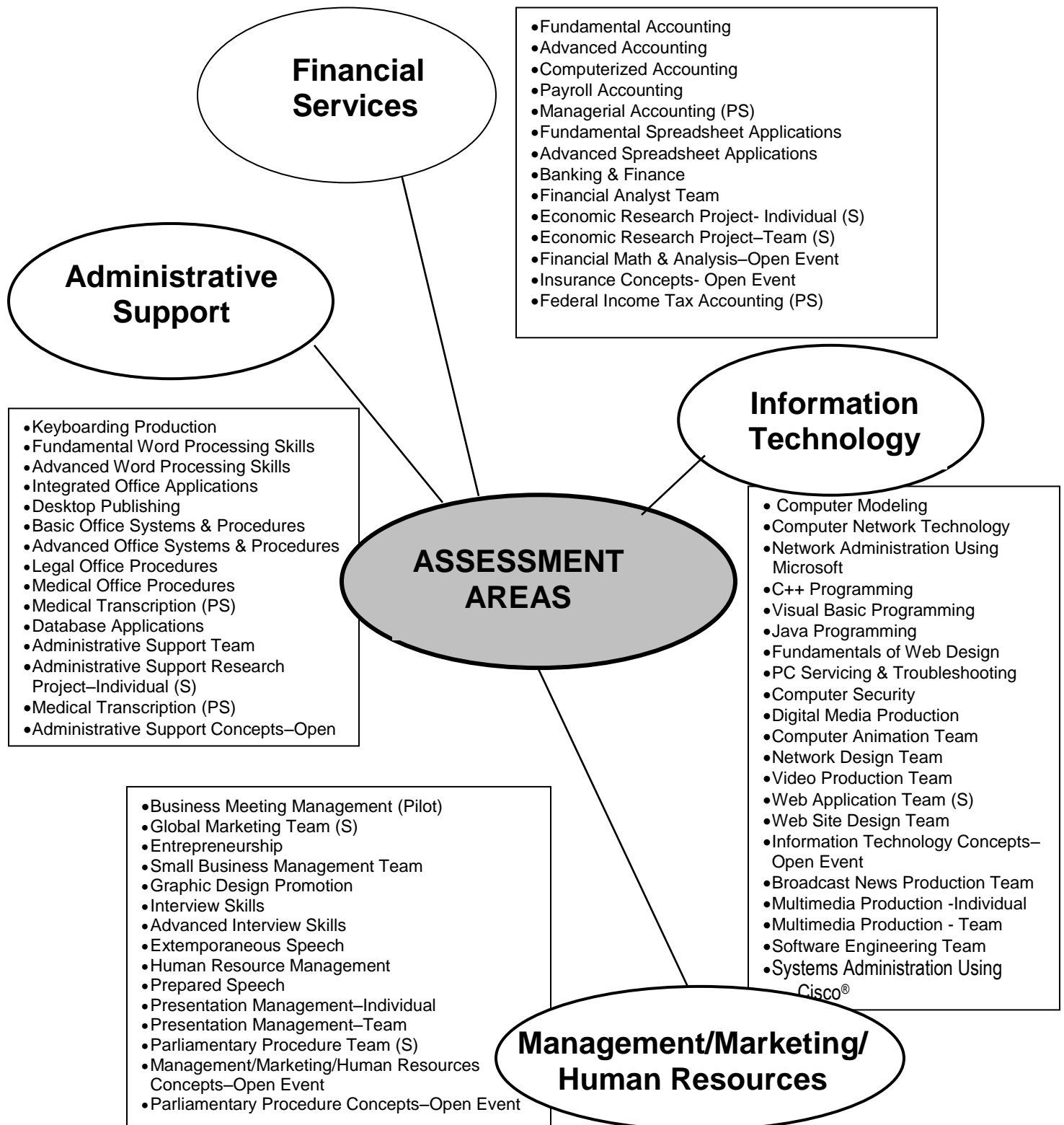
## ALPHABETICAL LISTING OF WORKPLACE SKILLS ASSESSMENT

- |  |   |
|--|---|
| <p>Administrative Support Concepts–Open Event (33)<br/>         Administrative Support Research Project–Individual (S) (31)<br/>         Administrative Support Team (30)<br/>         Advanced Accounting (02)<br/>         Advanced Interview Skills (65)<br/>         Advanced Office Systems &amp; Procedures (26)<br/>         Advanced Spreadsheet Applications (07)<br/>         Advanced Word Processing Skills (22)<br/>         Banking &amp; Finance (08)<br/>         Basic Office Systems &amp; Procedures (25)<br/>         Broadcast News Production Team (57)<br/>         Business Meetings Management (74)<br/>         C++ Programming (43)<br/>         Computer Animation Team (50)<br/>         Computer Modeling Pilot (58)<br/>         Computer Network Technology (40)<br/>         Computer Security (48)<br/>         Computerized Accounting (03)<br/>         Database Applications (29)<br/>         Desktop Publishing (24)<br/>         Digital Media Production (49)<br/>         Economic Research Project–Individual (S) (10)<br/>         Economic Research Project–Team (S) (11)<br/>         Entrepreneurship (61)<br/>         Extemporaneous Speech (66)<br/>         Federal Income Tax Accounting (PS) (12)<br/>         Financial Analyst Team (09)<br/>         Financial Math &amp; Analysis–Open Event (12)<br/>         Fundamental Accounting (01)<br/>         Fundamental Spreadsheet Applications (06)<br/>         Fundamental Word Processing Skills (21)<br/>         Fundamentals of Web Design (46)<br/>         Global Marketing Team (60)</p> | <p>Graphic Design Promotion (63)<br/>         Human Resource Management (67)<br/>         Information Technology Concepts–Open Event (56)<br/>         Insurance Concepts–Open Event (13)<br/>         Integrated Office Applications (23)<br/>         Interview Skills (64)<br/>         Java Programming (45)<br/>         Keyboarding Production (20)<br/>         Legal Office Procedures (27)<br/>         Management/Marketing/Human Resources Concepts–<br/>             Open Event (72)<br/>         Managerial Accounting (PS) (05)<br/>         Medical Office Procedures (28)<br/>         Medical Transcription (PS) (32)<br/>         Multimedia and Production – Individual (V01)<br/>         Multimedia and Production – Team (V02)<br/>         Network Administration Using Microsoft® (42)<br/><br/>         Network Design Team (51)<br/>         Parliamentary Procedure Concepts–Open Event (73)<br/>         Parliamentary Procedure Team (S) (71)<br/>         Payroll Accounting (04)<br/>         PC Servicing &amp; Troubleshooting (47)<br/>         Prepared Speech (68)<br/>         Presentation Management–Individual (69)<br/>         Presentation Management–Team (70)<br/>         Small Business Management Team (62)<br/>         Software Engineering Team (V03)<br/>         Systems Administration Using Cisco® (41)<br/>         Visual Basic Programming (44)<br/>         Video Production Team (53)<br/>         Virtual Multimedia – Individual (V01)<br/>         Virtual Multimedia – Team (V02)<br/>         Web Application Team (S) (54)<br/>         Web Site Design Team (55)</p> |
|--|---|

### FUTURE NLC SITES

<b>Year</b>	<b>Location</b>	<b>Date</b>	<b>National Leadership Conference 2012</b>
2013	Orlando, FL	May 8-12	
2014	Indianapolis, IN	April 30-May 4	
2015	Anaheim, CA	May 6-10	
2016	Boston, MA	May 5-9	<b>Chicago, IL April 25-29</b>

## WORKPLACE SKILLS ASSESSMENT EVENTS STRUCTURE



## BPA WORKPLACE SKILLS ASSESSMENT STANDARDS

The Classroom Educators Advisory Council is in the process of standardizing the workplace assessment skills in our program, linking them to multiple national standards and obtaining workplace validation.

The skills listed below have been identified as those common to all WSAP Competitive Events.

Skills common to the four core areas: Administrative Support, Financial Services, Information Technology and Management/Marketing & Human Resources are also listed.

These are not intended to replace the individual event competencies, but provide an overview and guidelines to ensure that the WSAP is preparing our members for successful careers by assessing real workplace skills.

### ***Essential Skills***

- BPAES1 Demonstrate effective written and oral communication skills.
- BPAES2 Demonstrate critical thinking skills to make decisions and to solve problems.
- BPAES3 Demonstrate professionalism and ethical behavior.
- BPAES4 Demonstrate effective leadership and teamwork skills.
- BPAES5 Conduct accurate research using various resources and methods.
- BPAES6 Demonstrate appropriate technology concepts and digital citizenship.
- BPAES7 Demonstrate knowledge of employability skills.
- BPAES8 Develop products using creativity and innovation.
- BPAES9 Demonstrate skills needed to function effectively in today's global economy.

### ***Financial Services Workplace Skills***

- FS1 Use correct terminology related to finance.
- FS2 Explain the importance of ethics in finance.
- FS3 Use analytical skills in solving financial problems.
- FS4 Demonstrate compliance with governmental regulations.
- FS5 Use technology effectively in the financial environment.
- FS6 Apply economic concepts effectively in business situations.
- FS7 Use mathematical skills and analysis concepts.

### ***Administrative Support Workplace Skills***

- AS 1 Utilize spreadsheet software to create, edit, and publish industry appropriate documents.
- AS 2 Utilize word processing software to create, edit, and publish industry appropriate documents.
- AS 4 Utilize presentation software to create, edit, and publish industry appropriate documents.
- AS 5 Utilize desktop publishing software to create, edit, and publish industry appropriate documents.
- AS 6 Demonstrate knowledge of general office procedures.
- AS 7 Demonstrate understanding of basic business operations.

### ***Information Technology Workplace Skills***

- IT1 Utilize digital tools to gather, evaluate, and use information.
- IT2 Demonstrate a sound understanding of technology concepts, systems, and operations.
- IT3 Design and produce quality IT product/service.
- IT4 Explain how IT increases business productivity and effectiveness.
- IT5 Demonstrate an understanding of project management concepts in IT.
- IT6 Explain the key functions and applications of software.
- IT7 Demonstrate an understanding of how new IT technologies influence business practices.
- IT8 Demonstrate technical knowledge of the Internet.
- IT9 Demonstrate knowledge of basic web page design and functioning.


### ***Management, Marketing & Human Resources Workplace Skills***

- MMHR1 Demonstrate an understanding of management concepts and practices.
- MMHR2 Demonstrate an understanding of marketing concepts and practices.
- MMHR3 Demonstrate an understanding of human resources concepts and practices.
- MMHR4 Demonstrate an understanding of work ethics and work environments across generations and cultures.
- MMHR5 Evaluate, prioritize, interpret, and communicate analysis of business data.
- MMHR6 Identify and prioritize business problems and develop and communicate solutions.
- MMHR7 Create and implement a plan of action.

## CAREER CLUSTER CROSSWALKS

For more information about the States' Career Clusters Initiative (SCCI), visit [www.careerclusters.org](http://www.careerclusters.org).

<p style="font-size: small; margin: 5px 0 0 20px;">Today's students. Tomorrow's business professionals.</p>	Arts, AV Technology & Communications	Business, Management & Administration	Finance	Government & Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections & Security	Marketing, Sales & Service
<b>Financial Services</b>								
(01) Fundamental Accounting		x	x					
(02) Advanced Accounting		x	x					
(03) Computerized Accounting		x	x			x		
(04) Payroll Accounting		x	x					
(05) Managerial Accounting		x	x					
(06) Fundamental Spreadsheet Applications		x	x			x		
(07) Advanced Spreadsheet Applications		x	x			x		
(08) Banking & Finance		x	x					
(09) Financial Analyst Team		x	x			x		
(10) Economic Research Project—Individual		x	x					
(11) Economic Research Project—Team		x	x					
(12) Financial Math & Analysis—Open Event			x					
(13) Insurance Concepts- Open Event		x	x					x
(14) Federal Income Tax Accounting		x	x	x				
<b>Administrative Support</b>								
(20) Keyboarding Production		x				x		
(21) Fundamental Word Processing Skills		x				x		
(22) Advanced Word Processing Skills		x				x		
(23) Integrated Office Applications		x				x		
(24) Desktop Publishing	x	x				x		x
(25) Basic Office Systems & Procedures		x				x		
(26) Advanced Office Systems & Procedures		x				x		
(27) Legal Office Procedures		x				x	x	
(28) Medical Office Procedures		x			x	x		
(29) Database Applications		x				x		
(30) Administrative Support Team		x				x		
(31) Admin. Support Research Project—Individual		x						
(32) Medical Transcription		x			x	x		
(33) Admin. Support Concepts—Open Event		x						

 Today's students. Tomorrow's business professionals.	Arts, AV Technology & Communications	Business, Management & Administration	Finance	Government & Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections & Security	Marketing, Sales & Service
<b>Information Technology</b>								
(40) Computer Network Technology						X		
(41) Systems Administration Using Cisco®						X		
(42) Network Administration Using Microsoft®						X		
(43) C++ Programming						X		
(44) Visual Basic Programming						X		
(45) Java Programming						X		
(46) Fundamentals of Web Design						X		X
(47) PC Servicing & Troubleshooting		X				X		
(48) Computer Security		X				X		
(49) Digital Media Production	X					X		X
(50) Computer Animation Team	X					X		X
(51) Network Design Team						X		
(53) Video Production Team	X					X		X
(54) Web Application Team						X		X
(55) Web Site Design Team						X		X
(57) Broadcast News Production Team	X					X		
(56) Information Tech Concepts–Open Event						X		
(58) Computer Modeling (Pilot)						X		
(V-01) Multimedia and Promotion- Individual						X		
(V-02) Multimedia and Promotion- Team								
(V-03) Software Engineering Team						X		
<b>Management/Marketing/Human Resources</b>								
(60) Global Marketing Team		X	X	X		X		X
(61) Entrepreneurship		X	X					X
(62) Small Business Management Team		X	X					X
(63) Graphic Design Promotion	X	X	X			X		X
(64) Interview Skills		X						X
(65) Advanced Interview Skills		X						X
(66) Extemporaneous Speech		X						X
(67) Human Resource Management		X						X
(68) Prepared Speech		X						X
(69) Presentation Management–Individual		X				X		X
(70) Presentation Management–Team		X				X		X
(71) Parliamentary Procedure Team		X						
(72) Mgmt/Mktg/HR–Open Event		X						X
(73) Parli Pro Concepts–Open Event		X						
(74) Business Meetings Management–Open Event (Pilot)		X						

# VIRTUAL COMPETITIVE EVENTS

- (V01) [Virtual Multimedia - Individual](#)
- (V02) [Virtual Multimedia - Team](#)
- (V03) [Software Engineering](#)

## Virtual Multimedia and Promotion - Individual (V01)

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### Description

Create a two to three (2-3) minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

### Topic

Create a two to three (2-3) minute advertisement or promotional piece for Special Olympics with a blending of key areas mentioned below:

- Why supporting philanthropy is a good thing and who benefits
- How support of Special Olympics can benefit more than just the participating athletes
- What students can do to support Special Olympics and why they should support Special Olympics
- This event is only available at the national level.
- Advertisement and project documentation will be submitted and judged virtually.
- Awards will be presented at the National Leadership Conference.

### Event Registration

- Advisors register members for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, "Purchase Items." Enter the name of each student into the "notes" field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration date is November 15, 2011.

### Entry Fee

There will be a \$10 fee for each entry (invoiced during event registration).

### Eligibility

- Any active Business Professionals of America postsecondary, secondary or middle level member may enter this event.
- There are no restrictions on number of entries per chapter or per state.
- Winners will be announced for each level.
- Winning entries will be available on the national website.

### Competencies

Business Professionals of America Essential Skills

- Demonstrate effective written and oral communication skills.
- Demonstrate critical thinking skills to make decisions and to solve problems.
- Demonstrate professionalism and ethical behavior.
- Demonstrate effective leadership and teamwork skills.
- Conduct accurate research using various resources and methods.



- Demonstrate appropriate technology concepts and digital citizenship.
- Demonstrate knowledge of employability skills.
- Develop products using creativity and innovation.
- Demonstrate skills needed to function effectively in today's global economy.

#### Information Technology Common Standards

- Utilize digital tools to gather, evaluate, and use information.
- Demonstrate a sound understanding of technology concepts, systems, and operations.
- Design and produce quality IT product/service.
- Explain how IT increases business productivity and effectiveness.
- Demonstrate an understanding of project management concepts in IT.
- Explain the key functions and applications of software.
- Demonstrate an understanding of how new IT technologies influence business practices.
- Demonstrate technical knowledge of the Internet.
- Demonstrate knowledge of basic web page design and functioning.

#### Event Specific Skills

- Develop a project plan and timeline.
- Apply problem solving techniques.
- Demonstrate knowledge of multimedia and promotion.
- Demonstrate utilization of various audio and video software applications.
- Demonstrate knowledge of graphic design including color, animation, audio, and video.

#### Specifications

*Copyright and Fair Use Guidelines apply. You may not use any words, diagrams, clipart and/or artwork that are not public domain. Copyrighted materials, other than the Business Professionals of America logo, name, and tagline, may not be used—even with written permission.*

No registered trademarks or names may be used. It is the policy of Business Professionals of America to comply with state and federal copyright laws. Although a work may be freely accessible on the Internet and contain no statement of copyright, copyright law provides that such works are protected. Contestants must assume that works are protected by copyright until they learn otherwise.

**Contestant(s) will be DISQUALIFIED for violations of the Copyright Law.**  
**Contestant(s) who do not submit an entry that follows appropriate branding will be DISQUALIFIED.**

- The completed project including supporting documentation form(s) - must be submitted to the National Center between January 1, 2012 and no later than 11:59 pm Eastern Standard Time on **March 1<sup>st</sup>, 2012.**
- All projects should be submitted via the following web address:
  - <http://www.bpa.org/contests/virtual>
  - NOTE: Member ID will be required for all submissions.
- Submission must be in a QuickTime .MOV, Windows Media Video .WMV, or MPG format.
- Completed final product dimensions should be **at least** 720 x 480 and maximum file size of 20 MB for all video submissions.

Business Professionals of America Workplace Skills Assessment Program  
**Material contained in this publication may be reproduced for member and/or event use only.**

- Participants must include the BPA logo, *tagline*, **and** colors in the video.
- National Business Professionals of America *grants permission* for the use of the copyrighted logo and tagline.
- The National Office will consider the top *three entries* in each division for use as a promotional video.
- The contestant is responsible for securing a *release* form from any person whose image is used in the production.
- All text/graphic materials must follow *the organization's* Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).)

### **Method of evaluation**

Judges' Scoring Rubric

Please note: Those students who wish to receive judges' comments must submit an email address at the time of submission.

### **Length of event**

This is an online national event which must be submitted by the stated deadline and will be judged prior to the start of the National Leadership Conference.

## Virtual Multimedia and Promotion Individual (V01) Documentation Form

Key the information below and check the address for accuracy.

NO HANDWRITTEN FORMS WILL BE ACCEPTED.

Please note: The Contestant Number is the same as the Member Number in the BPA On-line Registration System.

**Contestant Name:** \_\_\_\_\_

**Contestant Number:** \_\_\_\_\_

**NOTE:** The output of this competition must adhere to Copyright Law. *Copyright and Fair Use Guidelines apply.* **You may not use any words, diagrams, clipart and/or artwork that are not public domain. Copyrighted materials, other than the Business Professionals of America logo, name, and tagline, may not be used—even with written permission.**

No registered trademarks or names may be used. It is the policy of Business Professionals of America to comply with state and federal copyright laws. Although a work may be freely accessible on the Internet and contain no statement of copyright, copyright law provides that such works are protected. Contestants must assume that works are protected by copyright until they learn otherwise.

**I consent to its reproduction, use, and/or modification in any way for use by Business Professionals of America National Center.**

Member Digital Signature:

\_\_\_\_\_

Advisor Digital Signature:

\_\_\_\_\_

***Scanned PDF documents are acceptable for submission.***

## Virtual Multimedia and Promotion Individual (V01) Release Form

I hereby consent irrevocably to the use and reproduction of any and all photographs or video taken of me in any form whatsoever for the Business Professionals of America Digital Advertising and Promotion competition.

I have read this document and am fully aware of the content and implications, legal and otherwise.

Please key the following:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

Digital Signature(s):

\_\_\_\_\_  
Digital Signature

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

\_\_\_\_\_  
Digital Signature of Parent or Guardian  
(If person is under 18 years of age)

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

***Scanned PDF documents are acceptable for submission.***

# Virtual Multimedia and Promotion Individual (V01) Scoring Rubric/Rating Sheet

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
<b>Production Layout</b> <ul style="list-style-type: none"> <li>• Visual organization is easily understood</li> <li>• Aesthetic use of colors and fonts</li> <li>• Consistent format</li> </ul>	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
<b>Graphics/Media Use</b> <ul style="list-style-type: none"> <li>• Enhances assigned topic</li> <li>• Creativity</li> <li>• Originality of graphics</li> <li>• Effective use of innovative technology (may include animations)</li> <li>• Use of transitions and continuity must exist in the production.</li> </ul>	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
<b>Content</b> <ul style="list-style-type: none"> <li>• Depth of research</li> <li>• Aligns to topic</li> <li>• Effectiveness</li> <li>• Supports task and influences audience.</li> </ul>	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
<b>Grammar, Spelling, Punctuation, and Usage</b>	0 (3+ errors)	5 (2 errors)	10 (1 error)	15 (0 errors)	
<b>TECHNICAL SCORE (435 points)</b>					
<b>PRESENTATION SPECIFICATION POINTS:</b> All points or none are awarded by the proctor per contestant, <b>not per judge.</b>					
Submitted required documentation					10
Video is in one of specified formats, .AVI, .MPG, .MOV, .WMV					5
Adheres to time specifications of 2 to 3 minutes					5
Adheres to specified dimensions of at least 720 x 480					10
Conforms to BPA Graphic Standards. Logo and tagline must be used together. Color could be the same either in black, navy, or the official colors.					10
<b>TOTAL SPECIFICATION POINTS (40 maximum)</b>					
<b>Violation of copyright law or failure to use branding</b>					Disqualified

TOTAL MAXIMUM POINTS=475

## Virtual Multimedia and Promotion - Team (V02)

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### Description

Create a two to three (2-3) minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

### Topic

Create a two to three (2-3) minute advertisement or promotional piece promoting BPA and the value of belonging to such a student organization

- Why BPA prepares students for the future
- What can students do to support BPA concepts
- How participating in competitive events strengthens student abilities

This event is only available at the national level.

Advertisement and project documentation will be submitted and judged virtually.

Awards will be presented at the National Leadership Conference.

### Event Registration

- Advisors register teams for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, "Purchase Items." Enter the names of all team members into the "notes" field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration date is November 15, 2011.

### Entry Fee

There will be a \$20 fee for each entry.

### Eligibility

- Any active Business Professionals of America postsecondary, secondary or middle level member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.
- Winners will be announced for each level.
- Winning entries will be available on the national website.

### Competencies

#### Business Professionals of America Essential Skills

- Demonstrate effective written and oral communication skills.
- Demonstrate critical thinking skills to make decisions and to solve problems.
- Demonstrate professionalism and ethical behavior.
- Demonstrate effective leadership and teamwork skills.
- Conduct accurate research using various resources and methods.
- Demonstrate appropriate technology concepts and digital citizenship.
- Demonstrate knowledge of employability skills.
- Develop products using creativity and innovation.
- Demonstrate skills needed to function effectively in today's global economy.

### Information Technology Common Standards

- Utilize digital tools to gather, evaluate, and use information.
- Demonstrate a sound understanding of technology concepts, systems, and operations.
- Design and produce quality IT product/service.
- Explain how IT increases business productivity and effectiveness.
- Demonstrate an understanding of project management concepts in IT.
- Explain the key functions and applications of software.
- Demonstrate an understanding of how new IT technologies influence business practices.
- Demonstrate technical knowledge of the Internet.
- Demonstrate knowledge of basic web page design and functioning.

### Event Specific Skills

- Develop a project plan and timeline.
- Apply problem solving techniques.
- Evaluate and delegate responsibilities needed to perform required tasks.
- Demonstrate teamwork skills needed to function in a business setting.
- Develop a project plan and timeline.
- Apply problem solving techniques.
- Demonstrate knowledge of multimedia and promotion.
- Demonstrate utilization of various audio and video software applications.
- Demonstrate knowledge of graphic design including color, animation, audio, and video.

### Specifications

- *Copyright and Fair Use Guidelines apply. You may not use any words, diagrams, clipart and/or artwork that are not public domain. Copyrighted materials, other than the Business Professionals of America logo, name, and tagline, may not be used—even with written permission.*
- No registered trademarks or names may be used. It is the policy of Business Professionals of America to comply with state and federal copyright laws. Although a work may be freely accessible on the Internet and contain no statement of copyright, copyright law provides that such works are protected. Contestants must assume that works are protected by copyright until they learn otherwise.

**Contestant(s) will be DISQUALIFIED for violations of the Copyright Law.**

**Contestant(s) who do not submit an entry that follows appropriate branding will be DISQUALIFIED.**

- The completed project including supporting documentation form(s) - must be submitted to the National Center between January 1, 2012 and no later than 11:59 pm Eastern Standard Time on **March 1<sup>st</sup>, 2012**.
- All projects should be submitted via the following web address:
  - <http://www.bpa.org/contests/virtual>
  - NOTE: Member ID will be required for all submissions.
- Submission must be in a QuickTime .MOV, .WMV, or MPG format.
- Completed final product dimensions should be **at least** 720 x 480 and maximum file size of 20 MB for all video submissions.

- Participants must include the BPA logo, tagline, and colors in the video.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- Contestant's name and/or school may not appear anywhere on output.
- The National Office will consider the top three entries in each division for use as a promotional video.
- The contestant is responsible for securing a release form from any person whose image is used in the production.
- All text/graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)

### **Method of evaluation**

#### Judges' Scoring Rubric

Please note: Those students who wish to receive judges' comments must submit an email address at the time of submission.

### **Length of event**

This is an online national event which must be submitted by the stated deadline and will be judged prior to the start of the National Leadership Conference.



## Virtual Multimedia and Promotion Team (V02) Documentation Form

Key the information below and check the address for accuracy.

NO HANDWRITTEN FORMS WILL BE ACCEPTED.

Please note: The Contestant Number is the same as the Member Number in the BPA On-line Registration System.

Chapter Name

Advisor Name

Advisor Email

**I consent to its reproduction, use, and/or modification in any way for use by Business Professionals of America National Center.**

Team Member 1 Name		Team Member 1 Member #	
Digital Signature			
Team Member 2 Name		Team Member 2 Member #	
Digital Signature			
Team Member 3 Name		Team Member 3 Member #	
Digital Signature			
Team Member 4 Name		Team Member 4 Member #	

**NOTE:** The output of this competition must adhere to Copyright Law.

*Copyright and Fair Use Guidelines apply. You may not use any words, diagrams, clipart and/or artwork that are not public domain. Copyrighted materials, other than the Business Professionals of America logo, name, and tagline, may not be used—even with written permission.*

No registered trademarks or names may be used. It is the policy of Business Professionals of America to comply with state and federal copyright laws. Although a work may be freely accessible on the Internet and contain no statement of copyright, copyright law provides that such works are protected. Contestants must assume that works are protected by copyright until they learn otherwise.

***Scanned PDF documents are acceptable for submission.***

## Virtual Multimedia and Promotion Team (V02) Release Form

I hereby consent irrevocably to the use and reproduction of any and all photographs or video taken of me in any form whatsoever for the Business Professionals of America Digital Advertising and Promotion competition.

I have read this document and am fully aware of the content and implications, legal and otherwise.

Please key the following:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

Digital Signature(s):

\_\_\_\_\_  
Digital Signature

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

\_\_\_\_\_  
Digital Signature of Parent or Guardian  
(If person is under 18 years of age)

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

***Scanned PDF documents are acceptable for submission.***

## Virtual Multimedia and Promotion Team (V02) Scoring Rubric/Rating Sheet

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Production Layout <ul style="list-style-type: none"> <li>• Visual organization is easily understood</li> <li>• Aesthetic use of colors and fonts</li> <li>• Consistent format</li> </ul>	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
Graphics/Media Use <ul style="list-style-type: none"> <li>• Enhances assigned topic</li> <li>• Creativity</li> <li>• Originality of graphics</li> <li>• Effective use of innovative technology (may include animations)</li> <li>• Use of transitions and continuity must exist in the production.</li> </ul>	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
Content <ul style="list-style-type: none"> <li>• Depth of research</li> <li>• Aligns to topic</li> <li>• Effectiveness</li> <li>• Supports task and influences audience.</li> </ul>	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
	1-9	10-18	19-27	28-35	
Grammar, Spelling, Punctuation, and Usage	0 (3+ errors)	5 (2 errors)	10 (1 error)	15 (0 errors)	
<b>TECHNICAL SCORE (435 points)</b>					
<b>PRESENTATION SPECIFICATION POINTS:</b> All points or none are awarded by the proctor per contestant, <b>not per judge.</b>					
Submitted required documentation					10
Video is in one of specified formats, .AVI, .MPG, .MOV, .WMV					5
Adheres to time specifications of 2 to 3 minutes					5
Adheres to specified dimensions of at least 720 x 480					10
Conforms to BPA Graphic Standards. Logo and tagline must be used together. Color could be the same either in black, navy, or the official colors.					10
<b>TOTAL SPECIFICATION POINTS (40 maximum)</b>					
<b>Violation of copyright law or failure to use branding</b>					Disqualified

### TOTAL MAXIMUM POINTS=475

## **Software Engineering Team (V03)**

### **Description**

The team will work together as a team to develop a system of applications that will share data and functions and/or procedures from the topic given. All projects will be technically judged on-line by professionals in the field. Each team will also be required to present their project (via electronic media) to the technical judges.

### **Eligibility**

A team will consist of 2-4 members registered at the national level.

### **Event Registration**

Each team will be required to sign up for the event at <http://www.bpatechnical.org>. Each team will be required to assign a team captain and provide all members of the team at the time of registration. The team's advisor will be sent a copy of the registration. All submissions and information for the event will be handled through this website.

### **Competencies**

#### **Business Professionals of America Essential Skills**

- Demonstrate effective written and oral communication skills.
- Demonstrate critical thinking skills to make decisions and to solve problems.
- Demonstrate professionalism and ethical behavior.
- Demonstrate effective leadership and teamwork skills.
- Conduct accurate research using various resources and methods.
- Demonstrate appropriate technology concepts and digital citizenship.
- Demonstrate knowledge of employability skills.
- Develop products using creativity and innovation.
- Demonstrate skills needed to function effectively in today's global economy.

#### **Information Technology Common Standards**

- Utilize digital tools to gather, evaluate, and use information.
- Demonstrate a sound understanding of technology concepts, systems, and operations.
- Design and produce quality IT product/service.
- Explain how IT increases business productivity and effectiveness.
- Demonstrate an understanding of project management concepts in IT
- Explain the key functions and applications of software.
- Demonstrate an understanding of how new IT technologies influence business practices.
- Demonstrate technical knowledge of the Internet.
- Demonstrate knowledge of basic web page design and functioning.

#### **Event Specific Skills**

- Apply technical skills in the given programming languages to develop the system of applications required.
- Evaluate and delegate responsibilities needed to perform required tasks as a team.
- Develop a project plan and timeline.
- Apply problem solving techniques.
- Implement system analysis and design concepts.
- Use internal programming documentation.
- Use object-oriented programming concepts and techniques.
- Demonstrate knowledge of how data is organized in software development.
- Apply programming concepts such as sequential file access, databases, and I/O operations.
- Use internal and external function and/or procedure calls.
- Establish parameters to pass to and return values from function calls.

## Technical Specifications

The minimum functionality required is:

- Game must support multiple players (not simultaneous)
- All game state and player data should be stored in a supported database
- The application must support player login via a username/password authentication. This data should be stored in the database.
- The game must implement a minimal model of the data storage; all game state should be retrieved from and sent to the database for storage.
- The client must implement a leader board listing that compiles player scores from the database.
- Database Storage
  - Database must be one of the approved technologies
  - Database may be local or remote
  - All player data and game state should be stored in the database
- Technology Requirements:  
The following languages/frameworks are permitted:
  - Java 6
  - Javascript (server technologies such as node.js only; clients must not be web-based)
  - Python 2.6+
  - Ruby 1.8.6+
  - Microsoft® C#
  - Objective-C / Cocoa
  - PHP (server-only; clients must not be web-based)

The following database systems are permitted:

- MySQL
- SQLite
- Microsoft® SQL Server
- Oracle Express

## Event Specification

- Students participating in this event must register online at <http://www.bpatechnical.org> no later September 30, 2011. Each member of the team will be required to enter their BPA membership ID number from the national registration database. This site will be available on August 26, 2011.
- A project plan including a timeline must be submitted at <http://www.bpatechnical.org> no later than November 9, 2011. (Guidelines will be provided on the bpatechnical.org site).
- School names should not be visible on any equipment, screen savers, etc., utilized during presentations in front of judges.
- The team is responsible for securing a release from bpa.org for any individual whose name, photograph, and/or other information is included in this event.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Use the Copyright and Fair Use Guidelines in the <http://www.bpa.org/members/1/docs/stylemenu2011.doc>. **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- An updated project plan indicating adjustments made, the reasons for them and work completed to date must be submitted at <http://www.bpatechnical.org> no later than December 21, 2011.
- Completed entries including Release Forms and source code must be submitted at <http://www.bpatechnical.org> no later February 1, 2012. Please see the Project Submission Guidelines on the bpatechnical.org website

- After the team submits all material listed above they must schedule a presentation time on-line from slots available. Slots will be available on a first come first serve basis. A presentation will not be scheduled until the team receives a confirmation that all materials have been received.
- Electronic presentations will be scheduled no later March 23, 2012.
- Technical and presentation judging results will be emailed to all teams after the awards ceremony at the National Leadership Conference.
- Winners will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and participate in a software engineering forum for all participants and advisors.

### **Method of evaluation**

#### Application

- Technical Judges' Rating Sheet
- Presentation Judges' Rating Sheet

### **Length of event**

Project according to specification timeline

#### Presentation

- No more than ten (10) minutes presentation time
- No more than ten (10) minutes judges' questions

### **Entries**

Unlimited

### **Topic**

Your development team has been contracted by a games publisher, BitBlit Interactive (BBI), to write an application for their new product initiative codenamed "Project Wayback." Your task is to create a video game for sale to gamers of all ages. BBI wants to capitalize on the surge in popularity of retro-style video games by publishing a polished two-dimensional top-down action role- playing game in the style of the classic 8-bit titles of the 1980s such as Nintendo's Legend of Zelda and SquareSoft's Final Fantasy series.

### **NOTE TO CONTESTANTS**

This is **NOT** an all or nothing event. You will be given credit for portions of the event you complete. You should therefore complete as many tasks as possible. You will be required to work as a *team* in order to complete all tasks. The presentation aspect of this contest will be done over Skype or iChat so be prepared for a video conference style presentation.

### **NOTE ON FINAL PROJECT SUBMISSION**

All project documents should be submitted in compleible condition, e.g. Java projects should include any external source code or class libraries needed to build the project successfully. By no means should any source code be submitted as PDF. We strongly recommend that participants use integrated development environments (e.g. Microsoft® Visual Studio, Eclipse, Oracle NetBeans, Apple XCode.) If your team has any questions regarding your available tools and how best to submit your final project, please contact the support team at [support@bpatechnical.org](mailto:support@bpatechnical.org).

## Software Engineering Team (V03) Technical Judges' Scoring Rubric/Rating Sheet

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

Items to Evaluate for Technical Judging	Below Average	Average	Good	Excellent	Points Earned
<b>Application Design (200 points)</b> <ul style="list-style-type: none"> <li>• Object Oriented Programming Structure: 90 pts.                             <ul style="list-style-type: none"> <li>• Code reuse, minimizing duplication: 30 pts.</li> <li>• Proper use of encapsulation: 30 pts.</li> <li>• Proper use of inheritance: 30 pts.</li> </ul> </li> <li>• Error Handling: 40 pts.                             <ul style="list-style-type: none"> <li>• Proper use of error/exception handling: 20 pts.</li> <li>• Clear user alerts for both recoverable and non-recoverable errors: 20 pts.</li> </ul> </li> <li>• Logging 40 pts.                             <ul style="list-style-type: none"> <li>• Logging of system events to dedicated text file for debugging purposes: 20 pts.</li> <li>• Logging or system errors to dedicated text file: 20 pts.</li> </ul> </li> <li>• Crash Reporting: 40 pts.                             <ul style="list-style-type: none"> <li>• Generation of crash reports (via text file or dialog box) on application failure: 40 pts.</li> </ul> </li> </ul>	1-5	6-15	16-25	26-30	
	1-5	6-15	16-25	26-30	
	1-5	6-15	16-25	26-30	
	1-3	4-10	11-17	18-20	
	1-3	4-10	11-17	18-20	
	1-3	4-10	11-17	18-20	
	1-3	4-10	11-17	18-20	
	1-6	7-20	21-33	34-40	
<b>Database Integration (200 points)</b> <ul style="list-style-type: none"> <li>• Database connectivity: 100 pts.                             <ul style="list-style-type: none"> <li>• Database connections are managed via a single software interface (usually a connection object or similar.): 50 pts.</li> <li>• Application successfully saves session data to and loads session data from database: 50 pts.</li> </ul> </li> <li>• Proper Schema Design: 100 pts.                             <ul style="list-style-type: none"> <li>• Database schema adheres to 3NF (third normal form) table structure: 50 pts.</li> <li>• Proper use of table relations (one-to-one, many-to-many, many-to-one): 50 pts.</li> </ul> </li> </ul>	1-8	9-25	26-42	43-50	
	1-8	9-25	26-42	43-50	
	1-8	9-25	26-42	43-50	
	1-8	9-25	26-42	43-50	
	1-8	9-25	26-42	43-50	
<b>Proper Documentation and Comments: (200 pts)</b> <ul style="list-style-type: none"> <li>• Code documentation: 100 pts                             <ul style="list-style-type: none"> <li>• Method and class documentation: 50 pts.</li> <li>• Inline comments explaining complex lines of code: 50 pts.</li> </ul> </li> <li>• Clear instructions or player tutorial: 100</li> </ul>	1-8	9-25	26-42	43-50	
	1-8	9-25	26-42	43-50	
	1-16	17-50	51-84	85-100	
<b>Total Technical Points (610 Points Maximum)</b>					

Project compiles	40	
Project runs	40	
Game is playable	55	
Installer included	40	
Total Technical Specification Points (175 points)		
Total Technical Judging Points (785 points)		

TECHNICAL SPECIFICATION POINTS: All points or none are awarded by the proctor per individual, not per judge.



## Software Engineering Team (V03) Presentation Judges' Scoring Rubric/Rating Sheet

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Ability to explain the development and design process	1-7	8-15	16-23	24-30	
Ability to explain use and development of innovative technology	1-7	8-15	16-23	24-30	
Ability to explain use and development of media elements (graphics, video, audio, etc.)	1-7	8-15	16-23	24-30	
Evidence showing the team's role in the development of the site and responses to interview questions	1-9	10-19	20-29	30-40	
<b>TOTAL INTERVIEW POINTS (130 points)</b>					
<b>PRESENTATION SPECIFICATION POINTS: All points or none are awarded by the proctor per individual, not per judge.</b>					
Equipment set-up lasted no more than five (5) minutes.				5	
Presentation lasted no more than ten (10) minutes.				5	
Appropriate equipment and documentation for the interview.				10	
<b>TOTAL PRESENTATION SPECIFICATION POINTS (20 points)</b>					

**PRESENTATION TOTALS:**

**Judge 1** (130 points maximum) \_\_\_\_\_

**Judge 2** (130 points maximum) \_\_\_\_\_

**PRESENTATION TOTALS DIVIDED BY  
NUMBER OF JUDGES** \_\_\_\_\_

**PRESENTATION SPECIFICATION POINTS**  
(20 points maximum) \_\_\_\_\_

**TECHNICAL SCORE**  
(775 points maximum) \_\_\_\_\_

**TOTAL** (925 points maximum) \_\_\_\_\_

# FINANCIAL SERVICES EVENTS

- (01) [Fundamental Accounting](#)
- (02) [Advanced Accounting](#)
- (03) [Computerized Accounting](#)
- (04) [Payroll Accounting](#)
- (05) [Managerial Accounting \(PS\)](#)
- (06) [Fundamental Spreadsheet Applications](#)
- (07) [Advanced Spreadsheet Applications](#)
- (08) [Banking & Finance](#)
- (09) [Financial Analyst Team Judged](#)
- (10) [Economic Research Project—Individual \(S\) Judged](#)
- (11) [Economic Research Project—Team \(S\) Judged](#)
- (12) [Financial Math & Analysis—Open Event](#)
- (13) [Insurance Concepts—Open Event](#)
- (14) [Federal Income Federal Income Tax Accounting—\(PS\)](#)

Financial Services Events are sponsored by the American Institute of CPAs.

## **Fundamental Accounting (01)**

### **Description**

Assessment of entry-level basic accounting principles utilizing manual procedures. Students analyze, journalize, and post transactions and prepare financial reports/statements.

### **Eligibility**

Limited to students enrolled in the first year of accounting or who have completed the first year and are not enrolled in second-year accounting. Contestant may not enter Fundamental Accounting and Advanced Accounting in the same year. This event may **not** be repeated.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic *devices* will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Complete and explain the purpose of the various steps in the accounting cycle</li> <li>• Demonstrate an understanding of the fundamental accounting equation</li> <li>• Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity</li> <li>• Define accounting terms and concepts, and explain the purpose of the accounting system</li> <li>• Analyze transactions affecting assets, liabilities, and owner's equity</li> <li>• Analyze transactions affecting revenues, expenses, and withdrawals</li> <li>• Prepare a chart of accounts using proper numerical sequencing</li> <li>• Record transactions in general journals</li> <li>• Prepare a trial balance</li> <li>• Calculate and record end-of-period adjustments</li> <li>• Prepare financial statements</li> </ul> | <ul style="list-style-type: none"> <li>• Update accounts through adjusting and closing entries</li> <li>• Describe forms used to open and use a checking account</li> <li>• Reconcile a bank statement</li> <li>• Journalize and post entries relating to bank service charges</li> <li>• Differentiate between forms of business ownership</li> <li>• Differentiate between a service and a merchandising business</li> <li>• Analyze transactions relating to the purchase of merchandise</li> <li>• Analyze transactions relating to the sale of merchandise</li> <li>• Post from journals to general and ledger</li> <li>• Prepare schedules for subsidiary ledgers</li> <li>• Open and replenish a petty cash fund and journalize transactions</li> <li>• Prepare a post-closing trial balance</li> <li>• Find and correct errors</li> <li>• Demonstrate periodic inventory cost of goods sold calculation</li> </ul> |
|--|--|

### **Method of evaluation**

Application and Objective Test

### **Length of event**

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

Business Professionals of America Workplace Skills Assessment Program

**Material contained in this publication may be reproduced for member and/or event use only.**

## Advanced Accounting (02)

### Description

Interpret and analyze sole proprietorships, partnerships, and corporate financial accounting data using manual methods.

### Eligibility

Any student may enter this event. Contestant may not enter Fundamental Accounting and Advanced Accounting in the same year.

### Contestant must supply

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic *devices will* be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### Competencies

- Complete and explain the purpose of the various steps in the accounting cycle
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Prepare, interpret, and analyze financial statements for service and merchandising businesses
- Analyze and record cash and accounts receivable transactions
- Determine and record uncollectible accounts receivable
- Determine interest and maturity value of a promissory note
- Calculate and record payables and receivables
- Calculate inventories using common methods
- Distinguish between short- and long-term liabilities
- Analyze and record current liability transactions
- Record adjusting entries for accruals depreciation and pre-paids (deferrals)
- Analyze and record equity transactions for various forms of business ownership and record
- Generate interim and end-of-period financial statements, reports and schedules
- Analyze financial statements through ratio and other measurement procedures
- Implement procedures including revenue, costs, and income statements for departmental accounting
- Process payroll data and prepare basic payroll tax reports
- Apply accounting concepts for a service and/or merchandising concern
- Apply accounting concepts for sole proprietorships, partnerships and corporations

### Method of evaluation

Application and Objective Test

### Length of event:

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

### Entries

Each state is allowed five (5) entries

## Computerized Accounting (03)

### Description

Process accounting data using the provided computerized accounting software. Contestants journalize, 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 and by the financial documents produced.

### Eligibility

Any student may enter this event.

### Contestant must supply

- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#).  
**Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

**Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### Competencies:

- Prepare a chart of accounts using proper numerical sequencing
- Record transactions in journals
- Prepare a trial balance
- Calculate and record end-of-period adjustments
- Prepare financial statements
- Update accounts through adjusting and closing entries
- Reconcile a bank statement
- Journalize and post entries relating to bank service charges
- Differentiate between forms of business ownership
- Differentiate between a service and a merchandising business
- Analyze transactions relating to the sale and purchase of merchandise
- Prepare schedules for subsidiary ledgers
- Open and replenish a petty cash fund and journalize transactions including the cash short and over account
- Prepare a post-closing trial balance

### Equipment/supplies provided

Microcomputer, printer, and paper  
Software as designated for this event

### Method of evaluation

Application

### Length of event

No more than ten (10) minutes orientation  
No more than ninety (90) minutes testing time  
No more than ten (10) minutes wrap-up

**Entries:** Each state is allowed five (5) entries

### Instructions

Using the QuickBooks or Southwestern Accounting software provided, complete the given transactions, print all requested documents, and answer the series of audit questions.

## **Payroll Accounting (04)**

### **Description**

Process payroll data using manual payroll procedures. Students calculate gross earnings, complete payroll register, post employee records, and prepare payroll income tax forms.

**NOTE:** Circular E, Employer's Tax Guide (Publication 15), is recommended as a resource.

<http://www.irs.gov/publications/p15/index.html>

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Complete and explain the purpose of the various steps in the accounting cycle
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Apply appropriate accounting principles to payroll and income taxation
- Complete new employee personnel forms
- Apply various methods used to determine gross earnings
- Explain the purpose of withholdings and other deductions
- Calculate hourly, piece rate, salaried, commission, and salary/commission earnings
- Calculate employee's payroll taxes including local, state, and federal income taxes, Social Security, Medicare, and other payroll deductions to determine net pay
- Create and maintain employee earnings records
- Calculate employer's payroll taxes as well as other employee benefits paid by the employer
- Prepare federal payroll reports
- Identify laws and regulations relating to payroll procedures
- Record in a journal and post transactions associated with payroll activities
- Create and maintain employee earnings records
- Generate payroll checks, prepare payroll tax deposits and complete a payroll register
- IRS tax forms

### **Method of evaluation**

Application and Objective Test

### **Length of event**

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **Managerial Accounting (PS) (05)**

### **Description**

Focus on strategic decision-making related to cost analysis and cost management.

### **Eligibility**

Any post-secondary student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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### **Competencies**

- Differentiate between managerial and financial accounting
- Define materials, factory labor, and factory overhead costs
- Prepare entries for Job Order Cost and Process Costing Systems
- Calculate partially completed units under the FIFO, or Weighted Average method
- Prepare a Cost of Production Report
- Classify costs by behavior
- Calculate break-even, target profit
- Prepare a variable costing Income Statement
- Prepare an absorption costing Income Statement
- Describe the basic types of budgets
- Prepare a Cash Budget
- Describe standard costing and variances
- Calculate price, labor and overhead variances
- Describe responsibility accounting
- Use differential analysis for making decisions
- Determine selling price, total cost, product cost using variable cost concepts
- Explain capital investment analysis
- Apply methods of allocating overhead
- Calculate and evaluate contributions

### **Method of evaluation**

Application and Objective Test

### **Length of event**

No more than ten (10) minutes orientation

No more than 90 minutes testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **Fundamental Spreadsheet Applications (06)**

### **Description**

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.

### **Eligibility**

Contestant may not enter Fundamental Spreadsheet Applications and Advanced Spreadsheet Applications in the same year. This event may **not** be repeated.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- **Published and/or unpublished written reference materials**

**Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Create and format cells, worksheets and workbooks
- Analyze, enter and edit data in cells, worksheets and workbooks
- Analyze, create and modify charts from data
- Display formulas
- Create formulas appropriate for the task at hand
- Modify the print options

### **Equipment/supplies provided**

Microcomputer, printer, and paper  
Software as designated for this event

### **Method of evaluation**

Application

### **Length of event**

No more than ten (10) minutes orientation  
No more than ninety (90) minutes testing time  
No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries



## **Advanced Spreadsheet Applications (07)**

### **Description**

Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards for the MOS Expert Exam.

### **Eligibility**

Any student may enter this event. A contestant may not compete in both Fundamental and Advanced Spreadsheet Applications in the same year.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#) **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

**Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Import and export data
- Format, manage and customize Excel workbooks
- Define and work with ranges
- Create and use macros
- Audit worksheets
- Summarize data
- Demonstrate an understanding of workgroup collaboration
- Utilize formula auditors
- Utilize advanced charting and formula creation
- Create advanced formulas

### **Equipment/supplies provided**

Microcomputer, printer, and paper  
Software as designated for this event

### **Method of evaluation**

Application

### **Length of event**

No more than ten (10) minutes orientation  
No more than ninety (90) minutes testing time  
No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **Banking & Finance (08)**

### **Description**

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.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Evaluate services provided by financial deposit institutions to transfer funds
- Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit
- Analyze the functions of commercial paper, secured transactions, and bankruptcy
- Apply mathematical operations to solve problems
- Identify the primary functions of banks and other financial institutions
- Distinguish between banks and other financial institutions and the services provided by each
- Identify basic rules and procedures for handling cash
- Identify and compare various types of investment instruments
- Define practices related to the use of checks and other negotiable instruments
- Perform the steps needed to open and use a checking account
- Reconcile a bank statement
- Identify procedures for effectively assisting customers
- Describe types of loans and practices related to obtaining a loan
- Calculate the interest amount on a loan
- Explain credit and why it is used
- Define interest and why it is charged
- Describe the advantages and disadvantages of different savings and investing plans
- Explain factors that affect the rate of return on a given savings or investment plan
- Describe the FDIC and discuss government regulations in banking
- Identify procedures for prevention of bank fraud and/or identity theft
- Describe services offered as a result of banking technology

### **Method of evaluation**

Application and Objective Test

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Each state is allowed five (5) entries

## **Financial Analyst Team (09)**

### **Description**

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.

### **Eligibility**

Any student may enter this event. A team will consist of 2-4 members. At least one (1) member should have an accounting background.

### **Team must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials
- Two (2) laptop/notebook computers per team. Team must bring all supporting devices (e.g., extension cords, power supply, printer, paper, etc.)
- **Optional** : Poster board, easel, flipcharts, markers, and projector/props

**Business Professionals of America assumes no responsibility for hardware/software provided by the team. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Prepare, interpret, and analyze financial statements for service, merchandising, and manufacturing businesses.
- Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decisions. Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit.
- Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.
- Use mathematical procedures to analyze and solve business problems.
- Complete and analyze comparative financial statements
- Analyze financial statements including ratio analysis
- Prepare and analyze budgets
- Perform forecasting
- Identify risks that affect business decisions
- Analyze and interpret financial data using common statistical procedures
- Enter and edit data using spreadsheet software
- Prepare a technical written report
- Present findings in a formal presentation using supporting materials

### **Specifications**

- Report must follow the [Style & Reference Manual](#) format for reports.

### **Equipment/supplies provided**

- No computers will be provided in preparation room or presentation room.
- Projection surface provided at national competition only.

### **Preparation Room**

- Teams are allowed to use only two computers in the preparation room.
- Teams must bring one or two laptop/notebook computers, portable printer, software, and paper for use in the preparation room. Carry-in and set-up of equipment must be done solely by the contestants and take place within the time allotted for orientation/warm-up. Students may not continue to work on the material once they leave the preparation room.

### **Method of evaluation**

Judging Rubric

### **Length of event**

*Preliminary*

No more than five (5) minutes orientation

No more than ninety (90) minutes preparation time

*Finals*

No more than ten (10) minutes set-up in presentation room

No more than ten (10) minutes presentation time

No more than five (5) minutes for judges' questions

### **Entries**

Each state is allowed two (2) entries

**CONTESTANTS IN ALL JUDGED EVENTS WHO WISH TO RECEIVE JUDGES' COMMENTS MUST SUBMIT A SELF-ADDRESSED, STAMPED ENVELOPE TO THE EVENTADMINISTRATOR/PROCTOR BEFORE JUDGING TAKES PLACE.**

## Financial Analyst Team (09)

### Scoring Rubric/Rating Criteria

<b>PRELIMINARIES</b>				
<b>Items to Evaluate</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
<b>Solution of Problem:</b>				
Accuracy of Financial Reports	1-5	6-10	11-15	16-20
Accuracy of Ratios	1-5	6-10	11-15	16-20
Analysis of the Problem	1-5	6-10	11-15	16-20
Considerations beyond requirements	1-5	6-10	11-15	16-20
Solutions or advice	1-5	6-10	11-15	16-20
<b>Written Report:</b>				
Format of Financial Reports	1-5	6-10	11-15	16-20
Report in proper format – style guide	1-5	6-10	11-15	16-20
Format of Summary	1-5	6-10	11-15	16-20
<b>TOTAL POINTS (160 maximum)</b>				

### Specification Points

<b>All points or none are awarded by the proctor per team, not per judge.</b>	
Presentation lasted no more than ten (10) minutes	10
All registered team members participated in the entire event	20
<b>TOTAL SPECIFICATION POINTS (30 maximum)</b>	

TOTAL MAXIMUM POINTS=190

## FINALS

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
<b>Oral Report:</b>					
Content of Presentations/Rationale	1-5	6-10	11-15	16-20	
Effectiveness of presentation; participation by all team members	1-5	6-10	11-15	16-20	
Answers to Judges	1-5	6-10	11-15	16-20	
TOTAL POINTS (60 maximum)					

### Specification Points Rubric/Rating Criteria

Specification Points: All points or none are awarded by the proctor per contestant, not per judge.	Points Earned
Presentation lasted no more than ten (10) minutes	10
All registered team members participated in the entire event	20
<b>TOTAL SPECIFICATION POINTS (30 MAXIMUM POINTS)</b>	

TOTAL MAXIMUM POINTS=90

## **Economic Research Project–Individual (S) (10)**

### **Description**

One economic research topic is selected by the National Center 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.

### **Eligibility**

Any student may enter this event. Each contestant may submit only one (1) research paper. Students participating in National Level Competition must be registered for the event prior to submission deadline for Technical judging. Students must participate in both parts of the competition in order to be ranked.

### **Contestant must supply**

One envelope containing the materials as listed in the specifications section.  
Notes or note cards for oral presentation (optional).

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification. Props and/or electronic presentations are not allowed.**

### **Competencies**

- Demonstrate knowledge and understanding of basic economic concepts in exploring and analyzing economic issues
- Communicate research in a clear and concise manner both orally and in writing
- Analyze and discuss changes in the global economy and how they impact the U.S. economy
- Explore basic economic concepts that affect the workplace
- Identify economic systems
- Explain how economic growth can be promoted and measured
- Conduct research using various resources and methods
- Analyze basic economic problems
- Evaluate and make decisions on economic issues based on research
- Prepare a research paper using the report format provided in the *Style & Reference Manual*
- Discuss findings and respond to questions

### **Specifications**

- The completed research paper and an [Individual Entry Form/Statement of Originality and Specifications Compliance](http://www.bpa.org/contests/econresind) must be uploaded to the National Center at <http://www.bpa.org/contests/econresind> no later than 11:59 pm Eastern Time on March 26, 2012.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Contestants must be registered for national-level competition prior to submission of materials. The contestant number must be included as indicated.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.

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- The research paper must follow the report format located in the [Style & Reference Manual](#).
- Length of document is limited to five (5) double-spaced, single-sided, numbered pages with one-inch margins. The works cited pages is/are not included in the five pages. **JUDGES WILL NOT READ ADDITIONAL PAGES BEYOND THE FIVE (5) ALLOWED PAGES.**
- No additional charts, tables, graphics, etc. will be accepted.
- Each research paper must reflect the contestant's own research, writing, and original thinking.
- The research paper and entry form must be typed/word-processed.
- No changes can be made to the paper after the date of submission.
- Each paper must include word-processed works cited page which follows the [Style & Reference Manual](#) format.
- Two (2) copies of the completed research paper and two (2) copies of the [Entry Form/Statement of Originality and Specification Compliance](#) must be submitted at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Oral presentations will be limited to five (5) minutes for presenting conclusions to the panel of judges and ten (10) minutes to answer judges' questions. Notes or note cards may be used. **Presentation will be stopped at five (5) minutes.**

**Topic**                    **Contestants who do not submit an entry that follows this topic will be disqualified.**

For many years the US government has funded many initiatives and entitlements by borrowing money. As a result, the national debt has increased significantly. What will be the economic impacts of balancing the federal budget?

Your research project can include but is not limited to the following:

- What programs or initiatives will/could be impacted by a balanced budget and why?
- How would the government go about creating a balanced budget?
- If states can operate successfully with balanced budgets, what makes it difficult for the US government to do the same?
- What changes were or will be necessary for a significant recovery from the economic impact?

**Method of evaluation**

Technical Judging Rubric  
Presentation Judging Rubric

**Length of event**

No more than five (5) minutes presentation time  
No more than ten (10) minutes for judges' questions  
Finals may be included at state and national levels

**Entries**

Each state is allowed three (3) entries

**CONTESTANTS IN ALL JUDGED EVENTS WHO WISH TO RECEIVE JUDGES' COMMENTS MUST SUBMIT A SELF-ADDRESSED, STAMPED ENVELOPE TO THE EVENT ADMINISTRATOR/PROCTOR BEFORE JUDGING TAKES PLACE.**

**Materials submitted for technical judging cannot be returned and will not be available at NLC.**



**Economic Research Project–Individual (10)**  
**Technical Judges’ Research Paper Scoring Rubric/Rating Criteria**

<b>Items to Evaluate</b>	<b>Below Average 1-5 points</b>	<b>Average 6-10 points</b>	<b>Good 11 – 15 points</b>	<b>Excellent 16-20 points</b>
<b>Comprehension</b>	Topic not identified Not focused Random thoughts Difficult to read Desperate for ideas	Topic not clear Searching for ideas No clear purpose Hard to picture	Clear message General Functional Difficult to focus Shows some purpose	Ideas well-organized Demonstrates understanding of subject matter Easy to read All important points covered Free of content errors Awareness of issue Grasps overall issue
<b>Organization</b>	No logic No continuity Gaps of information	Somewhat logical Difficult to understand Irregular pacing	Mostly logical Some structure Some critical connections	Argument follows logical progression Easily understood Orderly presentation Structured to keep reader interested
<b>Conclusions</b>	No argument Passive Struggling	Too broad Lacking detail Meaning obscured	Vague argument Weak evidence Lacking in purpose	Logical argument Evidence to support Convincing Factual findings/ discoveries Compelling summary
<b>Creativity</b>	Inadequate resources Bland Rote response Colorless	Lacking in resources General Acceptable	Weak resources Shows some passion Some originality Obvious images	Diverse resources, including interviews Creative angle on the issue Originality Proficiency Inventiveness
<b>Writing</b>	Need for editing Misuse of words Imprecise	Limited correctness Stumbling Disjointed	Readable Questionable meaning Functional	Correct grammar, spelling, punctuation Concise language Sentence structure/ patterns Expressiveness
<b>TOTAL RESEARCH PAPER POINTS (100 maximum )</b>				

## Economic Research Project–Individual (S) (10)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Presentation Judges' Scoring Rubric/Rating Criteria

Item to Evaluate	Below Average 1-5 points	Average 6-10 points	Good 11-15 points	Excellent 16-20 points	Points Earned
<b>ORAL PRESENTATION</b>	<ul style="list-style-type: none"> <li>• Ideas not focused</li> <li>• Undeveloped introduction</li> <li>• Transitions needed</li> <li>• Limited conclusion</li> <li>• Ineffective language choice</li> <li>• Ideas difficult to follow</li> </ul>	<ul style="list-style-type: none"> <li>• Lacks organization</li> <li>• Introduction irrelevant</li> <li>• Choppy transitions</li> <li>• Abrupt conclusion</li> <li>• Dull language choice</li> <li>• Random ideas expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Main idea evident</li> <li>• Introduction not well developed</li> <li>• Awkward transitions</li> <li>• Conclusion needs development</li> <li>• Language choice limited</li> <li>• Clear ideas expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Ideas clearly organized</li> <li>• Introduction gets attention</li> <li>• Smooth transitions</li> <li>• Satisfying conclusion</li> <li>• Language vivid and precise</li> <li>• Convincing</li> </ul>	
<b>JUDGES QUESTIONS</b>	Ideas difficult to follow	Random ideas expressed	Clear ideas	Convincing	
<b>TOTAL PRESENTATION POINTS (40 points maximum)</b>					

### Specification Points Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded by the proctor per contestant, not per judge.		Points Earned
Word-processed research paper according to <i>Style and Reference Manual</i>	15	
Word-processed works cited page	10	
Presentation lasted no more than five (5) minutes	5	
Two (2) copies of documents submitted at time of presentation	5	
<b>TOTAL PRESENTATION SPECIFICATION POINTS (35 points maximum)</b>		

**TOTAL MAXIMUM POINTS=75**

## **Economic Research Project–Team (S) (11)**

### **Description**

One economic research topic is selected by National Center 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.

### **Eligibility**

Any student may enter this team event. A team will consist of 2-4 members. Each team may submit only one (1) research paper. Students participating in National Level Competition must be registered for the event prior to submission deadline for Technical judging. Teams must participate in both parts of the competition in order to be ranked.

### **Team must supply**

- One envelope containing the materials as listed in the specifications section.
- Notes or note cards for oral presentation (optional).

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### **Competencies**

- Demonstrate knowledge and understanding of basic economic concepts in exploring and analyzing economic issues
- Communicate research in a clear and concise manner both orally and in writing
- Demonstrate teamwork skills needed to function in a business setting
- Analyze and discuss changes in the global economy and how they impact the US economy
- Explore basic economic concepts that affect the workplace
- Identify economic systems
- Explain how economic growth can be promoted and measured
- Conduct research using various resources and methods
- Analyze basic economic problems
- Evaluate and make decisions on economic issues based on research
- Prepare a research paper using the report format found in the Style & Reference Manual
- Discuss findings and respond to questions

### **Specifications**

- The completed research paper and a [Team Entry Form/Statement of Originality and Specifications Compliance](#) must be submitted to the National Center at <http://www.bpa.org/contests/econresteam> no later than 11:59 pm Eastern Time on March 26, 2012.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Contestants must be registered for national-level competition prior to submission of materials.
- The contestant number must be included as indicated.
- Materials from non-registered contestants, those missing chapter number and/or projects received after the deadline cannot be accepted.

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- No changes can be made to the paper after the date of submission.
- The research paper must follow the report format located in the *Style & Reference Manual*. Each research paper must include a title page which follows the [Style & Reference Manual](#) format.
- Each research paper must include a title page which follows the [Style & Reference Manual](#) format.
- Length of document is limited to five (5) double-spaced, single-sided, numbered pages with one-inch margins. The works cited page(s) is/are not included in the five
- No additional charts, tables, graphics, etc. will be accepted.
- Each research paper must reflect the research, writing, and original thinking of the team.
- The research paper and entry form must be typed/word-processed.
- Each paper must include a word-processed works cited page which follows the [Style & Reference Manual](#) format.
- Two (2) copies of the completed research paper and two (2) copies of the **Team Entry Form/Statement of Originality and Specification Compliance** must be submitted the NLC, at both Preliminary and Final Competition.
- Oral presentation will be limited to five (5) minutes for presenting conclusions to the panel of judges and ten (10) minutes to answer judges' questions. Notes or note cards may be used.
- **Presentation will be stopped at five (5) minutes**

### Topic

The purpose of taxes is to generate revenue to allow government to provide services to citizens that they cannot easily provide on their own. If the government chose to reduce taxes by eliminating some selected services, what would be some suggestions on what services could be candidates for elimination and what would the impact be to the average citizen?

Your research project can include but is not limited to the following:

- Services provided by the states vs. US government
- Services that are currently being done by the government that could now be done by private enterprise
- Services that may have been needed in the past but no longer are required in today's economy
- Services that citizens no longer want

**Teams who do not submit an entry that follows this topic will be disqualified.**

### Method of evaluation

Technical Judging Rubric  
Presentation Judging Rubric

### Length of event

No more than five (5) minutes presentation time  
No more than ten (10) minutes of judges' questions  
Finals may be included at state and national levels.

### Entries

Each state is allowed two (2) entries

**CONTESTANTS IN ALL JUDGED EVENTS WHO WISH TO RECEIVE JUDGES' COMMENTS MUST SUBMIT A SELF-ADDRESSED, STAMPED ENVELOPE TO THE EVENT ADMINISTRATOR/PROCTOR BEFORE JUDGING TAKES PLACE.**

## Economic Research Project–Team (11)

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

### Presentation Judges' Scoring Rubric/Rating Criteria

Item to Evaluate	Below Average 1-5 points	Average 6-10 points	Good 11-15 points	Excellent 16-20 points	Points Earned
<b>ORAL PRESENTATION</b>	<ul style="list-style-type: none"> <li>• Ideas not focused</li> <li>• Undeveloped introduction</li> <li>• Transitions needed</li> <li>• Limited conclusion</li> <li>• Ineffective language choice</li> <li>• Ideas difficult to follow</li> </ul>	<ul style="list-style-type: none"> <li>• Lacks organization</li> <li>• Introduction irrelevant</li> <li>• Choppy transitions</li> <li>• Abrupt conclusion</li> <li>• Dull language choice</li> <li>• Random ideas expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Main idea evident</li> <li>• Introduction not well developed</li> <li>• Awkward transitions</li> <li>• Conclusion needs development</li> <li>• Language choice limited</li> <li>• Clear ideas expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Ideas clearly organized</li> <li>• Introduction gets attention</li> <li>• Smooth transitions</li> <li>• Satisfying conclusion</li> <li>• Language vivid and precise</li> <li>• Convincing</li> </ul>	
<b>JUDGES QUESTIONS</b>	Ideas difficult to follow	Random ideas expressed	Clear ideas	Convincing	
<b>TOTAL PRESENTATION POINTS (40 MAXIMUM POINTS)</b>					

### Specification Points Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded by the proctor per team, not per judge.		Points Earned
Word-processed research paper according to <i>Style and Reference Manual</i>	15	
Word-processed works cited page	10	
Presentation lasted no more than five (5) minutes	5	
Two (2) copies of documents submitted at time of presentation	5	
All registered members of team participated in presentation	20	
<b>TOTAL SPECIFICATION POINTS (55 MAXIMUM POINTS)</b>		

TOTAL MAXIMUM POINTS=95

## Economic Research Project–Team (11)

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

### Technical Judges' Research Paper Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average 1-5 points	Average 6-10 points	Good 11 – 15 points	Excellent 16-20 points	Points Earned
<b>Comprehension</b>	<ul style="list-style-type: none"> <li>• Topic not identified</li> <li>• Not focused</li> <li>• Random thoughts</li> <li>• Difficult to read</li> <li>• Desperate for ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Topic not clear</li> <li>• Searching for ideas</li> <li>• No clear purpose</li> <li>• Hard to picture</li> </ul>	<ul style="list-style-type: none"> <li>• Clear message</li> <li>• General</li> <li>• Functional</li> <li>• Difficult to focus</li> <li>• Shows some purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Ideas well-organized</li> <li>• Demonstrates understanding of subject matter</li> <li>• Easy to read</li> <li>• All important points covered</li> <li>• Free of content errors</li> <li>• Awareness of issue</li> <li>• Grasps overall issue</li> </ul>	
<b>Organization</b>	<ul style="list-style-type: none"> <li>• No logic</li> <li>• No continuity</li> <li>• Gaps of information</li> </ul>	<ul style="list-style-type: none"> <li>• Somewhat logical</li> <li>• Difficult to understand</li> <li>• Irregular pacing</li> </ul>	<ul style="list-style-type: none"> <li>• Mostly logical</li> <li>• Some structure</li> <li>• Some critical connections</li> </ul>	<ul style="list-style-type: none"> <li>• Argument follows logical progression</li> <li>• Easily understood</li> <li>• Orderly presentation</li> <li>• Structured to keep reader interested</li> </ul>	
<b>Conclusions</b>	<ul style="list-style-type: none"> <li>• No argument</li> <li>• Passive</li> <li>• Struggling</li> </ul>	<ul style="list-style-type: none"> <li>• Too broad</li> <li>• Lacking detail</li> <li>• Meaning obscured</li> </ul>	<ul style="list-style-type: none"> <li>• Vague argument</li> <li>• Weak evidence</li> <li>• Lacking in purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Logical argument</li> <li>• Evidence to support</li> <li>• Convincing</li> <li>• Factual findings/ discoveries</li> <li>• Compelling summary</li> </ul>	
<b>Creativity</b>	<ul style="list-style-type: none"> <li>• Inadequate resources</li> <li>• Bland</li> <li>• Rote response</li> <li>• Colorless</li> </ul>	<ul style="list-style-type: none"> <li>• Lacking in resources</li> <li>• General</li> <li>• Acceptable</li> </ul>	<ul style="list-style-type: none"> <li>• Weak resources</li> <li>• Shows some passion</li> <li>• Some originality</li> <li>• Obvious images</li> </ul>	<ul style="list-style-type: none"> <li>• Diverse resources, including interviews</li> <li>• Creative angle on the issue</li> <li>• Originality</li> <li>• Proficiency</li> <li>• Inventiveness</li> </ul>	
<b>Writing</b>	<ul style="list-style-type: none"> <li>• Need for editing</li> <li>• Misuse of words</li> <li>• Imprecise</li> </ul>	<ul style="list-style-type: none"> <li>• Limited correctness</li> <li>• Stumbling</li> <li>• Disjointed</li> </ul>	<ul style="list-style-type: none"> <li>• Readable</li> <li>• Questionable meaning</li> <li>• Functional</li> </ul>	<ul style="list-style-type: none"> <li>• Correct grammar, spelling, punctuation</li> <li>• Concise language</li> <li>• Sentence structure/ patterns</li> <li>• Expressiveness</li> </ul>	
<b>TOTAL RESEARCH PAPER POINTS (100 points maximum)</b>					

## **Financial Math & Analysis–Open Event (12)**

### **Description**

Assess knowledge of math concepts. Students solve word problems related to work and consumer issues.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic *devices* will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate knowledge of business and finance math concepts
- Apply mathematical reasoning skills to consumer and work-related problems
- Solve addition, subtraction, multiplication, and division problems
- Calculate averages, simple ratios, and proportions using whole numbers and decimals
- Read and interpret simple graphs and charts to solve problems
- Perform financial computations related to payroll, interest, and invoicing
- Identify and correct errors
- Analyze and solve practical consumer word problems related to spending concepts, banking, taxes, investments, financial planning, notes and discounting
- Solve mark-up/mark-down problems, find selling price and calculate gross profit
- Solve problems with the time value of money
- Perform computations related to depreciation and inventories

### **Method of evaluation**

Objective Test

### **Entries**

Unlimited

## Insurance Concepts–Open Event (13)

### **Description**

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.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

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### **Competencies**

- Identify the benefits of insurance including indemnification for loss, reduction of worry and fear, source of investment income and loss prevention
- Identify operations within an insurance organization including insurance occupations, such as actuarial science, underwriting, production, claim settlement, reinsurance and investments, insurance sales and marketing
- Identify requirements of an insurable risk (number of exposure units, accidental and intentional, determinability and measurability of loss, catastrophic loss, chance of loss must be calculable, economic feasibility of the premium feasible, etc.)
- Apply risk management strategies including risk avoidance, risk control and risk transfer
- Analyze how risk is transferred from the insured to the insurer
- Evaluate the spread of losses incurred by the few over the entire group (average loss versus actual loss)
- Examine the characteristics of an entire population by observing characteristics of sample groups

### **Method of evaluation**

Objective Test

### **Entries**

Unlimited



*Competencies and test content generously provided by the Griffith Insurance Education Foundation through the Insurance Risk Management Center for Learning*



## **Federal Income Tax Accounting (PS) (14)**

### **Description**

Students will demonstrate knowledge of the Internal Revenue Code as presented by the Department of the Treasury. The exam will encase individual and sole proprietorship tax laws and calculations in a multiple-choice question format. This event is being piloted at regional, state and national level.

The ability to interpret the material available at the [www.irs.gov](http://www.irs.gov) website for specific treatment of tax issues would be advised.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils
- Cordless calculator (optional): Electronic devices will be monitored according to ACT standards. [Use of Calculators](#)  
**Contestants who violate this rule will be disqualified.**

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### **Competencies**

- Categorize filing status of taxpayers
- Determine personal and dependency exemptions
- Calculate Adjusted Gross Income (AGI) as determined by all taxable and non-taxable items and associated IRS Schedules and allowable deductions
- Calculate standard deduction including additional amounts and itemization as allowed by IRS regulations
- Calculate allowable exemption amount as allowed by IRS regulations
- Determine eligible credit usage and most advantageous tax usage of credits within the guidelines of IRS regulations
- Calculate tax refund or liability by use of the IRS regulations
- Calculation and allowable entries on any individual or sole proprietorship tax return as allowed by IRS regulations

### **Method of evaluation**

Objective Test

### **Length of event**

No more than 90 minutes testing time

### **Entries**

Each state is allowed five (5) entries

# ADMINISTRATIVE SUPPORT EVENTS

- [\(20\) Keyboarding Production](#)
- [\(21\) Fundamental Word Processing Skills](#)
- [\(22\) Advanced Word Processing Skills](#)
- [\(23\) Integrated Office Applications](#)
- [\(24\) Desktop Publishing](#)
- [\(25\) Basic Office Systems & Procedures](#)
- [\(26\) Advanced Office Systems & Procedures](#)
- [\(27\) Legal Office Procedures](#)
- [\(28\) Medical Office Procedures](#)
- [\(29\) Database Applications](#)
- [\(30\) Administrative Support Team](#)
- [\(31\) Administrative Support Research Project—Ind. \(S\) Judged](#)
- [\(32\) Medical Transcription \(PS\)](#)
- [\(33\) Administrative Support Concepts—Open Event](#)

## **Keyboarding Production (20)**

### **Description**

Evaluate entry-level skills in keyboarding and document production.

### **Eligibility**

**Secondary** students who have completed one year (or less) of keyboarding and/or word processing and are not enrolled in the second year.

**Post-Secondary** students who have completed one semester (or less) of keyboarding and/or word processing and are not enrolled in the second semester.

This event may not be repeated or entered by a student who has previously competed in Keyboarding Production, Fundamental Word Processing Skills or Advanced Word Processing Skills. Students may compete in only one of the following events each year: Keyboarding Production, Fundamental Word Processing Skills, or Advanced Word Processing Skills.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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### **Competencies**

- Apply beginning-level keyboarding and document formatting skills to produce business documents
- Demonstrate basic knowledge of word processing software functions
- Format and key letters, memos, tables, columns, and reports
- Revise, edit, and spell-check documents
- Use paragraph formatting, tab settings, and text enhancements (e.g., bold, italics, underline)
- Key and format addresses (labels)
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, reference manual, dictionary)

### **Equipment/supplies provided**

- Microcomputer, printer, and paper
- Software as designated for this event

### **Method of evaluation**

Application

### **Length of event**

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **Fundamental Word Processing Skills (21)**

### **Description**

Evaluate fundamental skills in word processing and document production.

### **Eligibility**

This event may not be repeated or entered by a student who has previously competed in Advanced Word Processing Skills. Students may compete in only one of the following events each year: Keyboarding Production, Fundamental Word Processing Skills, or Advanced Word Processing Skills.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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### **Competencies**

- Apply intermediate-level keyboarding and word processing skills to produce business documents
- Demonstrate basic knowledge of word processing software functions, including formatting and keying text in columns
- Create and format tables; format and key letters, memos, news releases, agendas, and reports
- Insert graphics and special characters in documents
- Use paragraph formatting, tab settings and text enhancements
- Proofread using edited copy
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

### **Equipment/supplies provided**

Microcomputer, printer, and paper  
Software as designated for this event

### **Method of evaluation**

Application

### **Length of event**

No more than ten (10) minutes orientation  
No more than sixty (60) minutes actual testing time  
No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **Advanced Word Processing Skills (22)**

### **Description**

Evaluate advanced level skills in word processing and document production.

### **Eligibility**

Students may compete in only one of the following events each year: Keyboarding Production, Fundamental Word Processing Skills, or Advanced Word Processing Skills. This event may be repeated.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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**No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Apply advanced-level keyboarding and word processing skills to produce business documents
- Demonstrate comprehensive knowledge of word processing software functions
- Format and key letters, memos, reports, agendas, itineraries, labels, minutes, news releases, outlines, speeches, table of contents and works cited documents
- Proofread and correct documents using edited copy
- Create tables with mathematical computations
- Generate a mail merge using variable data
- Insert graphics and special characters in documents
- Format and key text in columns
- Use of fields in documents
- Use of advanced headers and footers
- Enhance documents using features such as leader tabs, shading, lines, borders and graphic tools
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

### **Equipment/supplies provided**

Microcomputer, printer, and paper  
Software as designated for this event

### **Method of evaluation**

Application

### **Length of event:**

No more than ten (10) minutes orientation  
No more than ninety (90) minutes actual testing time  
No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **Integrated Office Applications (23)**

### **Description**

Evaluate advanced level skills in information technologies and the integration of software applications.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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### **Competencies**

- Demonstrate knowledge of advanced word processing software functions
- Demonstrate proficiency in the integration of various software applications
- Apply advanced level technical skills to manage information and produce business documents
- Use word processing software
- Use spreadsheet software
- Use database software
- Use presentation software
- Proofread and correct documents using edited copy
- Merge word processing, presentation, database, and/or spreadsheet files to produce business documents

### **Equipment/supplies provided**

Microcomputer, printer, and paper  
Software as designated for this event

### **Method of evaluation:**

Application and Objective Test

### **Length of event**

No more than ten (10) minutes orientation  
No more than ninety (90) minutes actual testing time  
No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **Desktop Publishing (24)**

### **Description**

Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.

### **Eligibility**

Any student may enter this event.

### **Contestant may supply**

- Published and/or unpublished written reference materials.
- Students may bring a Macintosh computer, if desired. Those students using Macintosh computers must also bring a portable black and white printer, software, and paper (must bring all or none).
- Carry-in and set-up of equipment must be done solely by the student and must take place within the time allowed for orientation/warm-up.
- Only black and white printing is to be used; the use of color print will result in disqualification.

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### **Competencies**

- Demonstrate proficiency in using desktop publishing software to create a variety of business publications
- Apply principles of design and rules for proper layout in developing business publications
- Create and edit documents using desktop publishing applications
- Use principles of design, layout, and typography in presentation of text
- Create multipage and multicolumn documents
- Create a desktop publication that includes graphics in the form of illustrations, clipart, boxes, shading, and lines
- Generate a variety of documents including flyers, bulletins, proposals, business cards, brochures, presentation handouts, etc.

***Please note: students may use software templates, but creativity points may be reduced.***

### **Equipment/supplies provided**

Microcomputer, printer, and paper  
Software as designated for this event  
Downloaded contest graphics

### **Method of evaluation**

Application

### **Length of event**

No more than ten (10) minutes orientation  
No more than ninety (90) minutes actual testing time  
No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **Basic Office Systems & Procedures (25)**

### **Description**

Evaluate fundamental skills in office procedures, records and file management, and document production.

### **Eligibility**

A student who has previously competed in Advanced Office Systems & Procedures may not enter this event. Students may not compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. This event may not be repeated.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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### **Competencies**

- Demonstrate knowledge of office procedures, records and file management, and office technologies
- Apply technical skills to manage information and produce business documents
- Proofreading using edited copy
- Prepare written telephone messages
- Provide customer support and service
- Compose business correspondence
- Key various business documents
- Create and format tables
- Prepare and maintain inventory of equipment and supplies
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Process mail

### **Equipment/supplies provided**

Microcomputer, printer, and paper  
Software as designated for this event

### **Method of evaluation**

Application and Objective Test

### **Length of event**

No more than ten (10) minutes orientation  
No more than ninety (90) minutes actual testing time  
No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries



## **Advanced Office Systems & Procedures (26)**

### **Description**

Evaluate advanced skills in office procedures, records and file management, and document production.

### **Eligibility**

Students may not compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. Students may not compete in Basic Office Systems & Procedures after competing in the Advanced Office Systems & Procedures event. This event may be repeated.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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### **Competencies**

- Apply technical skills to manage information and produce business documents
- Identify functions of the office manager in coordinating administrative support staff
- Demonstrate knowledge of administrative procedures, records and file management, and office technologies
- Compose business correspondence
- Key documents with mail merge
- Proofread using edited copy
- Create and format tables
- Create and edit a database
- Create and edit slides using presentation software
- Schedule administrative support staff and organize workload distribution
- Prepare travel expense reports and coordinate travel for supervisors
- Plan meetings and events

### **Equipment/supplies provided**

Microcomputer, printer, and paper  
Software as designated for this event

### **Method of evaluation**

Application and Objective Test

### **Length of event**

No more than ten (10) minutes orientation  
No more than ninety (90) minutes actual testing time  
No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## Legal Office Procedures (27)

### Description

Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.

### Eligibility

Any student may enter this event.

### Contestant must supply

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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### Competencies

- Demonstrate knowledge of the basic terminology and office procedures needed to work effectively in a law office
- Apply technical skills to produce a variety of office documents
- Demonstrate proficiency in information processing using manual and computerized systems
- Provide customer support and service
- Monitor and respond to electronic mail
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Demonstrate understanding of legal terminology and Latin words pertaining to legal terminology
- Use correct format in drafting client correspondence and legal documents, including pleadings (pleadings may include Service of Process, Complaints, Counterclaims, Divorce Decrees, Final Judgments, etc.)
- Prepare litigation and non-litigation documents
- Research and locate legal information and records
- Maintain client account records and prepare billing statements
- Demonstrate knowledge of federal, state, and local court structures and proceedings
- Identify ethical responsibilities of the legal profession
- Maintain electronic files

### Equipment/supplies provided

Microcomputer, printer, and paper  
Software as designated for this event

### Method of evaluation

Application and Objective Test

### Length of event

No more than ten (10) minutes orientation  
No more than sixty (60) minutes actual testing time  
No more than ten (10) minutes wrap-up

### Entries

Each state is allowed five (5) entries

## **Medical Office Procedures (28)**

### **Description**

Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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### **Competencies**

- Apply technical skills to produce a variety of medical office documents
- Demonstrate knowledge of the basic terminology and office procedures needed to function effectively in a medical office
- Apply appropriate use of S.O.A.P. and HPIP
- Provide customer support and service
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Prepare telephone messages
- Proofread using edited copy
- Utilize knowledge of medical ethics and etiquette
- Prepare and process medical records; process payments
- Use correct format in preparing a variety of medical reports
- Maintain patient account records and prepare billing statements
- Work with insurance companies to process patient accounts
- Place information in correct S.O.A.P. and HPIP format

### **Equipment/supplies provided**

Microcomputer, printer, and paper  
Software as designated for this event

### **Method of evaluation**

Application and Objective Test

### **Application**

Length of event  
No more than ten (10) minutes orientation  
No more than sixty (60) minutes actual testing time  
No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **Database Applications (29)**

### **Description**

Demonstrate database development skills to include: object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials.

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### **Competencies**

- Demonstrate knowledge of general computer concepts
- Apply relational database concepts (joining tables for report information)
- Demonstrate knowledge and understanding of database management
- Utilize database management software
- Create and format databases including defining fields
- Demonstrate text and data manipulation
- Design a form for data entry
- Use formulas in fields to develop information from other fields
- Build and produce formatted reports that include group totals, report totals, and generated columns (data derived from other fields on the report)
- Analyze data in reports

### **Equipment/supplies provided**

Microcomputer, printer, and paper  
Software as designated for this event

### **Method of evaluation**

Application

### **Length of event**

No more than ten (10) minutes orientation  
No more than ninety (90) minutes actual testing time  
No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **Administrative Support Team (30)**

*Dedicated to the memory of Deborah Paul*

### **Description**

The team will function as an office staff to produce a variety of business documents.

### **Eligibility**

Any student may enter this team event. A team will consist of 2-4 members.

### **Team must supply**

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials
- Props and/or electronic presentations are not allowed.

**Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Apply technical skills to manage information and produce business documents
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Key and compose business correspondence
- Use database management software
- Use spreadsheet software
- Use presentation software
- Merge word processing, database, spreadsheet, and/or presentation files
- Plan meetings and events
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Establish work priorities and timelines

### **Equipment/supplies provided**

Microcomputers (one per team member), printer, and paper

Software as designated for this event

USB drive (one per team, which must be submitted with test materials at conclusion of testing)

### **Method of evaluation**

Application

### **Length of event**

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed two (2) entries

## **Administrative Support Research Project–Individual (S) (31)**

### **Description**

One administrative support topic is selected by the National Center 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.

### **Eligibility**

Any student may enter this event. Each contestant may submit only one (1) research paper. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging. Students must participate in both parts of the competition in order to be ranked.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens
- Notes or note cards for oral presentation (optional)
- One envelope containing the materials required for presentation, as listed in the specifications

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### **Competencies**

- Demonstrate knowledge and understanding of basic administrative support concepts in exploring and analyzing related issues
- Communicate research in a clear and concise manner both orally and in writing
- Analyze and discuss changes in the workplace
- Explore issues affecting the role of administrative support in the workplace
- Conduct research using various resources and methods
- Discuss findings and respond to questions
- Prepare a research paper using the report format found in the *Style & Reference Manual*
- Evaluate and make decisions based on research findings

### **Specifications**

- The completed research paper and an [Individual Entry Form/Statement of Originality and Specifications Compliance](#) must be submitted to the National Center website at <http://www.bpa.org/contests/adminsupport> no later than 11:59 pm Eastern Time on March 26, 2012.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Contestants must be registered for national-level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made to the paper after the date of submission.

- The research paper must follow the report format located in the [Style & Reference Manual](#)
- Each research paper must include a title page which follows the [Style & Reference Manual](#) format. Length of document is limited to five (5) double-spaced, single-sided, numbered pages with one-inch margins. The title page and works cited are not included in the five pages.
- No additional charts, tables, graphics, etc. will be accepted.
- Each research paper must reflect the research, writing, and original thinking of the individual.
- The research paper and entry form must be typed/word-processed.
- Each paper must include a word-processed works cited page which follows the [Style & Reference Manual](#) format.
- Two (2) copies of the completed research paper and the [Individual Entry Form/Statement of Originality and Specifications Compliance](#) must be submitted at the time of the presentation at the NLC, at both Preliminary and Final Competition.
- Oral presentation will be limited to five (5) minutes for presenting conclusions to the panel of judges and ten (10) minutes to answer judges' questions. Notes or note cards may be used.

### Topic

Research and discuss changes in technology being used in today's office compared to past years.

Topics may include but are not limited to:

- Word Processing
- HVAC
- Ergonomics
- Photocopying
- Interoffice mail
- Equipment
- Telephone systems and usage
- Communication Systems
- Hand held devices
- Telecommuting
- Video Conferencing
- Scheduling
- Work stations/cubicles

Please do not include all of these topics in your report. These are recommended topics that are not required.

**Contestants who do not submit an entry that follows this topic will be disqualified.**

### Method of evaluation

Technical Judging Rubric

Presentation Judging Rubric

### Length of event

No more than five (5) minutes oral presentation

No more than ten (10) minutes judges' questions

Finals may be included at state and national Levels

### Entries

Each state is allowed three (3) entries

**CONTESTANTS IN ALL JUDGED EVENTS WHO WISH TO RECEIVE JUDGES' COMMENTS MUST SUBMIT A SELF-ADDRESSED, STAMPED ENVELOPE TO THE EVENT ADMINISTRATOR/PROCTOR BEFORE JUDGING TAKES PLACE.**

## Administrative Support Research Project–Individual (S) (31)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Presentation Judges' Scoring Rubric/Rating Criteria

Evaluation of oral presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation (voice projection, transitions, flow, stage presence, etc.)	1-5	6-10	11-15	16-20	
Quality of problem solution	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (100 points maximum)</b>					

### Specification Points Scoring Rubric/Rating Criteria

<b>SPECIFICATION POINTS:</b> All points or none are awarded by the proctor per contestant, not per judge.		
Word-processed research paper according to <i>Style and Reference Manual</i>	20	
Word-processed works cited page	20	
Two (2) copies of documents submitted at time of presentation	20	
<b>TOTAL PRESENTATION SPECIFICATION POINTS (60 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 160**

**PRESENTATION WILL BE STOPPED AT FIVE MINUTES!!!**



## Administrative Support Research Project–Individual (S) (31)

### TECHNICAL RUBRIC

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

#### Technical Judges' Scoring Rubric/Rating Criteria

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	POINTS EARNED
Comprehension of topic	1-5	6-10	11-15	16-20	
Organization and expansion of ideas	1-5	6-10	11-15	16-20	
Introduction/ Summary	1-5	6-10	11-15	16-20	
Creativity	1-5	6-10	11-15	16-20	
Writing Skills (punctuation, spelling, grammar, etc.)	1-5	6-10	11-15	16-20	
<b>TOTAL TECHNICAL POINTS (100 points maximum)</b>					

**Contestant is required to prepare his/her research paper according to the Style and Reference Manual.**

## **Medical Transcription (PS) (32)**

### **Description**

Evaluate knowledge of medical terminology and medical transcription needed to prepare dictated medical material into a usable medical document.

### **Eligibility**

Any student may enter this contest.

### **Contestant must supply**

- Computer and word processing software
- Transcriber (head set, foot pedal)
- Hard copy published and/or unpublished written reference material.

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate knowledge of medical terminology
- Apply business English skills
- Create proper report format
- Demonstrate use of medical reference books
- Properly operate transcription equipment
- Apply accurate medical abbreviations and rules
- Use above average skills in spelling, grammar, and punctuation
- Differentiate between normal and abnormal lab values
- Key a dictated medical report utilizing proper formatting, correct grammar, spelling, punctuation, and proofreading
- Demonstrate proper use of medical terminology
- Demonstrate proper use of medical reference books

### **Equipment/supplies provided**

CD-ROM of dictated material to be transcribed  
USB drive

### **Method of evaluation**

Application

### **Length of event**

No more than 15 minutes warm-up  
No more than 60 minutes transcription time  
No more than 15 minute proofreading time

### **Entries**

Each state is allowed five (5) entries

## **Administrative Support Concepts–Open Event (33)**

### **Description**

Evaluate knowledge of basic administrative support concepts.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

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### **Competencies**

- Demonstrate knowledge of general office procedures
- Apply skills in proofreading and editing business documents for grammar and format
- Perform math calculations including budgeting, expenses, simple interest, payroll deductions, petty cash, etc.
- Apply knowledge of customer service skills
- Prepare telephone messages
- Demonstrate knowledge of correct business spelling
- Demonstrate knowledge of ARMA filing
- Analyze spreadsheet data
- Identify letter parts

### **Method of evaluation**

Objective Test

### **Entries**

Unlimited

# INFORMATION TECHNOLOGY EVENTS

- [\(40\) Computer Network Technology](#)
- [\(41\) Systems Administration Using Cisco®](#)
- [\(42\) Network Administration Using Microsoft®](#)
- [\(43\) C++ Programming](#)
- [\(44\) Visual Basic Programming](#)
- [\(45\) Java Programming](#)
- [\(46\) Fundamentals of Web Design](#)
- [\(47\) PC Servicing & Troubleshooting](#)
- [\(48\) Computer Security](#)
- [\(49\) Digital Media Production Judged](#)
- [\(50\) Computer Animation Team Judged](#)
- [\(51\) Network Design Team Judged](#)
- [\(53\) Video Production Team Judged](#)
- [\(54\) Web Application Team \(S\) Judged](#)
- [\(55\) Web Site Design Team Judged](#)
- [\(56\) Information Technology Concepts- Open Event](#)
- [\(57\) Broadcast News Production Team Judged](#)
- [\(58\) Computer Modeling \(Pilot\)](#)
- [\(V01\) Virtual Multimedia – Individual](#)
- [\(V02\) Virtual Multimedia – Team](#)
- [\(V03\) Software Engineering Team Judged](#)

## **Computer Network Technology (40)**

### **Description**

Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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### **Competencies**

- Demonstrate knowledge of OSI model
- Demonstrate knowledge of network adapters
- Demonstrate knowledge of network cabling
- Demonstrate knowledge of bridges and routers
- Demonstrate knowledge of network connectivity
- Demonstrate knowledge of network troubleshooting
- Demonstrate knowledge of network protocols
- Demonstrate knowledge of TCP/IP subnetting and routing
- Demonstrate knowledge of DNS
- Demonstrate knowledge of WINS
- Demonstrate knowledge of DHCP
- Demonstrate knowledge of proxies and firewalls
- Demonstrate knowledge of troubleshooting tools
- Remote access protocols
- Demonstrate knowledge of network operating systems
- Demonstrate knowledge of network clients
- Demonstrate knowledge of directory services
- Demonstrate knowledge of administrative utilities

### **Method of evaluation**

Objective Test

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Each state is allowed five (5) entries

## Systems Administration Using CISCO® (41)

### Description

Demonstrate knowledge of fundamental network management tasks in a CISCO® environment.

### Eligibility

Any student may enter this event.

### Contestant must supply

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials.

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### Comptencies

- Demonstrate knowledge of OSI model
- Demonstrate knowledge of router configuration
- Demonstrate knowledge of network management
- Demonstrate knowledge of LAN/WAN design
- Demonstrate knowledge of LAN/WAN security
- Demonstrate knowledge of network topologies
- Demonstrate knowledge of LAN/WAN routed and routing protocols
- Demonstrate knowledge of network components
- Demonstrate knowledge of LAN/WAN switching theory and VLANS

### Method of evaluation

Objective Test

Application (Using Simulation software provided by CISCO®), top 10 students at national level only

### Length of event

No more than sixty (60) minutes testing time

### Entries

Each state is allowed five (5) entries



Sponsored by CISCO®

## **Network Administration Using Microsoft® (42)**

### **Description**

Demonstrate knowledge of fundamental network management and maintenance tasks in a Windows® network.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials.

<p><b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.</b></p>
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### **Competencies**

- Troubleshooting Windows XP® with SP2 and Win Server 2003 operating systems installation
- Monitor, manage, and troubleshoot access to files and folders
- Manage and troubleshoot access to shared folders
- Manage printers and print jobs
- Configure and manage file systems
- Monitor and optimize system performance and reliability
- Recover system state data and user data
- Configure and troubleshoot the desktop environment
- Encrypt data on a hard disk by using Encrypting File Systems (EFS)
- Implement, configure, manage, and troubleshoot local security policy
- Monitor, configure, troubleshoot, and control access to Web sites
- Configure and troubleshoot hardware devices and drivers
- Configure and troubleshoot Windows® Network connections
- Configure, monitor, and troubleshoot remote access
- Configure inbound connections
- Implement, configure, manage, and troubleshoot policies in a Windows® environment
- Implement, configure, manage, and troubleshoot auditing

### **Method of evaluation**

Objective Test

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Each state is allowed five (5) entries

## **C++ Programming (43)**

### **Description**

Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the C++ language. The contest is designed for coding in C++; however students may use C# instead. **This contest will be graded on the Windows operating system, therefore Unix/Linux should NOT be used.**

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Microcomputer or laptop/notebook; a full-size keyboard may be used.
- Carry-in and setup of equipment must be done solely by the contestant and must take place within the time allotted for orientation/warm-up.
- Contestant must bring all supporting devices and software appropriate for the event (e.g., extension cords, power supply, IDE, paper, etc.).
- Published and/or unpublished written reference materials.

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### **Competencies**

- Demonstrate understanding of general programming concepts and C++ computer language
- Use programming skills for proper development of a C++ computer program
- Demonstrate knowledge of C++ computer language
- Implement program logic (algorithms, structured design)
- Use structural design techniques and object-oriented concepts
- Create a C++ program using calculations, totals, selection, logical operators, classes, sequential file access, I/O operations, data structures, and loops

### **Method of evaluation**

Application

### **Length of event**

No more than ninety (90) minutes testing time for computerized application test

### **Entries**

Each state is allowed five (5) entries



## **Visual Basic Programming (44)**

### **Description**

Evaluate knowledge of working with Visual Basic syntax, programming logic, program development, system design concepts, database, designers and objects.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Microcomputer or laptop/notebook; a full-size keyboard may be used.
- Visual Studio/Visual Basic 2005 or higher
- Carry-in and setup of equipment must be done solely by the contestant and must take place within the time allotted for orientation/warm-up.
- Contestant must bring all supporting devices and software appropriate for the event (e.g., extension cords, power supply, IDE, paper, etc.).
- Published and/or unpublished reference materials.

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### **Competencies**

- Demonstrate knowledge of object oriented concepts and techniques
- Demonstrate understanding of general computer concepts and computer language
- Demonstrate knowledge of VB programming language, concepts and syntax
- Demonstrate knowledge of native VB designers and tools
- Demonstrate knowledge of database concepts and Access 2007
- Use structured design techniques, algorithms, and object-oriented concepts
- Integrate a backend data store into a VB GUI
- Create reports within a VB application that utilizes a database as source data
- Create a VB program/GUI using variables, looping, controls, logical operations, calculations, totals, sequence, data structures, selection, and I/O operations

### **Method of evaluation**

Application

### **Length of event**

No more than ninety (90) minutes testing time for computerized application test

### **Entries**

Each state is allowed five (5) entries

## **JAVA Programming (45)**

### **Description**

Evaluate knowledge of working with structured designs, algorithms, and OOP methodology, using the JAVA Programming language.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Microcomputer or laptop/notebook. A full-size keyboard may be used.
- Carry-in and setup of equipment must be done solely by the contestant and must take place within the time allotted for orientation/warm-up.
- Contestant must bring all supporting devices and software appropriate for the event (e.g., extension cords, power supply, IDE, paper, etc.).
- Published and/or unpublished reference materials may be used.

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### **Competencies**

- Demonstrate understanding of general programming concepts and computer language
- Use programming skills for proper development of a computer program
- Demonstrate knowledge of JAVA computer language
- Use JAVA computer language concepts and syntax
- Use structured design techniques and object-oriented concepts
- Create a JAVA program using sequence, selection, and repetition structures
- Apply programming concepts such as classes, operators, loops, control breaks, sequential file access, data structures, error handling, and I/O operations

### **Method of evaluation**

Application

### **Length of event**

No more than ninety (90) minutes testing time for computerized application test

### **Entries**

Each state is allowed five (5) entries

## **Fundamentals of Web Design (46)**

### **Description**

Demonstrate knowledge of fundamental web design coding and syntax.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished reference materials

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### **Competencies**

- Demonstrate a knowledge of tags
- Demonstrate knowledge of format & font (CSS)
- Demonstrate knowledge of HTML5 and CSS3
- Demonstrate knowledge of W3C Accessibility Standards
- Demonstrate knowledge of Cross-Browser Capability
- Demonstrate knowledge of tables and table attributes
- Demonstrate knowledge of image tags and image attributes
- Demonstrate knowledge of hyperlinks and hyperlink attributes

### **Equipment/supplies provided**

Computer

### **Method of evaluation**

Application and Objective Test

### **Length of event**

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries



Sponsored by PaulNet Communications

## PC Servicing & Troubleshooting (47)

### Description

Demonstrate knowledge of PC configuration, maintenance, and management as a computer technician.

### Eligibility

Any student may enter this event.

### Contestant must supply

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished reference materials

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### Competencies

- Identify PC components
- Add and remove components
- Demonstrate knowledge of system resources
- Utilize peripheral ports
- Demonstrate knowledge of IDE devices
- Demonstrate knowledge of SCSI devices
- Utilize peripheral devices
- Replace system components
- Troubleshoot problems
- Perform preventative maintenance and safety
- Demonstrate knowledge of RAM characteristics
- Demonstrate knowledge of system board characteristics
- Demonstrate knowledge of printer characteristics
- Demonstrate knowledge of basic networking concepts
- Demonstrate knowledge OS functions and OS upgrades
- Demonstrate knowledge of disk/file management
- Demonstrate knowledge of Windows® installation
- Demonstrate booting procedures
- Configuring device drivers
- Demonstrate knowledge of error codes
- Demonstrate knowledge of Internet configuration

### Equipment/supplies provided

Toolkit for hands-on component at national level

### Method of evaluation

Objective Test

Application

- may be added to the event at the state level
- will be added to the event during national level competition **for top ten objective scores**

### Length of event

No more than 60 minutes for objective test

No more than 60 minutes for hands-on tasks

### Entries

Each state is allowed five (5) entries

## Computer Security (48)

### Description

Demonstrate knowledge of fundamental security management tasks in Windows® and Linux® networking environments.

### Eligibility

Any student may enter this event.

### Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished reference materials

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### Competencies

- Demonstrate knowledge of security threats
- Understand infrastructure security
- Demonstrate knowledge of cryptography, access control and authentication
- Demonstrate security tactics to prevent against external attack
- Demonstrate knowledge of operational and organization security
- Identify security threats
- Demonstrate hardening internal Windows and Linux systems and services
- Demonstrate knowledge of TCP/IP
- Demonstrate hardening Internet work devices and services
- Demonstrate knowledge of network defense fundamentals
- Create security policies
- Perform a risk analysis
- Demonstrate knowledge of biometrics
- Demonstrate knowledge of cryptography
- Create router and access control lists
- Demonstrate knowledge of internet security issues
- Manage certificates
- Monitor security infrastructure

### Method of evaluation

Objective

Application

- may be added to the event at the state level
- will be added to the event during national level competition **for top ten objective scores**

### Length of event

No more than 60 minutes for objective test

No more than 60 minutes for hands-on tasks

### Entries

Each state is allowed five (5) entries

## **Digital Media Production (49)**

### **Description**

Create a one to two (1-2) minute digital media production based upon the assigned topic provided.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Visual display technology in the form of (but not limited to) a desktop/laptop with internal or external speakers, projector, TV or DVD player
- Video projector (optional)
- Props (optional)
- Carry-in and setup of equipment must be done solely by the contestant and must take place within the time allotted for orientation/warm-up
- Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

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### **Competencies**

- Demonstrate utilization of various software applications
- Demonstrate knowledge of digital media
- Demonstrate knowledge of graphic design including color, animation, audio, and video

### **Specifications**

- The student will develop a visual communication tool utilizing various software applications related to digital production.
- Present a copy of the [Individual Entry Form/Statement of Originality and Specifications Compliance, Release Form\(s\)](#) and a CD or DVD bearing the production at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The production must be in an executable file format on a DVD.
- The student may utilize audio, text, video, graphics, and animation.
- Use of transitions and continuity must exist in the production.
- The contestant is responsible for securing a [release form](#) from any person whose image is used in the production.
- All text/graphics materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

**Topic**

Create a one to two (1-2) minute promotional piece for the Business Professionals of America National Leadership Conference in Orlando, FL from May 8-12, 2013.

**Contestants who do not submit an entry that follows this topic will be disqualified.**

**Method of evaluation**

Judging Rubric

**Length of event**

No more than ten (10) minutes for set-up/wrap-up

No more than ten (10) minutes for presentation, which includes one to two (1-2) minute demonstration of digital media production

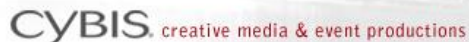
No more than five (5) minutes for judges' questions

Finals may be included at state and national levels.

**Entries**

Each state is allowed three (3) entries

**Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

The logo for Cybis Creative Media & Event Productions, featuring the word "CYBIS" in a large, bold, sans-serif font, with "creative media & event productions" in a smaller, lowercase, sans-serif font to its right. The background of the logo is a blurred image of a stage or event space.

This event is sponsored by Cybis Communications who generously provides scholarships.

## Digital Media Production (49)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Presentation Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
<b>Production Layout</b>					
Visual organization is easily understood	1 – 5	6 – 10	11 – 15	16 – 20	
Aesthetic use of colors and fonts	1 – 5	6 – 10	11 – 15	16 – 20	
Consistent format	1 – 5	6 – 10	11 – 15	16 – 20	
<b>TOTAL (60 possible)</b>					
<b>Graphics/Media Use</b>					
Enhances theme	1 – 5	6 – 10	11 – 15	16 – 20	
Creativity through graphic design	1 – 5	6 – 10	11 – 15	16 – 20	
Originality of graphics	1 – 5	6 – 10	11 – 15	16 – 20	
Effective use of innovative technology (may include animations)	1 – 5	6 – 10	11 – 15	16 – 20	
<b>TOTAL (80 possible)</b>					
<b>Content</b>					
Developed through theme	1 – 5	6 – 10	11 – 15	16 – 20	
Portrays the theme	1 – 5	6 – 10	11 – 15	16 – 20	
Effectiveness of production	1 – 5	6 – 10	11 – 15	16 – 20	
<b>TOTAL (60 possible)</b>					
<b>Presentation</b>					
Ability to explain the development and design process	1 – 5	6 – 10	11 – 15	16 – 20	
Ability to explain the use and the development of innovative technology	1 – 5	6 – 10	11 – 15	16 – 20	
Ability to explain the use and development of media elements (graphics, video, audio, etc.)	1 – 5	6 – 10	11 – 15	16 – 20	
<b>TOTAL (60 possible)</b>					
<b>TOTAL PRESENTATION POINTS (260 maximum points)</b>					

### Specification Points Scoring Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded by the <b>proctor</b> per contestant, not per judge.		Points Earned
Set up lasted no more than ten (10) minutes	10	
Presentation lasted no more than ten (10) minutes	10	
Documentation, release forms and DVD submitted at presentation	10	
<b>TOTAL SPECIFICATION POINTS (30 possible points)</b>		

**MAXIMUM POSSIBLE POINTS = 290**



## Computer Animation Team (50)

### Description

Create a visualization animation (not to exceed two (2) minutes) based upon the assigned topic provided.

### Eligibility

Any student may enter this event. A team will consist of 2-4 members.

### Contestant must supply

- Visual display technology in the form of, but not limited to, a desktop/laptop with internal or external speakers, projector, TV and DVD player
- Props (optional)
- Carry-in and setup of equipment must be done solely by the team and must take place within the time allotted for orientation/warm up.
- Supporting devices (e.g., extension cord, power supply, etc.) Electrical power will be provided.

**Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### Competencies

- Demonstrate utilization of various editing software applications.
- Demonstrate development of animation within a story board.
- Demonstrate object color and creating artistic effects.
- Demonstrate textures and special effects.
- Demonstrate knowledge of transitions, audio, and lighting effects.
- Demonstrate proper use in placement of titles and visual effects.
- Demonstrate work skills needed to function in an animation environment.

### Specifications

- The team will develop a visual communication utilizing various software applications related to digital animation.
- Animated graphics must be saved as a standard format that can be played on both PC or MAC (i.e. QuickTime videos).
- The contestant is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- Two copies of the [Team Entry Form/Statement of Originality and Specification Compliance](#), two copies of the storyboard, two copies of all [Release Forms](#) and a /DVD with the entry must presented be at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Teams may also bring one storyboard (not to exceed 22" x 28") for their use during the presentation.
- The team may utilize audio, text, video, graphics, and animation.
- Use of transitions and continuity must exist in the production.
- All text/graphics materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).)
- National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with the Copyright Law of the United States of America, Title 17, Circular 92 which are available on the web [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Refer to the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#).
- **Teams will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

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- Animation must run on both Mac and Windows platforms.

**Topic**

**Design an animated video that promotes exploration of space and the universe.**

**Contestants who do not submit an entry that follows this topic will be disqualified**

**Method of evaluation**

Judging Rubric

**Length of event**

No more than five (5) minutes for setup/wrap-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

**Entries**

Each state is allowed two (2) entries

**Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

**Materials submitted for Technical judging cannot be returned.**

## Computer Animation Team (50)

Technical Rubric  
Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
<b>Artistic Layout</b> <ul style="list-style-type: none"> <li>• Visual organization is easily understood</li> <li>• Aesthetic use of colors and fonts</li> <li>• Consistent format</li> </ul>	1-9 1-9 1-9	10-18 10-18 10-18	19-27 19-27 19-27	28-35 28-35 28-35	
<b>Appearance</b> <ul style="list-style-type: none"> <li>• Animation has been accurately designed according to the topic</li> <li>• Materials, lighting and finishes appear natural and realistic</li> </ul>	1-9 1-9	10-18 10-18	19-27 19-27	28-35 28-35	
<b>Animation</b> <ul style="list-style-type: none"> <li>• <b>Squash and Stretch-</b> Illusion of weight and volume is given to the animation as it moves (i.e. tennis ball compressing when hit)</li> <li>• <b>Anticipation-</b> Movement prepares the audience for major actions the animation is about to perform</li> <li>• <b>Staging-</b> Actions clearly communicate to the audience the attitude, mood, reaction or idea of the animation as it relates to the topic, providing continuity</li> <li>• <b>Slow- Out and Slow-In techniques-</b> used to simulate natural movements (i.e. fluid motion)</li> <li>• <b>Secondary Action(s)-</b> used to add dimension to the animation</li> </ul>	1-9 1-9 1-9 1-9 1-9	10-18 10-18 10-18 10-18 10-18	19-27 19-27 19-27 19-27 19-27	28-35 28-35 28-35 28-35 28-35	
<b>Grammar, Spelling, Punctuation, and Usage (30 points)</b>	0 (3+ errors)	10 (2 errors)	20 (1 error)	30 (0 errors)	
<b>TOTAL TECHNICAL POINTS (380 points maximum)</b>					

## Computer Animation Team (50)

**RUBRIC**

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
<b>TECHNICAL POINTS</b>					
<b>Complexity/Craftsmanship</b>					
Innovative use of technology/advanced techniques employed	1-5	6-10	11-15	16-20	
Animation is fluid, natural, and/or supports theme.	1-5	6-10	11-15	16-20	
Attention to detail was evident in modeling techniques.	1-5	6-10	11-15	16-20	
Attention to detail was evident in animation techniques.	1-5	6-10	11-15	16-20	
Camera angles, timing, transitions, and techniques support project goals and increase entertainment value.	1-5	6-10	11-15	16-20	
<b>(100 possible) TOTAL</b>					
<b>Animation</b>					
<b>Squash and Stretch-</b> Illusion of weight and volume is given to the animation as it moves (i.e. tennis ball compressing when hit)	1-5	6-10	11-15	16-20	
<b>Anticipation-</b> Movement prepares the audience for major actions the animation is about to perform	1-5	6-10	11-15	16-20	
<b>Staging-</b> Actions clearly communicate to the audience the attitude, mood, reaction or idea of the animation as it relates to the topic, providing continuity	1-5	6-10	11-15	16-20	
<b>Slow- Out and Slow-In techniques-</b> used to simulate natural movements (i.e. fluid motion)	1-5	6-10	11-15	16-20	
<b>Secondary Action(s)-</b> used to add dimension to the animation	1-5	6-10	11-15	16-20	
<b>(100 possible) TOTAL</b>					

<b>PRESENTATION POINTS</b>					
<b>Composition</b>					
Execution of plan • Concept Art/Storyboard/Script/Goals established for animation	1-5	6-10	11-15	16-20	
Artistic Layout/Design Principles • Aesthetic, consistent use of colors and fonts and layout.	1-5	6-10	11-15	16-20	
Clarity of message • Message is attention-grabbing, compelling and/or entertaining. • Message has a beginning, middle, and an ending and was developed according to topic.	1-5	6-10	11-15	16-20	
Entertainment Value – • Animation is memorable, entertaining, and/or fulfills goals • Media elements support and/or enhance message	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage • Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
<b>(100 possible) TOTAL</b>					
<b>Creativity</b>					
Animation is original • Fresh ideas, innovative, unique	1-5	6-10	11-15	16-20	
Animation effectively fulfills project goals	1-5	6-10	11-15	16-20	
WOW factor! Animation exceeds expectations	1-5	6-10	11-15	16-20	
Animation is Visually Appealing, Engaging, Inspirational	1-5	6-10	11-15	16-20	
Animation is memorable and has “personality”	1-5	6-10	11-15	16-20	
<b>(100 possible) TOTAL</b>					
<b>Presentation</b>					
Ability to explain the development and design process	1-5	6-10	11-15	16-20	
Ability to explain the use of innovative technology and techniques	1-5	6-10	11-15	16-20	
Ability to explain use and development of media elements or additional assets	1-5	6-10	11-15	16-20	
Explanation of roles of various team members	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
<b>(100 possible) TOTAL</b>					
<b>TOTAL POINTS (500 points maximum)</b>					

**MAXIMUM POSSIBLE PONTs = 500**

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## **Network Design Team (51)**

### **Description**

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.

### **Eligibility**

Any student may enter this event. A team will consist of 2-4 members.

### **Team must supply**

- Laptop/notebook computer (**each team member may have one laptop**), portable printer, software, and paper for this event
- Team must bring all supporting devices (e.g., extension cords, power supply, etc.)
- Published and/or unpublished written reference materials

### **Optional**

- Projector /Props

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### **Competencies**

- Apply technical skills in the network design
- Evaluate and delegate responsibilities needed to perform required tasks
- Utilize problem solving techniques
- Demonstrate teamwork skills needed to function in a business setting
- Analyze existing and planned network and systems management
- Demonstrate knowledge of network cable topologies
- Diagram the completed network
- Analyze end-user work needs
- Plan for placement and management of resources
- Plan for decentralized resources or centralized resources
- Incorporate redundancy into the network
- Design a remote access solution
- Analyze network infrastructure, protocols, and hosts
- Estimate upgrade cost based on existing environment
- Incorporate future expansion into the network
- Demonstrate an ability to meet software requirements
- Demonstrate a knowledge of VPNs
- Identify the company's tolerance for risk
- Analyze technical support structure
- Design a routing strategy
- Develop multiple recommendations to scenarios
- Produce business reports

**Topic**

Game Co, Inc is a medium sized software development specializing in Games for the PC's, mobile devices and consoles. The games are cutting edge micro-transaction based MMORPG's. Game Co supports all facets of the game and does not outsource any business functions. The corporate headquarters is located in Boston, MA. They also have satellite offices in Seattle, WA and Austin, TX. Due to the media driven nature of their business the challenge that currently faces Game Co is the need for high-bandwidth connections to the Internet and the satellite offices. As Game Co grows the network, all access is growing slower and slower. They are not soliciting bids for a complete network rework.

**Boston**

The Boston office consisting of 165 employees includes all of upper management, Marketing/Sales, Human resources and Internal IT. This site also houses the main data center which consists of 120 high-density rack mount servers. These servers are mostly used to render 3D scenes for the games they develop. This data center also houses the main mail server and all web servers for the entire company. Game Co consumes 8 floors in a high rise in Boston. Main reception is on the second floor with IT on the lower level and Executives on the 8<sup>th</sup> floor with everyone else in between.

**Seattle**

The Seattle office consists of 50 software developers and graphic artists. These developers work on a myriad of systems including PC's, Mac's and Linux desktops. Due to the nature of their work this site requires a large amount of Internet access. The graphic artists that work at this site also need to send 3 gigabyte files to the Boston office to be rendered on the rendering-cluster and then transfer back the 10 gigabyte files to view. This may need to be done multiple times a day. At this site there are a small number of servers to handle local mail replication and basic file/print services. This office is located in a converted 2-floor mill building with open-beam design concepts. There is no plenum in this space and all wiring is handled in chase-ways. Everyone who works in this space has an office and all work groups are centralized around common/meeting areas.

**Austin**

The Austin office hoses 251 employees consisting of Quality Assurance and Support personnel. The QA depart will be running and testing the games that the Seattle office is developing. The servers that the games will run on are located in the Boston data center. 100 of the employees at this site are in a call center with no assigned seating. This site also house a mail server for local mail replication and servers for file/print services. The Austin office mostly consists of large open areas with cubicle space. The building is a 2-floor traditional office building.

No current subnetting is being provided since you are being asked for a completely network rework.

**What the customer wants:**

Game Co has been a victim of their own success and will need to make some upgrades along with adding more space to two of the offices. Space is at a premium in every consideration when it comes to Game Co, although with the current success of the business having the right solution is more important than saving money. Game Co has grown from a small company into a big company very quickly and had not had the time to properly secure the network. With recent gaming network scandals and outages they would like to make sure they and their customers are protected from hackers and thieves.

**Immediate needs:**

- Prepare a network design to add an additional 75 employees across town in another building in Boston. This link should be secure and fast enough that the employees at this site can do their work. Recommend everything that would be needed to bring this network online and make it ready for users.
- The Austin office will be hiring another 50 support phone agents and taking over the rest of the building in Austin. The current network switch is a 10/100 switch and has no available ports.

- Currently both remote facilities are connected to Boston via 2-bonded T1's. Both sites feel that is too slow and need upgrades.
- Seattle will need a backup Internet solution in case the main circuit goes down.
- The Seattle office needs to have employees work at home on occasion and they will need high-speed access to all the servers in the Seattle site.
- The Boston data center needs to plan a hot-standby in case of an outage. They are soliciting responses to this need. You will be helping them define the needs and possible solutions.
- Management would also like to standardize on a single Smartphone platform for all employees that need a company phone. This device should have the ability to txt message, email, browse the web and be used as a Wi-Fi access point.
- During all bandwidth and infrastructure upgrades, Game Co would like you to recommend a security strategy to properly segment the network into proper security zones.

**Equipment/supplies provided**

Projection surface at national competition only

**Method of evaluation**

Judging Rubric

**Length of event**

No more than five (5) minutes orientation

No more than thirty (30) minutes preparation time

No more than five (5) minutes set-up in presentation room

No more than ten (10) minutes presentation time

No more than ten (10) minutes judges' questions

Finals may be required at state and national levels

**Entries**

Each state is allowed two (2) entries

**Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**



## Network Design Team (51)

**RUBRIC**

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

<i>Items to Evaluate</i>	<i>Below Average</i>	<i>Average</i>	<i>Good</i>	<i>Excellent</i>	<i>Points Earned</i>
<b>TECHNICAL POINTS</b>					
<b>Written Proposal</b>					
<i>Customer profile</i>	1-5	6-10	11-15	16-20	
<i>Objectives</i>	1-5	6-10	11-15	16-20	
<i>Abstract of implementation</i>	1-5	6-10	11-15	16-20	
<i>Explanation of products and/or services provided</i>	1-5	6-10	11-15	16-20	
<i>Clarity of message</i> <ul style="list-style-type: none"> <li>• Message is attention-grabbing, compelling and concise.</li> <li>• Message was developed according to topic.</li> </ul>	1-5	6-10	11-15	16-20	
<i>Short/long range goals defined</i>	1-5	6-10	11-15	16-20	
<i>Financial Analysis</i>	1-5	6-10	11-15	16-20	
<i>Supporting Documentation</i>	1-5	6-10	11-15	16-20	
<i>Grammar, Spelling, Punctuation, and Usage</i> <ul style="list-style-type: none"> <li>• Content without errors/No copyright violations</li> </ul>	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
<b>(180 possible) TOTAL</b>					
<b>Creativity</b>					
<i>Solution is innovative</i> <ul style="list-style-type: none"> <li>• Fresh ideas, unique</li> </ul>	1-5	6-10	11-15	16-20	
<b>(20 possible) TOTAL</b>					
<b>Specific Technical Recommendations</b>					
<i>Solution adequately addresses the need to add an additional 75 employees across town in another building in Boston</i> <ul style="list-style-type: none"> <li>• Secure and fast</li> <li>• Network is online ready for users</li> </ul>	1-5	6-10	11-15	16-20	
<i>Solution adequately addresses growth at the Austin office</i>	1-5	6-10	11-15	16-20	
<i>Solution adequately addresses the need for increased speed (band width) and upgrades for the Boston facility</i>	1-5	6-10	11-15	16-20	
<i>Solution adequately addresses Seattle need for a backup Internet solution</i>	1-5	6-10	11-15	16-20	
<i>Solution adequately addresses the need for Seattle's employees to work at home with high speed access to all server at the Seattle site</i>	1-5	6-10	11-15	16-20	
<i>Solution adequately defines the needs and a possible solutions for a "hot-standby" for the Boston data center</i>	1-5	6-10	11-15	16-20	
<i>Solution addresses the standardization of a single smartphone platform with needed services including</i> <ul style="list-style-type: none"> <li>• Text message</li> <li>• Email</li> <li>• Browse the web</li> <li>• Wi-fi access</li> </ul>	1-5	6-10	11-15	16-20	
<i>Solution adequately addresses a security strategy to segment the network into proper security zones</i>	1-5	6-10	11-15	16-20	
<b>(160 possible) TOTAL</b>					

<b>PRESENTATION POINTS</b>					
<b>Oral Presentation</b>					
<i>Ability to outline short and long-term objectives and defend the solution as the most appropriate for the given scenario</i>	1-5	6-10	11-15	16-20	
<i>Ability to use technical terms, along with appropriate explanations that achieve effective communications with the client</i>	1-5	6-10	11-15	16-20	
<i>Voice quality and diction</i>	1-5	6-10	11-15	16-20	
<i>Self-confidence, assertiveness, and eye contact</i>	1-5	6-10	11-15	16-20	
<i>Presentation quality/style; flow</i>	1-5	6-10	11-15	16-20	
<i>All team members participated in presentation</i>	1-5	6-10	11-15	16-20	
<i>Response to judges' questions</i>	1-5	6-10	11-15	16-20	
<b>(140 possible) TOTAL</b>					
<b>TOTAL POINTS (500 points maximum)</b>					

**Specification Scoring Rubric/Rating Criteria**

<b>SPECIFICATION POINTS: All points or none are awarded by the proctor per individual, not per judge.</b>		<b>Points Earned</b>
Documentation, release form and DVD submitted at presentation	10	
Presentation (including video) lasted no more than ten (10) minutes.	10	
All registered team members participated in the presentation	20	
<b>TOTAL SPECIFICATION POINTS (40 points maximum)</b>		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
<b>STATE TECHNICAL MODIFICATION POINTS</b>					
Solution adequately addresses security needs for the Android Smartphone platform	1-5	6-10	11-15	16-20	
Solution adequately addresses security needs for the iPhone Smartphone platform	1-5	6-10	11-15	16-20	
Solution adequately addresses the need for high-bandwidth access back to the main Boston office.	1-5	6-10	11-15	16-20	
Solution adequately addresses the need for the CEO's assistant to do all of his work from the new site	1-5	6-10	11-15	16-20	
Solution adequately addresses the need to configure the demo room	1-5	6-10	11-15	16-20	
<b>TOTAL MODIFICATION POINTS (80 possible) TOTAL</b>					

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
<b>NATIONAL TECHNICAL MODIFICATION POINTS</b>					
Solution adequately addresses changes from the traditional key-system based phone system to a VOIP phone system	1-5	6-10	11-15	16-20	
<b>TOTAL MODIFICATION POINTS (20 possible) TOTAL</b>					

**TOTAL MAXIMUM POINTS = 640**

## Video Production Team (53)

### Description

Create a three to five (3-5) minute video production based upon the assigned topic provided.

### Eligibility

Any student may enter this team event. A team will consist of 2-4 members.

### Team must supply

- Visual display technology in the form of (but not limited to) a desktop/laptop with internal or external speakers, projector, TV or DVD player
- Video projector (optional)
- Props (optional)
- Carry-in and setup of equipment must be done solely by the team and must take place within the time allotted for orientation/warm-up
- Team must bring all supporting devices (e.g., extension cords, power supply, etc.)

**Business Professionals of America assumes no responsibility for hardware/software provided by the team. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### Competencies

- Apply knowledge of software, equipment, and skills related to video production.
- Utilize various video-editing applications.
- Develop a story line using a storyboard and outline.
- Demonstrate scripting techniques to present a clear overall message.
- Apply basic camera techniques including various camera shots.
- Demonstrate knowledge of lighting techniques.
- Perform nonlinear editing techniques utilizing various editing tools.
- Demonstrate knowledge of transitions and audio editing techniques.
- Demonstrate proper use in placement of titles and visual effects.
- Demonstrate teamwork skills needed to function in a video editing environment.

### Specifications:

- The team will develop a visual communication tool utilizing various software applications related to video production.
- A copy of the CD or DVD bearing the production, a well developed storyboard, script and [Team Entry Form/State of Originality and Specification Compliance Form](#) and [Release Form](#)(s) must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The production must be in an executable file format on a DVD.
- The student may utilize audio, text, video, graphics, and animation.
- Use of transitions and continuity must exist in the production.
- The team is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- All text/graphics materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with the Copyright Law of the United States of America, Title 17, Circular 92 available on the web [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Refer to the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#).

Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.

**Topic**

Create a (3-5) minute video production on “Stop the Bullying, Start a Movement”.

**Teams who do not submit an entry that follows this topic will be disqualified.**

**Method of evaluation**

Judging Rubric

**Length of event**

No more than five (5) minutes for set-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels.

**Entries**

Each state is allowed two (2) entries

**Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

**Materials submitted at the time of presentation cannot be returned.**

## Video Production Team (53)

**RUBRIC**  
Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

Items to Evaluate					Points Earned
<b>Required Elements</b>					
Included more than one camera shot	Y/N	10			
Included at least one interview	Y/N	10			
Included one voice over	Y/N	10			
Included Ending Credits	Y/N	10			
<b>TOTAL (40 possible)</b>					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
<b>Content</b>					
Originality of content (at least 50% of video must be footage shot by the team)	1 – 5	6 – 10	11 – 15	16 - 20	
Developed and portrayed theme	1 – 5	6 – 10	11 – 15	16 - 20	
Effectiveness of production	1 – 5	6 – 10	11 – 15	16 - 20	
Production free of typos	1 – 5	6 – 10	11 – 15	16 - 20	
<b>TOTAL (80 possible)</b>					
<b>Quality</b>					
Focus	1 – 5	6 – 10	11 – 15	16 - 20	
Steadiness	1 – 5	6 – 10	11 – 15	16 - 20	
Color	1 – 5	6 – 10	11 – 15	16 - 20	
Audio	1 – 5	6 – 10	11 – 15	16 - 20	
<b>TOTAL (80 possible)</b>					
<b>Presentation</b>					
Ability to explain the development and design process	1 – 5	6 – 10	11 – 15	16 - 20	
Ability to explain the use and the development of innovative technology	1 – 5	6 – 10	11 – 15	16 - 20	
Ability to explain the use and development of media elements (graphics, video, audio, etc.)	1 – 5	6 – 10	11 – 15	16 - 20	
<b>TOTAL (60 possible)</b>					
<b>TOTAL PRESENTATION (260 points maximum)</b>					

### Specification Points Scoring Rubric/Rating Criteria

<b>PRESENTATION SPECIFICATION POINTS:</b> All points or none are awarded by the proctor per team, not per judge.	Points Earned
Equipment set up was in the allotted time (5) minutes	5
Entry Form/Statement of Originality and Specification Compliance, Release Form (s) , script, storyboard and DVD submitted at presentation	5
Presentation (including video) lasted no more than ten (10) minutes.	10
All registered team members participated in the presentation.	20
<b>TOTAL SPECIFICATION POINTS (40 possible)</b>	

**TOTAL MAXIMUM POINTS = 300**

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## Web Application Team (S) (54)

### Description

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.

### Eligibility

Any student may enter this event. A team will consist of 2-4 members. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging.

### Team must supply

- One (1) desktop/laptop computer/server: This computer will function as a server and should meet the minimum system requirements associated with the software that each team chooses.
- One (1) desktop/laptop computer (optional): This computer may be networked directly to the server for the purposes of demonstrating the application. They system must be fully functional with all peripherals and must accompany the desktop/laptop to the presentation site.
- The web server and database server software that powers the web application may be loaded on the same machine utilized to demonstrate the application. This enables the team to demonstrate their application using only one computer, reducing the amount of setup time needed and simplifies transportation of equipment. However, some Microsoft® server products cannot launch without an active network connection with which to bind.
- The team must bring all supporting devices (e.g., extension cords, power supply, etc.).
- Optional
  - Projector
  - Props

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### Competencies

- Demonstrate database development and structured query language (SQL) skills
- Demonstrate application security features
- Demonstrate knowledge of server side scripting and Internet concepts
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Apply database development skills in order to create the back-end of the web application
- Apply web design skills and standards in order to complete the front-end of the website
- Implement problem-solving techniques
- Describe the process, methodology, and life cycle of a web application

### Specifications:

- [The Team Entry Form/State of Originality and Specification Compliance](#), a written description of the application describing its business use and/or usefulness to the green initiatives (as a pdf file) and the source code (as a zipped root folder) must be submitted to the National Center at <http://www.bpa.org/contests/webapp> no later than 11:59 pm Eastern Time on March 26, 2012.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.

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- Multiple submissions cannot be accepted.
- Team must be registered for national-level competition prior to submission of materials. The chapter number must be included as indicated. Materials from non-registered teams and/or those missing the chapter number cannot be accepted.
- No changes can be made to the project after the date of submission.
- A copy of the [Team Entry Form/State of Originality and Specification Compliance](#) and [Release Form\(s\)](#) must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The web site must be available for viewing on the Internet on March 26, 2012. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the web site after this date. Technical judging of the web site will be conducted prior to the NLC.
- The team will administer and present their application at the NLC.
- The following information must be included in the web site: chapter name and number, team member names this information can be included in any format and location.
- The team members must create the conceptual model for the database identifying relationships between tables in the database. Each team will be expected to articulate the design of the database associated with the web application.
- Each team must create forms and associated considerations needed for the scenario.
- Teams may select the database, web server, and middleware solution they prefer. A careful review of the evaluative criteria presented in the competition guidelines will aid in the selection of development technologies. The source code that powers each team's web application will be scrutinized; therefore, it is imperative that team members are capable of answering questions regarding this aspect of the application.
- It is the policy of Business Professionals of America to comply with the Copyright Law of the United States of America, Title 17, Circular 92 available on the web [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Refer to the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- Application frameworks, such as Drupal, Joomla or DotNet Nukes, cannot be used, IDE's such as Microsoft® Visual Studio/ASP and Dreamweaver are acceptable. Packages that assist the developer to create components, menus, etc, such as JavaScript, JQuery and Ajax are acceptable and encouraged. However, downloading code to create a major component of a web application, such as a shopping cart in an e-commerce application is not permissible.
- Code must be original work of team.

### Topic

#### **Title: Get Moving to Make a Healthier Generation**

Teams will create a Web application that brings awareness Michelle Obama's "Let's Move, America's Move to Raise a Healthier Generation of Kids". Applications will be used to help students and the community, identify healthy living choices and activities.

Possible considerations for the application might include but not limited to:

- Locates kid friendly healthy restaurants
- Creates QR codes that provide nutritional information for food.
- Identifies nutrition information for products scanned by QR reader
- Locates activities in your community based on search criteria for type of exercise entered
- Keep track of exercise conducted and/or calories burned during the day

**Teams who submit an entry that does not follow this topic will be disqualified.**



**Method of evaluation**

Technical Judging Rubric  
Presentation Judging Rubric

**Length of event**

No more than five (5) minutes for team set-up  
No more than ten (10) minutes for presentation  
No more than five (5) minutes for judges' questions  
Finals may be included at state and national levels.

**Entries**

Each state is allowed two (2) entries

**Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

**\* *Competencies and topic generously provided by the CIW (Certified Internet Web Professional) program.***

## Web Application Team (54)

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
<b>TECHNICAL POINTS</b>					
<b>Page Design</b>					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Images and page file size have been optimized for performance	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Sufficient contrast between text and background color	1-5	6-10	11-15	16-20	
<b>(100 possible) TOTAL</b>					
<b>Customer Functionality</b>					
Navigational links consistent and working	1-5	6-10	11-15	16-20	
End-user instructed on the proper formatting for forms and given feedback upon submission	1-5	6-10	11-15	16-20	
Cross-browser & cross platform compatibility	1-5	6-10	11-15	16-20	
Ability to utilize a search feature	1-5	6-10	11-15	16-20	
<b>(80 possible) TOTAL</b>					
<b>Database Development</b>					
A relational database is employed ( <i>as opposed to flat file</i> )	1-5	6-10	11-15	16-20	
Conceptual model correctly implemented.	1-5	6-10	11-15	16-20	
Minimal data redundancy in tables	1-5	6-10	11-15	16-20	
Sensitive data encrypted in the database	1-5	6-10	11-15	16-20	
Database access is controlled through passwords, access control lists etc.	1-5	6-10	11-15	16-20	
Use of unique key concepts are employed	1-5	6-10	11-15	16-20	
<b>(120 possible) TOTAL</b>					
<b>Application Design</b>					
A System/Application diagram was created and employed	1-5	6-10	11-15	16-20	
Maintains state through sessions with and without cookies	1-5	6-10	11-15	16-20	
Encrypts highly sensitive user information	1-5	6-10	11-15	16-20	
Forms fields are validated before submission	1-5	6-10	11-15	16-20	
SQL queries and/or stored procedures are utilized	1-5	6-10	11-15	16-20	
Error capture routines are employed where needed	1-5	6-10	11-15	16-20	
<b>(120 possible) TOTAL</b>					

<b>TECHNICAL POINTS CONTINUED</b>					
<b>Administration</b>					
Appropriate Web-based reports are generated for the application	1-5	6-10	11-15	16-20	
Administrator has the ability to add, modify and delete data through a password protected Web interface	1-5	6-10	11-15	16-20	
Code is documented	1-5	6-10	11-15	16-20	
<b>(60 possible) TOTAL</b>					
<b>Application functions as indicated (it works)</b>					
Reports generate accurate results	1-5	6-10	11-15	16-20	
Search functions return accurate results	1-5	6-10	11-15	16-20	
Administration functions work as indicated (add, modify, delete)	1-5	6-10	11-15	16-20	
Security functions as it should	1-5	6-10	11-15	16-20	
<b>(80 possible) TOTAL</b>					
<b>TOTAL POINTS (560 points maximum)</b>					

## Web Application Team (54)

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

<b>PRESENTATION POINTS</b>					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Ability to demonstrate how the application works by manipulating data utilizing the web application/interface	1-5	6-10	11-15	16-20	
Ability to explain the structure of the data in the database	1-5	6-10	11-15	16-20	
Ability to explain the programmatic structures that manipulate the data	1-5	6-10	11-15	16-20	
Evidence showing each team member's role in the development of the site and their responses to interview questions	1-5	6-10	11-15	16-20	
Responses to interview questions	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage correct in presentation	1-5	6-10	11-15	16-20	
<b>(160 possible) TOTAL</b>					
<b>TOTAL PRESENTATION POINTS (160 points maximum)</b>					

<b>SPECIFICATION POINTS:</b> All points or none are awarded by the proctor per individual, not per judge.		<b>Points Earned</b>
Documentation, release form and DVD submitted at presentation	10	
Equipment set-up lasted no more than five (5) minutes	5	
Presentation (including video) lasted no more than ten (10) minutes.	5	
All registered team members participated in the presentation	20	
<b>TOTAL SPECIFICATION POINTS (40 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 760**

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## Web Site Design Team (55)

### Description

The team will work together to create a Website based on the topic provided.

### Eligibility

Any student may enter this team event. A team will consist of 2-4 members. Students participating in national level competition must be registered for the event prior to submission deadline for technical judging.

### Team must supply

- Team must supply one computer loaded with their Web site and hard copy printouts of the complete Website (excluding external link pages) for presentation to the judges.
- No Internet access will be provided on site at the NLC.
- Team must bring all supporting devices (e.g., extension cords, power supply, etc.).

### Optional

Projector  
Props

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### Competencies

- Apply technical skills in Website design
- Demonstrate knowledge of Internet concepts
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate knowledge of site, content, graphics, layout, browser capabilities and more
- Demonstrate awareness of requirements of target audience
- Demonstrate awareness of accessibility concerns
- Provide easy access to multiple major search sites
- Demonstrate knowledge of Navigational scheme
- Utilize graphics and multimedia
- Demonstrate skill sets in building site content
- Utilize standards-based, validated HTML
- Demonstrate and apply web scripting skills
- Demonstrate leadership and teamwork skills
- Demonstrate personal integrity and apply ethical concepts
- Demonstrate the ability to conform to copyright laws
- Demonstrate problem solving skills
- Demonstrate knowledge of page layout

### Specifications

- The web site URL must be submitted to the National Center at <http://www.bpa.org/contests/webdesign> no later than 11:59 pm Eastern Time on March 26, 2012.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to an incorrect e-mail address for submission or technical difficulties.
- Multiple submissions cannot be accepted.
- No changes can be made to the project after the date of submission.

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- A copy of the [Team Entry Form/State of Originality and Specification Compliance](#) and [Release Form](#)(s) must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The team is responsible for securing a [Release](#) Form from any individual whose name, photograph, and/or other information is included on the Web site.
- Topic and theme must remain the same as the team progresses through regional, state and national competition.
- The web site must be available for viewing on the Internet on March 26, 2012. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the website after this date. Technical judging of the website will be conducted prior to the NLC.
- The team will administer and present their application at the NLC.
- The following information must be included on the site: name of chapter, team member names, theme, school, city, state, and year. This information can be included in any format and location.
- Attention must be given to cross browser capabilities.
- Attention must be given to monitor capabilities, such as resolution.
- All written material must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).)
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- Team members will specifically identify their roles in the development of the Web site and be prepared to address questions pertaining to those roles (i.e., page layout, navigational scheme, graphics, media, compatibility, and content).
- Previously submitted Web sites used in BPA competition may not be submitted.

**Topic:** Get Your Community Moving

Michelle Obama began an initiative called "Let's Move, America's Move to Raise a Healthier Generation of Kids". Your task is to create an information web site that promotes the campaign in your school and community to get people involved.

Possible content may include:

- Facts about the current health issues facing kids
- Actions to promote healthy living
- Resources to nutrition and exercise information
- Local activities that promote exercise and healthy living

**Teams who do not submit an entry that follows the topic above will be disqualified.**

**Method of evaluation**

Technical Judging Rubric

Presentation Judging Rubric

**Length of event**

No more than five (5) minutes set-up in presentation room

No more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels.

**Entries**

Each state is allowed two (2) entries

**Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

*Competencies and topic generously provided by the CIW (Certified Internet Web Professional) program.*

## Web Site Design Team (55)

### Technical Judges' Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average	Average	Good	Excellent
<b>Page Layout</b> <ul style="list-style-type: none"> <li>• Visual organization is easily understood</li> <li>• Aesthetic use of colors and fonts</li> <li>• Consistent format page to page</li> </ul>	1-18	19-36	37-56	55-75
<b>Navigational Theme</b> <ul style="list-style-type: none"> <li>• Links present and working</li> <li>• Links show consistent formatting</li> <li>• Navigational path is clear and logical</li> </ul>	1-15	16-30	31-45	46-60
<b>Graphic Media Use</b> <ul style="list-style-type: none"> <li>• Enhances Topic</li> <li>• Creativity through graphic design</li> <li>• Originality of graphics</li> <li>• Effective use of innovative technology</li> </ul>	1-28	29-48	49-75	76-100
<b>Content</b> <ul style="list-style-type: none"> <li>• Well-developed</li> <li>• Portray the topic</li> <li>• Effectiveness of site</li> </ul>	1-18	19-36	37-56	55-75
<b>Technical</b> <ul style="list-style-type: none"> <li>• Cross-Browser Compatibility</li> <li>• Markup is well organized and meets validation</li> </ul>	1-6	7-14	15-22	23-30
<b>Grammar, Spelling, Punctuation, and Usage</b>	0 (3+ errors)	12 (2 errors)	19 (1 error)	25 (0 errors)
<b>TOTAL TECHNICAL POINTS (365 maximum)</b>				



## Web Site Design Team (55)

### Presentation Judges' Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average	Average	Good	Excellent
Ability to explain development/design process	1-6	7-12	13-18	19-25
Ability to explain their use and the development of innovative technology	1-6	7-12	13-18	19-25
Ability to explain their use and development of media elements (graphics, video, audio, etc.)	1-6	7-12	13-18	19-25
Evidence showing each team member's role in the development of the site and their responses to interview questions	1-6	7-12	13-18	19-25
<b>TOTAL PRESENTATION POINTS (100 maximum)</b>				

### Specification Scoring Rubric/Rating Criteria

<b>All points or none are awarded by the proctor per team, not per judge.</b>	
Equipment set-up lasted no more than five (5) minutes	5
Presentation lasted no more than ten (10) minutes	10
Appropriate equipment and documentation for the interview	5
All registered team members must participate in the presentation.	20
<b>TOTAL PRESENTATION SPECIFICATION POINTS (40 maximum )</b>	

**TOTAL MAXIMUMPOINTS = 505**

## **Information Technology Concepts–Open Event (56)**

### **Description**

Demonstrate general knowledge of the information technology industry.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

<p><b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.</b></p>
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### **Competencies**

- Demonstrate knowledge of information technology concepts
- Demonstrate knowledge of programming language evolution
- Describe the history and evolution of computers
- Apply skills in programming language evolution
- Identify hardware and software basics
- Demonstrate understanding of graphics concepts
- Identify components and concepts related to printers
- Demonstrate understanding of operating systems
- Demonstrate understanding of security, law, and ethics
- Describe ergonomics and environmental concerns
- Demonstrate basic understanding of network concepts

### **Method of evaluation**

Objective Test

### **Entries**

Unlimited

## **Broadcast News Production Team (57)**

### **Description**

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.

### **Eligibility**

Any student may enter this team event. A team will consist of 2-4 members.

### **Team must supply**

- Visual display technology in the form of (but not limited to) a desktop/laptop with internal or external speakers, projector, TV or DVD player
- Video projector (optional)
- Props (optional)
- Electrical power will be provided. Carry-in and setup of equipment must be done solely by the team and must take place within the time allotted for orientation/warm-up.
- Team must bring all supporting devices (e.g., extension cords, power supply, etc).

**Business Professionals of America assumes no responsibility for hardware/software provided by the team. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Apply knowledge of software, equipment, and skills related to broadcast production.
- Develop a script for a news broadcast within the specified time limits.
- Demonstrate scripting techniques to present a clear story.
- Perform nonlinear editing techniques utilizing various editing tools.
- Demonstrate knowledge of introductions, segue, and outros.
- Demonstrate proper use of titles, lower thirds, and visual effects.
- Apply basic camera techniques.
- Utilize research skills.
- Demonstrate knowledge of lighting techniques.
- Demonstrate knowledge of copyright laws.
- Demonstrate teamwork skills needed to function in a broadcasting environment.

### **Specifications**

- The team will develop a 3-5 minute broadcast news production consisting of
  - Broadcast Intro
  - Two (2) well developed news stories (the news stories may be on the local, state, national or even international level)
  - Students must research actual events
  - Fictional news stories are not permitted
  - A segue [seg-way] to transition between the two topics
  - An outro music with credits.
- The team will also develop a 15-20 second promo with sound bite about the upcoming news stories.
- The team has the option of being the talent themselves or having other students participate in the process. Professional or non-student talent is not permitted.
- A copy of the DVD bearing the production, [Team Entry Form/State of Originality and Specification Compliance](#) and [Release Form](#)(s) must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition. The DVD must run on both Windows and Mac platforms as well as a standard DVD player.

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- The team may utilize audio, text, video, graphics, and animation.
- Continuity must exist in the news production.

**Method of evaluation**

Judging Rubric

**Length of event**

No more than five (5) minutes for set-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels.

**Entries**

Each state is allowed two (2) entries

**Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

**Materials submitted at the time of presentation cannot be returned.**

## Broadcast News Production Team (57)

RUBRIC  
Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

Items to Evaluate					Points Earned
<b>Required Elements</b>	Circle One				
Includes 2 news stories	Y / N		10		
Includes an introduction	Y / N		10		
Includes a segue [seg-way] between the news stories	Y / N		10		
Includes outro (music) with credits	Y / N		10		
15-20 second promo with sound bite	Y / N		10		
<b>TOTAL (50 possible)</b>					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
<b>Content</b>					
Originality of content	1 - 5	6 - 10	11 - 15	16 - 20	
Developed storyline	1 - 5	6 - 10	11 - 15	16 - 20	
Segue [seg-way] was used appropriately	1 - 5	6 - 10	11 - 15	16 - 20	
Effectiveness of production	1 - 5	6 - 10	11 - 15	16 - 20	
<b>TOTAL (80 possible)</b>					
<b>Quality</b>					
Videos were in focus	1 - 5	6 - 10	11 - 15	16 - 20	
Steadiness of camera/s	1 - 5	6 - 10	11 - 15	16 - 20	
Color quality	1 - 5	6 - 10	11 - 15	16 - 20	
Audio quality	1 - 5	6 - 10	11 - 15	16 - 20	
<b>TOTAL (80 possible)</b>					
<b>Presentation</b>					
Ability to explain the development and design process	1 - 5	6 - 10	11 - 15	16 - 20	
Ability to explain the use and the development of innovative technology	1 - 5	6 - 10	11 - 15	16 - 20	
Ability to explain the use and development of media elements (graphics, video, audio, etc.)	1 - 5	6 - 10	11 - 15	16 - 20	
<b>TOTAL (60 possible)</b>					
<b>PRESENTATION (270 points maximum)</b>					

**Specification Points Rubric/Rating Criteria**

PRESENTATION SPECIFICATION POINTS: All points or none are awarded by the proctor per team, not per judge.		Points Earned
Documentation, release form and DVD submitted at presentation	10	
Presentation (including video) lasted no more than ten (10) minutes.	10	
All registered team members participated in the presentation	20	
<b>SPECIFICATION POINTS (40 points maximum)</b>		

**TOTAL MAXIMUMPOINTS = 310**

## **Computer Modeling (58) (PILOT)**

### **Description**

Given a scenario or prompt, 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. For example – a new Pixar© type character made of metal (refer to background information supplied about character); an opening scene to support a new sci-fi movie; an office chair designed for the year 2050; an environment for a Mars colony in the year 2075, etc.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Visual display technology in the form of, but not limited to, a desktop/laptop with internal or external speakers, projector, TV and DVD player
- Video projector (optional)
- Props (optional)
- Carry-in and setup of equipment must be done solely by the team and must take place within the time allotted for orientation/warm up.
- Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

**Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Develop a profile for a given character, environment, or non-organic object within the specified parameters.
- Demonstrate development of model through research, concept art, and prototypes.
- Demonstrate application of finishes and lighting, and texturing techniques.
- Make formal geometric constructions with a variety of tools and methods.
- Use geometric shapes, their measures, and their properties to describe objects (e.g., modeling a tree trunk or a human torso as a cylinder).
- Apply geometric methods to solve design problems.
- Apply knowledge of software, equipment, and skills related to 2D or 3D art generation.
- Utilize research skills; Research to build and present knowledge.
- Demonstrate artistic techniques to support a clear scenario, or prompt.
- Demonstrate knowledge of copyright laws.
- Demonstrate professional presentation skills.
- Demonstrate work skills needed to function as a 2D/3D Artist.

## Specifications

- The individual will research the topic, including reference information provided in prompts, the time era, trends to support design, etc., and from that information will develop a profile to be submitted along with assets to be generated. The profile should not exceed one (1) page, and should provide the artist's vision for the project, and the rationale for the submission.
- The individual will use digital tools, i.e., cameras, writing tablets, etc., for researching, planning, development and/or revision of content for model(s).
- The individual will develop the concept design(s) for the submission.
- The individual will develop prototypes to support the concept design.
- The individual will produce or acquire graphics for 2D and/or 3D Models.
- The individual will develop a final model and/or scene, including the application of color, textures, lighting, etc.
- Graphics developed should accurately depict and/or increase dramatic or entertainment value of scenario or prompt given.
- The final submissions, including all concept art, prototypes, the profile, and shots of the final model should be organized, labeled and submitted in a digital format, and submitted on DVD for review.
- Two copies of the [Individual Entry Form/Statement of Originality and Specifications Compliance, Release Form\(s\)](#) two copies of any concept art/prototypes, and a DVD bearing the production at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Must be viewable on both Windows and Mac platforms.
- The individual may utilize hand-drawings and sketches, computer drawings, text, graphics and/or illustration applications, and 2D and/or 3D modeling applications. (Note: hand-drawings and sketches should be scanned to attain a digital format.)
- All text/graphics materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name, if used. (Refer to the Graphic Standards in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#).
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**



**Topic**

Model a mascot to represent BPA for the year 2050.

**Contestants who do not submit an entry that follows this topic will be disqualified**

**Method of evaluation**

Judging Rubric

**Length of event**

No more than five (5) minutes for setup/wrap-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

**Entries**

Each state is allowed two (3) entries

**Those students who wish to receive judges' comments must submit a self-addressed, stamped envelope to the administrator at the time of competition.**

**Materials submitted for Technical judging cannot be returned.**

<b>Computer Modeling</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Earned</b>
<b>TECHNICAL POINTS</b>					
<b>Complexity/Craftsmanship</b>					
Profile (not to exceed 1 page) ○ Developed from research following prompt ○ Goals and artistic vision developed for scene/model ○ Provides rationale for submission ○ Portrays personality, era, appropriate details	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage ○ Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Concept Art developed to support prototype	1-5	6-10	11-15	16-20	
Prototypes developed	1-5	6-10	11-15	16-20	
Innovative use of technology, advanced techniques	1-5	6-10	11-15	16-20	
Model/Scene is realistic and/or supports goals ○ Model/Scene completed according to established goals for project	1-5	6-10	11-15	16-20	
Materials, Lighting, and Finishes support project plan with consistency	1-5	6-10	11-15	16-20	
Final model shown at a variety of angles/views.	1-5	6-10	11-15	16-20	
Accuracy and/or attention to detail was evident	1-5	6-10	11-15	16-20	
Graphics developed are original and depict and/or increase dramatic or entertainment value of scenario or prompt given.	1-5	6-10	11-15	16-20	
<b>(200 possible) TOTAL</b>					
<b>PRESENTATION POINTS</b>					
<b>Composition</b>					
Execution of Plan ○ Depth of research ○ Goals/Concept art/Prototypes developed and shared	1-5	6-10	11-15	16-20	
Artistic Layout/Design Principles ○ Aesthetic consistent use of colors, textures, lighting, and finishes	1-5	6-10	11-15	16-20	
<b>(40 possible) TOTAL</b>					
<b>Creativity</b>					
Work is original ○ Fresh ideas, innovative, unique	1-5	6-10	11-15	16-20	
Model/Scene effectively fulfills project goals	1-5	6-10	11-15	16-20	
WOW factor! Model/Scene exceeds expectations	1-5	6-10	11-15	16-20	
Model/Scene is Visually Appealing, has Personality, Matches Profile, and fits prompts/scenario	1-5	6-10	11-15	16-20	
Consistent, Aesthetic use of colors	1-5	6-10	11-15	16-20	
<b>(100 possible) TOTAL</b>					
<b>Presentation</b>					
Ability to explain the development and design process	1-5	6-10	11-15	16-20	
Ability to explain the development and design process	1-5	6-10	11-15	16-20	
Ability to explain the use of innovative technology	1-5	6-10	11-15	16-20	
Ability to explain use and development of media elements	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
<b>(100 possible) TOTAL</b>					
<b>(440 possible) TOTAL</b>					

### **Specification Scoring Rubric/Rating Criteria**

Business Professionals of America Workplace Skills Assessment Program  
**Material contained in this publication may be reproduced for member and/or event use only.**

<b>SPECIFICATION POINTS: All points or none are awarded by the proctor per individual, not per judge.</b>		<b>Points Earned</b>
Setup lasted no more than ten (10) minutes	10	
Documentation, release form and DVD submitted at presentation	10	
Presentation lasted no more than ten (10) minutes.	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

# MANAGEMENT/ MARKETING/HUMAN RESOURCES EVENTS

- [\(60\) Global Marketing Team Judged](#)
- [\(61\) Entrepreneurship Judged](#)
- [\(62\) Small Business Management Team Judged](#)
- [\(63\) Graphic Design Promotion Judged](#)
- [\(64\) Interview Skills Judged](#)
- [\(65\) Advanced Interview Skills Judged](#)
- [\(66\) Extemporaneous Speech Judged](#)
- [\(67\) Human Resource Management Judged](#)
- [\(68\) Prepared Speech Judged](#)
- [\(69\) Presentation Management—Individual Judged](#)
- [\(70\) Presentation Management—Team Judged](#)
- [\(71\) Parliamentary Procedure Team \(S\) Judged](#)
- [\(72\) Management/Marketing/Human Resources Concepts—Open Event](#)
- [\(73\) Parliamentary Procedure Concepts—Open Event](#)
- [\(74\) Business Meeting Management--Open Event](#)

## **Global Marketing Team (60)**

### **Description**

Develop a plan that details pricing strategies and promotional plans for a business.

The completed plan should include, but is not limited to, the following:

- Title Page and Table of Contents
- Synopsis or mini-plan
- Company goals
- Description of customers and their needs
- Description of pricing strategy
- Competition
- Marketing mix
- Economic, social, legal, and technological trends
- Human resource requirements
- Marketing timeline
- Methods of measuring success
- Supporting documentation (research, charts, brochures, etc.)
- A signed Statement of Originality by the team members and advisor certifying that the plan is an original composition.

### **Eligibility**

Any student may enter this event. A team will consist of 2-4 members. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging.

### **Team must supply**

- Team may use computer, projection equipment, product props (product samples and promotional items), prepared posters, flip charts, easels or graphs in presentation.
- Carry-in and set-up of equipment must be done solely by the teams and take place within the time allotted for orientation/ warm-up.
- Team must bring all supporting devices (e.g., extension cords, power supply, etc.).

**Business Professionals of America assumes no responsibility for hardware/software provided by the team. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate knowledge and understanding of management and international business concepts
- Communicate research in a clear and concise manner both orally and in writing
- Demonstrate teamwork skills needed to function in a global marketing environment
- Demonstrate successful price selection methods
- Demonstrate effective persuasive and informative communication and presentation skills
- Develop a written marketing plan
- Identify customer base including consumer and organizational markets
- Identify customer relations or markets
- Illustrate fundamentals of consumer behavior in different cultures
- Explore and expand customer base including demographics
- Develop promotional mix
- Demonstrate successful price selection methods, including the reasoning and method(s) used in determining the price
- Identify and utilize internal and external resources

### **Specifications**

- The team will develop a marketing plan and demonstrate oral communication skills.
- The marketing plan must not exceed ten (10) pages single-sided (excluding the title page, table of contents, supporting documentation and signed Statement of Originality) The marketing plan must follow the Marketing Plan format in the [Style and Reference Manual](#).
- Any marketing plan submitted beyond the maximum number of pages will be disqualified.

- The completed plan must be submitted to the National Center at <http://www.bpa.org/contests/globalmarketing> no later than 11:59 pm Eastern Time on March 26, 2012.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Teams must be registered for national-level competition prior to submission of materials. The chapter number must be included as indicated. Materials from non-registered teams and/or those missing a chapter number cannot be accepted.
- No changes can be made to the project after the date of submission.
- An additional copy of the plan and a [Team Entry Form/Statement of Originality and Specification Compliance](#) must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Teams will present before a panel of judges and a timekeeper. No audience will be allowed.
- The team will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- The length of the presentation will be no more than ten (10) minutes.
- Presentation will be **stopped** at ten (10) minutes.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

### Topic

Students-On-The Go is a for-profit student exchange program that places students from other counties in the homes of American students for an 11-month period each school year and places American students abroad as well. The cost of the program is paid by the students and their families. Currently only students from Europe and the United States are eligible. Because of their success, Students-On-The Go would like to expand to increase volumes and profits.

Your firm has been hired to provide a marketing plan for the expansion in the domestic market (United States) and a vision for future global expansion in one country of your choice. Be prepared to justify the country you have chosen from a marketing standpoint.

Use the marketing plan format in the [Style & Reference Manual](#) and the rubric as your guide.

**Teams who do not submit an entry that follows this topic will be disqualified.**

**Any marketing plan submitted beyond the maximum number of pages will be disqualified.**

### Method of evaluation

Technical Judging Rubric

Presentation Judging Rubric

### Length of event

No more than ten (10) minutes set-up

No more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels

**Equipment Provided**

Projection surface at national competition only.

**Entries**

Each state is allowed two (2) entries

**Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

**Materials submitted for Technical judging cannot be returned.**

## Global Marketing Team (60)

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

### Technical Judges' Scoring Rubric/Rating Criteria

<b>Evaluation of written marketing plan</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
Synopsis or mini-plan for business	1-5	6-10	11-15	16-20	
Company goals	1-5	6-10	11-15	16-20	
Description of customer needs	1-5	6-10	11-15	16-20	
Description of pricing strategy	1-5	6-10	11-15	16-20	
Competition	1-5	6-10	11-15	16-20	
Marketing mix	1-5	6-10	11-15	16-20	
Economic, social, legal, technological trends	1-5	6-10	11-15	16-20	
Human resources requirements	1-5	6-10	11-15	16-20	
Marketing timeline	1-5	6-10	11-15	16-20	
Methods of measuring success	1-5	6-10	11-15	16-20	
Overall appearance, conciseness, and completeness	1-5	6-10	11-15	16-20	
<b>TOTAL MARKETING PLAN POINTS (220 maximum)</b>					



## Global Marketing Team (60)

RUBRIC

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

### Presentation Judges' Scoring Rubric/Rating Criteria

Evaluation of oral presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Contribution by all team members	1-5	6-10	11-15	16-20	
Quality of problem solution	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
Supporting documentation	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (140 points maximum)</b>					

**PRESENTATION WILL BE STOPPED AT FIVE MINUTES!!!**

### Specification Points Scoring Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded per team, not per judge		Points Earned
Presented plan and supporting documentation along with the signed Statement of Originality at presentation check-in.	20	
All registered team members are in attendance for entire event	20	
Plan uses the correct format for Title Page, Table of Contents and Marketing Plan according to the Style & Reference Manual	20	
<b>TOTAL SPECIFICATION POINTS (60 points maximum)</b>		

**TOTAL MAXIMUMPOINTS = 420**

# **Entrepreneurship (61)**

## **Description**

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.

## **Eligibility**

Any student may enter this event. If a student repeats this event, he/she may **not** submit any previously used business plan. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging.

## **Contestant must supply**

- Contestant may use a computer, projection equipment, product props (product samples and promotional items), prepared posters, flip charts, easel or graphs in their presentation.
- Carry-in and set-up of equipment must be done solely by the contestants and take place within the allotted time.
- Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.).

**Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

## **Competencies**

- Demonstrate knowledge and understanding of entrepreneurship
- Communicate research in a clear and concise manner both orally and in writing
- Demonstrate effective persuasive and informative communication and presentation skills
- Identify and utilize internal and external resources
- Develop a written business plan for a start-up business
- Identify customer base including consumer and organizational markets and demographics
- Identify customer relations or markets
- Demonstrate successful price selection including the reasoning and methods used in determining the price

**Secondary** competitors will provide the reasoning and justification for the loan amount being requested to establish their business

**Post-Secondary** competitors will present, in addition to the above, an analysis of the necessary financial data required to establish their business

## **Specifications**

- The contestant will develop a business plan and demonstrate oral communication skills.
- The contestant will develop a business plan for a **start-up** business in his/her community or local area.
- Entries outlining the purchase of a franchise or existing business do not satisfy the topic and are subject to disqualification.
- The business plan must not exceed fifteen (15) pages, single-sided (excluding the title page, table of contents, supporting documentation) and must follow the Business Plan format in the [Style & Reference Manual](#).
- **Any business plan submitted beyond the maximum number of pages will be disqualified.**

The completed plan must include but is not limited to the following:

- Objectives of the business
- Proposed business strategies
- Title Page and Table of Contents\*
- Executive Summary
- Description of proposed business
- Product(s) and/or service(s) to be provided
- Management and ownership of the business
- Marketing analysis

- **(Secondary only)** Requested loan amount including reasoning and justification
- **(Post Secondary only)** Financial analysis (include requested loan amount, income statement, balance sheet, cash flow statement, and other analyses)
- Supporting documents (research, charts, brochures, résumés, etc.)\*
- An [Individual Entry Form/Statement of Originality and Specifications Compliance](#) signed by the contestant and advisor
- The completed plan **only** as listed above must be submitted to the National Center at <http://www.bpa.org/contests/entrepreneurship> no later than 11:59 pm Eastern Time on March 26, 2012.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- The limit for file size is five (5) MB.
- Contestants must be registered for national-level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants and/or those missing contestant number cannot be accepted.
- No changes can be made to the project after the date of submission.
- An additional copy of the plan and the Individual [Entry Form/Statement of Originality and Specifications Compliance](#) must be provided at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Contestant will present before a panel of judges and timekeeper. No audience will be allowed.
- The length of set-up will be no more than five (5) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time
- Set-up will be **stopped** at five (5) minutes to begin the presentation.
- The length of the presentation will be no more than ten (10) minutes and followed by judges' questions.
- Presentation will be **stopped** at ten (10) minutes.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

#### **Method of evaluation**

Technical Judging Rubric

Presentation Judging Rubric

#### **Length of event**

No more than five (5) minutes set-up

No more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels

#### **Equipment Provided**

Projection surface at national competition only

#### **Entries**

Each state is allowed three (3) entries

**Contestants in all judged events who wish to receive scoring sheets and judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

**Materials submitted for Technical judging cannot be returned.**

## Entrepreneurship (61)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Technical Judges' Scoring Rubric/Rating Criteria

Written Business Plan Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Executive summary for business	1-5	6-10	11-15	16-20	
Description of business	1-5	6-10	11-15	16-20	
Vision (objectives) of business	1-5	6-10	11-15	16-20	
Proposed business strategies	1-5	6-10	11-15	16-20	
Product(s) and/or service(s) description	1-5	6-10	11-15	16-20	
Management structure (ownership of business)	1-5	6-10	11-15	16-20	
Market analysis	1-5	6-10	11-15	16-20	
Financial Analysis <i>(S only)</i> Requested loan amount <i>(PS only)</i> Include requested loan amount, income statement, balance sheet, cash flow statement, and other analyses	1-5	6-10	11-15	16-20	
Overall appearance, conciseness and completeness	1-5	6-10	11-15	16-20	
<b>TOTAL BUSINESS PLAN POINTS (180 maximum)</b>					

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

**Presentation Judges' Scoring Rubric/Rating Criteria**

<b>Oral Presentation Evaluation</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Supporting Documentation	1-5	6-10	11-15	16-20	
Answers to Judges' questions	1-5	6-10	11-15	16-20	
<b>TOTAL POINTS (100 points maximum)</b>					

**PRESENTATION WILL BE STOPPED AT FIVE MINUTES!!!**

**Specification Points Scoring Rubric/Rating Criteria**

<b>SPECIFICATION POINTS: All points or none are awarded by the proctor per contestant, not per judge.</b>		<b>Points Awarded</b>
Presented one copy of plan with supporting documents at presentation check-in.	15	
Plan uses the correct format for Title Page, Table of Contents and Business Plan according to Style & Reference Manual	20	
Presented keyed and signed Statement of Originality at presentation check-in	10	
<b>TOTAL SPECIFICATION POINTS (45 points maximum)</b>		

**TOTAL MAXIMUMPOINTS = 325**

## **Small Business Management Team (62)**

### **Description**

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.

### **Eligibility**

Any student may enter this event. A team will consist of 2-4 members.

### **Team must supply**

- Sharpened no. 2 pencils, pen
- Computer (optional)
- Projection equipment (optional)
- Product props (samples and promotional items) (optional)
- Prepared posters (optional)
- Graphs (optional)
- Easel (optional)
- Poster board and/or flipcharts and markers (optional)

**Business Professionals of America assumes no responsibility for hardware/software provided by the team. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies:**

- Analyze needs, prioritize and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate self-esteem, self- and team-management, and integrity
- Demonstrate a working knowledge of business management concepts
- Apply critical thinking skills to make decisions and solve problems
- Demonstrate a working knowledge of entrepreneurial concepts
- Identify key issues
- Document assumptions as a foundation for recommendations
- Evaluate, prioritize, interpret, and communicate analysis of data
- Allocate time, money, materials, space, and staff
- Analyze short and long term financial impacts of recommendations
- Negotiate business solutions
- Develop and implement an action plan
- Perform a SWOT analysis
- Apply problem solving techniques
- Organize ideas and communicate orally in group presentation
- Apply understanding of managing equipment needs, merchandising, business ethics, personal image, market research, advertising, bankruptcy, legal issues, financial issues, expansion, international business, environmental issues, economic issues, and customer relations

### **Specifications:**

- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#).
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- Team will present before a panel of judges and timekeeper. No audience will be allowed.

- [A Team Entry Form/Statement of Originality and Specification Compliance](#) must be presented at the NLC at both the Preliminary and Final presentation.
- All team members must participate.
- The presentation must not indicate names, chapter, location, city, state, etc.

## Topic

### Initial Case Study Topic

Three mid-level managers have recently been laid off from their positions at a major high-end retailer, due to downsizing. They have decided to branch out on their own and open a small fashion accessories boutique for men and women called *About You!* They wish to develop their business in Chicago, IL.

They are not sure what products to offer in their boutique and are asking your consulting firm to develop a product line for the store opening and products to include for future expansion.

The mid-level managers have set up an appointment to meet with the Small Business Administration (SBA) to seek assistance and financing in opening this business venture. Each mid-level manager has \$50,000 in severance monies and savings they plan to use. The former managers will need to request a loan from the SBA to move forward with their business.

For their meeting with the SBA, they were asked to develop the following ideas/items:

- Anticipated Budget
- Anticipated Needs—Employees, Equipment, Supplies, etc.
- Anticipated Revenue and Costs
- Promotional Mix
- Need for Business of This Type
- Identity of Target Market
- Determine the Loan Amount to Request from the SBA

As a team of consultants, your job is to provide the entrepreneurs the needed information assisting them during their presentation to the SBA. Use your creativity and expertise to provide as much information and guidance as possible:

- Where will the business be located?
- What type of competition will they encounter?
- Research current retail trends in their market.
- Analyze the shopping patterns of their target market.
- Recommend strategies for online sales.
- Develop an anticipated budget for the first year, including such things as salaries, rent, supplies, advertising, etc.
- What are some of the ways *About You* can grow its business in the next year? In the next five years?
- What are your recommendations for items to include making *About You* a unique and special men's and women's boutique?
- What can these entrepreneurs do to convince the SBA to assist their business venture by providing a loan?

**A team will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

**Teams who do not submit an entry that follows this topic will be disqualified**

## Method of evaluation

Judging Rubric

### **Length of event**

- No more than five (5) minutes orientation
- No more than thirty (30) minutes preparation time for state and national levels
- No more than five (5) minutes set-up in presentation room
- No more than ten (10) minutes presentation time
- No more than ten (10) minutes judges' questions
- Finals may be required at state and national levels

### **Equipment/supplies provided**

- Case problem
- Projection surface at national competition.

### **Preparation Room**

If desired, team may bring one (1) laptop/notebook computer, portable printer, projection equipment, software, and paper (must bring all or none) for use in the preparation room. Electrical power will be provided. Carry-in and set-up of equipment must be done solely by the team and must take place within the time allowed for orientation/warm-up.

### **Contest Presentation**

Team may use **one** laptop/notebook computer, projection equipment, posters, flip charts, or graphs for presentation. Those who want to use computer/projection equipment for presentation **must** provide their own equipment. No computers will be provided in the presentation room. Carry-in and set-up of equipment must be done solely by the team and take place within the time allotted.

### **Entries**

- Each state is allowed two (2) entries

**Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**



## Small Business Management Team (62)

Judge Number \_\_\_\_\_

Team Number \_\_\_\_\_

### Judges' Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation <i>Opening and summary</i>	1-5	6-10	11-15	16-20	
Organization of content <i>(Presentation flowed in a logical sequence)</i>	1-5	6-10	11-15	16-20	
Demonstrated knowledge of managerial and entrepreneurial concepts	1-5	6-10	11-15	16-20	
Implementation of plan	1-5	6-10	11-15	16-20	
Solution to problem	1-5	6-10	11-15	16-20	
Team addressed additional information that was given on site	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (140 points maximum)</b>					

**Presentation will be stopped at 10 minutes.**

### Specification Points Rubric/Rating Criteria

Specification Points: All points or none are awarded per team, not per judge.	Points Awarded
Team Entry Form/Statement of Originality and Specification Compliance provided	15
All registered team members in attendance for entire event	15
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>	

**TOTAL MAXIMUM POINTS = 170**

## **Graphic Design Promotion (63)**

### **Description**

Develop a theme, illustrate the theme in a logo design, then utilize the logo in a promotional flyer.

The output of this competition is to be produced as the basis for NLC advertising and logo for 2013.

**You may not use any words, diagrams, clipart and/or artwork that are not public domain. Copyrighted materials, other than the Business Professionals of America logo, name, and tagline, may not be used—even with written permission.**

### **Eligibility**

Any student may enter this event. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging.

### **Contestant must supply**

- Two (2) plastic sheet protectors (8½" x 11") each containing three documents—one flyer, one student-generated logo, and one Individual [Entry Form/Statement of Originality and Specifications Compliance](#)
- Additional copies of flyer, logo and forms for finals judges.

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate knowledge of graphic design and rules for layout
- Demonstrate effective use of color, lines, text, graphics, shapes, etc.
- Demonstrate the ability to present ideas to prospective customers illustrating reasoning and logic for the theme
- Use principles of design, layout, and typography in graphic design
- Generate a promotional flyer for marketing purposes
- Use appropriate artwork and design techniques to effectively illustrate a theme
- Apply technical skills to manipulate graphics, artwork, and image

### **Specifications**

- Contestant may select any theme that promotes the Business Professionals of America National Leadership Conference in Orlando, Florida, May 8-12, 2013.
- Theme needs to be 25 characters or less including spaces.
- Dimensions of flyer must be 8½" x 11"
- Dimensions of the student-generated logo must not exceed 4" x 4". Student-generated logo must be presented on a separate 8½" x 11" paper.
- Product should be printed on white non-glossy paper and in the intended color scheme.
- Two (2) originals, flyer and student-generated logo, shall be produced at the home/school. The graphics must not be professionally or commercially produced.
- The flyer, logo and entry information must be submitted to the National Center at <http://www.bpa.org/contests/gdp> no later than 11:59 pm on March 26, 2012.
- Confirmation of receipt will be provided when information is submitted.
- No fax or mailed copies will be accepted.
- Contestants must be registered for national-level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants and/or those missing contestant number cannot be accepted.
- No changes can be made to the project after the date of submission.

- An additional copy of the flyer and student-generated logo, along with one copy of the Individual [Entry Form/Statement of Originality and Specifications Compliance](#) **must** be presented for judges' reference at the time of the presentation for both Preliminary and Final competition.
- Students may also bring one additional 8½" x 11" flyer and one additional logo for use during the presentation at both Preliminary and Final competitions. No computers, projection systems or other props may be used during the presentation.
- The contestant will give a presentation on how the graphic was developed and produced. A question and answer session will follow.
- The flyers, logos and forms cannot be returned.
- The length of the presentation will be no more than seven (7) minutes. The presentation will be **stopped** at seven (7) minutes and will be followed by judges' questions.
- All graphics must be computer generated. Only public domain and contestant-prepared graphics may be used in the design. Originality and effectiveness will be given greater consideration. No copyright items may be used, even with written permission.
- Business Professionals of America logo, name, and tagline must appear on the flyer. National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All written materials must follow the organization's Graphic Standards and make proper use of the BPA logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).)
- Contestant's name may not appear anywhere on output.
- No registered trademarks or names may be used. It is the policy of Business Professionals of America to comply with state and federal copyright laws. Although a work may be freely accessible on the Internet and contain no statement of copyright, copyright law provides that such works are protected. Contestants must assume that works are protected by copyright until they learn otherwise. **The contestant will be DISQUALIFIED for copyright violations.**
- The top three places in the Middle Level, Secondary and Post- secondary national competition will be submitted to the selection committee for consideration to be used as the theme for the following membership year.

### Topic

Develop a flyer and logo promoting the Business Professionals of America National Leadership Conference in Orlando, FL, May 8-12, 2013.

### Method of evaluation

Technical Judging Rubric  
Presentation Judging Rubric

### Length of event

No more than seven (7) minutes of oral presentation  
No more than three (3) minutes for judges' questions

### Entries

Each state is allowed three (3) entries

**Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

**Materials submitted for Graphic Design Promotion will not be returned.**

## Graphic Design Promotion (63)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Technical Judges' Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Design shows imagination, creativity, and originality	1-5	6-10	11-15	16-20	
Student-generated logo shows imagination, creativity and originality	1-5	6-10	11-15	16-20	
Appropriate use of grammar, spelling and punctuation	1-5	6-10	11-15	16-20	
Design gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Generated theme promotes NLC	1-5	6-10	11-15	16-20	
Effectiveness (easily understood, motivational, accurate)	1-5	6-10	11-15	16-20	
Student-generated logo is effective when reduced to trading pin size	1-5	6-10	11-15	16-20	
<b>TOTAL FLYER AND LOGO POINTS (140 maximum)</b>					

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

**Presentation Judges' Scoring Rubric/Rating Criteria**

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Consistency in graphic and theme	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (100 points maximum)</b>					

**PRESENTATION WILL BE STOPPED AT SEVEN MINUTES!!!**

**Specification Scoring Rubric/Rating Criteria**

SPECIFICATION POINTS: All points or none are awarded by the proctor per contestant, not per judge.	Points Awarded
Submitted one copy of each at time of presentation: flyer and logo.	10
Contestant name does not appear on submitted output.	10
Flyer is submitted on an 8 ½" x 11" sheet of paper.	10
Dimensions of student-generated logo do not exceed 4" x 4" and is submitted on a separate 8 ½" x 11" paper.	10
Project conforms to BPA graphic standards	10
<b>TOTAL SPECIFICATION POINTS (50 points maximum)</b>	

**TOTAL MAXIMUMPOINTS = 290**

## Interview Skills (64)

### Description

Assess proficiency in job search and interview situations.

### Eligibility

Student may not enter both Interview Skills and Advanced Interview Skills in the same year. This event may not be repeated. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging.

### Contestant must supply

One copy of their resume and cover letter at both Preliminary and Final competition.

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### Competencies

- Demonstrate knowledge of employability search
- Apply technical writing skills to produce cover letter and résumé
- Demonstrate effective communication skills
- Apply research to determine qualifications for jobs
- Produce cover letter and résumé
- Complete job application form
- Demonstrate quality grooming through proper dress
- Discuss understanding of work ethics and work environments
- Describe knowledge of job advancement
- Demonstrate interpersonal skills

### Specifications

Contestant will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Professional Business Associates shown on the Organizational Chart found in the [Style & Reference Manual](#).

### Professional Business Associates Organizational Chart

Professional Business Associates develops and sells software, hardware, and services. The services provided are:  
 Systems analysis                      Software development and design                      Marketing  
 Training development                      Hardware and software sales

This large corporation has a branch office in the capital of each membership state. The corporate headquarters is located at 5454 Cleveland Avenue in Columbus, OH 43231-4021, and has 200+ employees. Management includes:

Chief Executive Officer	Nancy Wells	Human Resources Department	Julie Smith
Financial Services Department	Harvey Rosen	Marketing Department	Roger Meyer
Information Technology Department	Tom Carlson	Administrative Support Department	Edna Renick

Chief Executive Officer				
Financial Services	Information Technology	Human Resources	Marketing	Administrative Support
Office Assistant	Office Assistant	Office Assistant	Office Assistant	Office Assistant
Data Entry Clerk	Data Entry Clerk	Human Resources Assistant	Information Processing Assistant	Information Processing Specialist
Payroll Clerk	Database Specialist	Information Processing Assistant	Administrative Assistant	Administrative Assistant
Accounting Clerk	Information Processing Assistant	Assistant	Desktop Publisher	Administrative Assistant
Administrative Clerk	Administrative Assistant	Administrative Assistant	Graphic Design Assistant	Database Specialist
Database Assistant	Programmer	Medical Support Assistant	Desktop Publishing/Graphic Assistant	Spreadsheet Specialist
Spreadsheet Specialist	Software Engineer	Insurance Benefits Clerk	International Business Coordinator	Desktop Publishing Assistant
Accountant	PC Servicing/Troubleshooting	Management Assistant	Website Liaison	Legal Research Assistant
Financial Analyst	Network Administration	Payroll Specialist	Management Assistant	Graphic Design Assistant
	Digital Media Specialist	Wellness Coordinator	Small Business Liaison	Management Assistant
	E-commerce Specialist		Research Assistant	
	Website Developer			

- Contestant may interview for any position listed on the organizational chart for which he/she is qualified.
- Information in the cover letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.
- The application must be submitted by 11:59 pm on March 26, 2012 to the National Center at <http://www.bpa.org/contests/intskills>. The resume and cover letter must be uploaded as two separate PDF files at the time of application. Cover letters and resumes cannot be submitted by e-mail, fax or mail.
- Contestants must provide their contestant number (10-digit member number) at the time of application.
- Contestants may apply only once, and must complete their application in a single attempt (they cannot save their application mid-way, return to complete it later or apply with revised information after the original application is submitted).
- Contestants must provide an e-mail address at the time of application in order to receive a confirmation e-mail after the application is submitted.
- Contestants must be registered for national-level competition prior to submission of the application. Due to the nature of the pre-submitted materials, no late registrations/move-ups for Interview Skills or Advanced Interview Skills can be accepted after March 26, 2012.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made to the project after the date of submission.
- The application letter must be addressed as follows:
 

Ms. Julie Smith, Manager  
Human Resources Department  
Professional Business Associates  
5454 Cleveland Avenue  
Columbus, OH 43231-4021
- One copy of the résumé may be used for reference by the contestant during the interview.
- Materials previously submitted to the website will not be available at the time of interview.
- An additional copy of the résumé and cover letter must be provided to the proctor at check-in for the interview at NLC for both Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank-you notes, etc.) during the remainder of the Interview Skills contest.

#### **Method of evaluation**

Technical Judging Rubric  
Presentation Judging Rubric

#### **Length of event**

No more than 15 minutes for interview  
Finals may be included at state and national levels.

#### **Entries**

Each state is allowed three (3) entries

**Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

**Materials submitted for competition cannot be returned.**

## Interview Skills (64)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Technical Judges' Scoring Rubric/Rating Criteria

	Below Average	Average	Good	Excellent	Points Awarded
<b>Cover Letter</b>					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills	1-5	6-10	11-15	16-20	
Closing	1-5	6-10	11-15	16-20	
<b>Resume</b>					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Chronological order of employment	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
<b>Application Form</b>					
Completeness	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Followed directions	1-5	6-10	11-15	16-20	
<b>TOTAL PRE-INTERVIEW POINTS (200 maximum points)</b>					

### Specification Points Scoring Rubric/Rating Criteria

<b>SPECIFICATION POINTS:</b> All points or none are awarded per contestant, not per judge.		Points Awarded
Presented cover letter and resume to judges.	10	
Did not use any materials other than those specified for the event.	10	
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>		



Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

**Interview Judges' Scoring Rubric/Rating Criteria**

	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Award</b>
<b>Applicant's Greeting:</b> Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
<b>Applicant's Appearance:</b> Neat, well groomed and Appropriately attired	1-5	6-10	11-15	16-20	
<b>Personality and Poise:</b> Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
<b>Communication Skills:</b> Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
<b>Responses:</b> Responded with appropriate answers Showed knowledge of potential position Indicated knowledge of company Asked appropriate questions Volunteered information Demonstrated initiative and enthusiasm	1-5	6-10	11-15	16-20	
<b>Skills: Showed evidence of the following</b> Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
<b>Close of Interview:</b> Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
<b>TOTAL INTERVIEW POINTS (140 points maximum)</b>					

**TOTAL MAXIMUMPOINTS = 360**

## Advanced Interview Skills (65)

### Description

Assess advanced proficiency in job search, interview situations, and portfolio development.

### Eligibility

Contestant may not enter both Interview Skills and Advanced Interview Skills in the same year. Advanced Interview Skills may be repeated. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging.

### Contestant must supply

- One copy of résumé and cover letter for both Preliminary and Final judges.
- One copy of their portfolio.

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### Competencies

- Demonstrate knowledge of employability search
- Apply technical writing skills to produce cover letter and résumé
- Demonstrate effective communication skills
- Create and effectively use an employment portfolio
- Apply research to determine qualifications for jobs
- Produce cover letter and résumé
- Complete job application form
- Demonstrate quality grooming through proper dress
- Discuss understanding of work ethics and work environments
- Describe knowledge of job advancement
- Demonstrate interpersonal skills

### Specifications

Contestant will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Professional Business Associates shown on the Organizational Chart found in the [Style & Reference Manual](#).

#### Professional Business Associates Organizational Chart

Professional Business Associates develops and sells software, hardware, and services. The services provided are:

Systems analysis	Software development and design	Marketing
Training development	Hardware and software sales	

This large corporation has a branch office in the capital of each membership state. The corporate headquarters is located at 5454 Cleveland Avenue in Columbus, OH 43231-4021, and has 200+ employees. Management includes:

Chief Executive Officer	Nancy Wells	Human Resources Department	Julie Smith
Financial Services Department	Harvey Rosen	Marketing Department	Roger Meyer
Information Technology Department	Tom	Administrative Support Department	Edna
Carlson		Renick	

Chief Executive Officer				
Financial Services	Information Technology	Human Resources	Marketing	Administrative Support
Office Assistant	Office Assistant	Office Assistant	Office Assistant	Office Assistant
Data Entry Clerk	Data Entry Clerk	Human Resources Assistant	Information Processing Assistant	Information Processing Specialist
Payroll Clerk	Database Specialist	Information Processing Assistant	Administrative Assistant	Administrative Assistant
Accounting Clerk	Information Processing Assistant	Assistant	Desktop Publisher	Database Specialist
Administrative Clerk	Administrative Assistant	Administrative Assistant	Graphic Design Assistant	Spreadsheet Specialist
Database Assistant	Programmer	Medical Support Assistant	Desktop Publishing/Graphic Assistant	Desktop Publishing Assistant
Spreadsheet Specialist	Software Engineer	Insurance Benefits Clerk	International Business Coordinator	Legal Research Assistant
Accountant	PC Servicing/Troubleshooting	Management Assistant	Website Liaison	Graphic Design Assistant
Financial Analyst	Network Administration	Payroll Specialist	Management Assistant	Management Assistant
	Digital Media Specialist	Wellness Coordinator	Small Business Liaison	
	E-commerce Specialist		Research Assistant	
	Website Developer			

- Contestant may interview for any position listed on the organizational chart for which he/she is qualified.
- Information in the cover letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.
- The application must be submitted by 11:59 pm on March 26, 2012 to the National Center at <http://www.bpa.org/contests/advintskills>. The resume and cover letter must be uploaded as two separate PDF files at the time of application. Cover letters and resumes cannot be submitted by e-mail, fax or mail.
- Contestants must provide their contestant number (10-digit member number) at the time of application.
- Contestants may apply only once, and must complete their application in a single attempt (they cannot save their application mid-way, return to complete it later or apply with revised information after the original application is submitted).
- Contestants must provide an e-mail address at the time of application in order to receive a confirmation e-mail after the application is submitted.
- Contestants must be registered for national-level competition prior to submission of the application. Due to the nature of the pre-submitted materials, no late registrations/move-ups for Interview Skills or Advanced Interview Skills can be accepted after March 26, 2012.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made to the project after the date of submission.
- The application letter must be addressed as follows:
  - Ms. Julie Smith, Manager
  - Human Resources Department
  - Professional Business Associates
  - 5454 Cleveland Avenue
  - Columbus, OH 43231-4021
- The portfolio may be up to 20 pages that are displayed back and front in 10 plastic sheet protectors. Only paper documentation that is pertinent to this position and fits in an 8 ½" x 11" sheet protector may be used.
- No electronic portfolios will be accepted.
- Portfolio will not be submitted; the contestant will take the portfolio into the interview to be used to demonstrate job competence. Portfolios must not be left with judges.
- One copy of the résumé may be used for reference by the contestant during the interview.
- Materials previously submitted to the web-site will not be available at the time of interview.
- An additional copy of the résumé and cover letter must be provided to the proctor at check-in for the interview at NLC, for both Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank-you notes, etc.) during the remainder of the Interview Skills contest.

#### **Method of evaluation**

Technical Judging Rubric  
Presentation Judging Rubric

#### **Length of event**

No more than 15 minutes for interview  
Finals may be required at state and national levels

#### **Entries**

Each state is allowed three (3) entries

**Contestants in all judged events who wish to receive scoring sheets and judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

**Materials submitted for competition cannot be returned.**

## Advanced Interview Skills (65)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Technical Judges' Scoring Rubric/Rating Criteria

	Below Average	Average	Good	Excellent	Points Awarded
<b>Cover Letter</b>					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills	1-5	6-10	11-15	16-20	
Closing	1-5	6-10	11-15	16-20	
<b>Resume</b>					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Chronological order of employment	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
<b>Application Form</b>					
Completeness	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Followed directions	1-5	6-10	11-15	16-20	
<b>TOTAL PRE-INTERVIEW POINTS (200 maximum points)</b>					

### Specification Points Scoring Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded per contestant, not per judge.		Points Awarded
Presented cover letter and resume to judges.	10	
Did not use any materials other than those specified for the event.	10	
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>		

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

**Interview Judges' Scoring Rubric/Rating Criteria**

	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Award</b>
<b>Applicant's Greeting:</b> Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
<b>Applicant's Appearance:</b> Neat, well groomed and Appropriately attired	1-5	6-10	11-15	16-20	
<b>Personality and Poise:</b> Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
<b>Communication Skills:</b> Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
<b>Responses:</b> Responded with appropriate answers Showed knowledge of potential position Indicated knowledge of company Asked appropriate questions Volunteered information Demonstrated initiative and enthusiasm	1-5	6-10	11-15	16-20	
<b>Skills: Showed evidence of the following</b> Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
<b>Portfolio:</b> No more than 20 pages in 10 plastic sheet protectors in 1/2" 3-ring binder Information included relates to position Presentation demonstrates job competence Effective use of portfolio	1-5	6-10	11-15	16-20	
<b>Close of Interview:</b> Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
<b>TOTAL INTERVIEW POINTS (160 points maximum)</b>					

**TOTAL MAXIMUMPOINTS = 380**

## **Extemporaneous Speech (66)**

### **Description**

Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.

### **Eligibility**

The event may be repeated. Contestant may not enter both Extemporaneous Speech and Human Resource Management in the same year.

### **Contestant must supply**

Pencils or pens

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed

### **Specifications**

- The contestant will draw two (2) different business topics and will select either one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The contestant will be provided ten (10) minutes to develop the topic. Notes will be made on the note card provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- No materials or previously prepared notes will be allowed into the preparation or presentation room with the contestant.
- The length of the speech will be no less than three (3) minutes and no more than five (5) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is (1) minute remaining during the speaking time.
- The speech will be stopped at five (5) minutes.
- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed.

### **Method of evaluation**

Judging Rubric

### **Length of event**

No more than ten (10) minutes preparation

No less than three (3) and no more than five (5) minutes oral presentation

Finals may be included at state and national levels.

### **Equipment/supplies provided**

One note card for preparation of presentation

### **Entries**

Each state is allowed three (3) entries

**Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

## Extemporaneous Speech (66)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Judges' Scoring Rubric/Rating Criteria

Evaluation of Speech	Below Average	Average	Good	Excellent	Points Awarded
<b>Introduction</b>	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Voice</b> Pitch, tempo, volume, enthusiasm	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Platform Deportment:</b> Gestures, poise, eye contact, mannerisms, Appearance	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Organization:</b> Logical, clearly understood, suitable to topic, coherent	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Mechanics:</b> Diction, grammar, word pictures, Pronunciation	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Closing:</b> Summary and conclusion	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Effectiveness:</b> Was purpose achieved? (to decide, to impress, to inform, to persuade)	1 – 5	6 – 10	11 – 15	16 – 20	
<b>TOTAL PRESENTATION POINTS (140 points maximum)</b>					

**Speech will be stopped at 5 minutes.**

### Specification Points Scoring Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded by the proctor per contestant, not per judge.		Points Awarded
Presentation lasted no less than three (3) and no more than five (5) minutes. (No points awarded if presentation is less than three (3) or more than five (5) minutes.)	10	
Did not use any materials other than those specified for the event.	10	
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>		

**TOTAL MAXIMUMPOINTS = 160**

## **Human Resource Management (67)**

### **Description**

Assess interpretation of personnel policies and knowledge of human resource management.

### **Eligibility**

Contestant may not enter Human Resource Management and Extemporaneous Speech in the same year.

### **Contestant must supply**

- [Human Resources Manual](#)—The HR Manual is a **guideline** and should be used as the ultimate authority when the manual contains specific related information.
- Pencils/Pens

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate knowledge of human resources management and management concepts
- Apply critical thinking skills to interpret personnel policies
- Demonstrate effective oral communication skills
- Demonstrate understanding of policies and procedures manuals
- Knowledge of applicable laws including ADA, EEOC, OSHA and USERRA
- Demonstrate understanding of human relations skills
- Describe why professional development is the responsibility of the business and the employee
- Demonstrate successful evaluation techniques
- Discuss compensation, benefits, and incentive programs
- Describe regulations regarding separation, termination, and transition
- Recognize how organized labor influences business
- Demonstrate effective persuasive and informative communication and presentation skills

### **Specifications**

- The contestant will be given a human resource management scenario. The scenario may deal with office situations, workplace issues, legal matters, etc.
- The contestant will be provided 30 minutes to develop the presentation. Notes will be made on the note card provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Only the [Human Resources Manual](#), along with one note card for note taking, may be used in the preparation and presentation rooms.
- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- The presentation will be stopped at seven (7) minutes.

### **Method of evaluation**

Judging Rubric

### **Length of event**

No more than thirty (30) minutes preparation time

No less than five (5) and no more than seven (7) minutes for oral presentation

No more than three (3) minutes judges' questions

Finals may be included at state and national levels



**Equipment/Supplies provided**

Case scenario

One note card

**Entries**

Each state is allowed three (3) entries

**Contestants are encouraged to bring the [Human Resources Manual](#) with them for reference. Contestants are expected to familiarize themselves with the manual prior to competition.**

**Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

# Human Resource Management (67)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

## Judges' Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening <i>Introduction of case study</i>	1 – 5	6 – 10	11 – 15	16 – 20	
Effectiveness of presentation <i>Purpose achieved, logically organized, clearly understood</i>	1 – 5	6 – 10	11 – 15	16 – 20	
Mechanics <i>Diction, grammar, pronunciation</i> <i>Gestures, poise, eye contact</i>	1 – 5	6 – 10	11 – 15	16 – 20	
Closing: Summary and conclusion	1 – 5	6 – 10	11 – 15	16 – 20	
Solution to case study <i>Quality of solution</i> <i>Development of subject matter</i> <i>Depth of research</i>	1 – 5	6 – 10	11 – 15	16 – 20	
Problem solving skills	1 – 5	6 – 10	11 – 15	16 – 20	
Response to Judges' questions	1 – 5	6 – 10	11 – 15	16 – 20	
<b>TOTAL PRESENTATION (140 points maximum)</b>					

**Presentation will be stopped at 7 minutes.**

## Specification Points Scoring Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded per contestant, not per judge.		Points Awarded
Presentation lasted no less than five (5) and no more than seven (7) minutes. <b>(No points awarded if presentation is less than five (5) or more than seven (7) minutes.)</b>	10	
Did not use any materials other than those specified for the event.	10	
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>		

**TOTAL MAXIMUMPOINTS = 160**

## **Prepared Speech (68)**

### **Description**

Demonstrate communication skills in securing, arranging, organizing, and presenting information orally.

### **Eligibility**

The event may be repeated, but the topic may not. A contestant may not participate in more than one of the following events in the same year: Presentation Management–Individual, Presentation Management—Team, and Prepared Speech.

### **Contestant must supply**

- Easel (optional)
- Props (optional)
- One envelope containing the materials required in the specification list below for both Preliminary and Final competition

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Utilize nonverbal gestures as needed
- Apply speaking techniques using appropriate tempo and pitch
- Secure facts and data from multiple sources, emphasizing research skills

### **Specifications**

- Each contestant is to select a topic related to business, entrepreneurship, or Business Professionals of America, and develop an oral presentation of no less than five (5) and no more than seven (7) minutes.
- The length of set-up will be no more than one (1) minute.
- Set-up will be **stopped** at one (1) minute to begin the speech.
- The speech will be **stopped** at seven (7) minutes.
- Facts and working data may be secured from any source. This event emphasizes a scholarly approach to securing information and places emphasis on content and research. Each contestant's speech, however, must be the result of his/her own efforts.
- Speech and works cited must be prepared using the format provided in the [Style & Reference Manual](#).
- Contestant must provide
  - Prior to speaking two (2) word-processed copies of the speech outline, works cited, and [Individual Entry Form/Statement of Originality and Specification Compliance](#) signed by the contestant and advisor must be submitted.
  - An additional two (2) copies of the speech outline, works cited, and the [Individual Entry Form/Statement of Originality and Specification Compliance](#) signed by the contestant and advisor must be submitted at Final Competition.
  - All copies should be on 8½" x 11" plain, white non glossy paper. Copies of the required materials should be collated and stapled as separate sets. No binders will be accepted.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed. No time warnings will be given.
- The contestant may use notes or note cards. A flip chart, posters, and/or props may be used.
- No electric/electronic equipment may be used.
- A topic may not be repeated.

**Method of evaluation**

Judging Rubric

**Length of event:**

No more than one (1) minute set-up

No less than five (5) and no more than seven (7) minutes for oral presentation

No time is allotted for judges' questions

Finals may be included at state and national levels

**Entries**

Each state is allowed three (3) entries

All contestants should be aware that their presentation may be audio and/or videotaped.

**Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

**Materials submitted for competition cannot be returned.**

## Prepared Speech (68)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Judges' Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<b>Introduction</b>	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Voice:</b> Pitch, tempo, volume, enthusiasm	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Platform Deportment:</b> Gestures, poise, eye contact, mannerisms, appearance	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Organization:</b> Logical, clearly understood, suitable to topic, coherent	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Content:</b> Development of subject matter, depth of research	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Mechanics:</b> Diction, grammar, pronunciation	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Closing:</b> Summary and conclusion	1 – 5	6 – 10	11 – 15	16 – 20	
<b>Effectiveness:</b> Was purpose achieved? (to make decision, to impress, to inform, to persuade)	1 – 5	6 – 10	11 – 15	16 – 20	
<b>TOTAL PRESENTATION POINTS (160 points maximum)</b>					

**SPEECH WILL BE STOPPED AT 7 MINUTES.**

### Specification Points Scoring Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded by the proctor per contestant, not per judge.		Points Awarded
Presentation lasted no less than five (5) and no more than seven (7) minutes. <b>(No points awarded if presentation is less than five (5) or more than seven (7) minutes.)</b>	10	
Speech outline, works cited, and Statement of Purpose and Originality Form with Contestant Number, collated and stapled into two (2) sets.	10	
Speech outline and works cited were in the correct format according to the Style & Reference Manual.	15	
<b>TOTAL SPECIFICATION POINTS (35 points maximum)</b>		

**TOTAL MAXIMUMPOINTS = 195**

## **Presentation Management–Individual (69)**

### **Description**

Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

### **Eligibility**

A contestant may not participate in more than one of the following events in the same year: Presentation Management–Individual, Presentation Management—Team, and Prepared Speech. A previously used presentation may not be used.

### **Contestant must supply**

- Computer
- Presentation software
- Sound cards (optional)
- External speakers (optional)
- Projection system (optional)
- Props (optional)
- Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)
- Carry-in and set-up of equipment must be done solely by the contestant and must take place within the time allotted

**Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate knowledge of multimedia software and components
- Demonstrate effective oral communication skills
- Apply technical skills to create a multimedia presentation which enhance the oral presentation

### **Specifications**

- The contestant shall design a computer-generated multimedia presentation on the assigned topic listed below.
- The presentation will be no less than seven (7) and more than ten (10) minutes and will be followed by judges' questions.
- The presentation will be **stopped** at ten (10) minutes.
- The length of set-up will be no more than five (5) minutes.
- Set-up will be **stopped** at five (5) minutes to begin the presentation.
- A word-processed copy of works cited must be submitted at the time of presentation check-in. Refer to [Style & Reference Manual](#). Format of works cited must be according to [Style & Reference Manual](#).
- Use of graphics, including charts, is to be a part of the presentation.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- The contestant is responsible for securing a [Release Form](#)(s) from any individual whose name, photograph, and/or other information is included in the presentation.
- The contestant must provide an [Individual Entry Form/Statement of Originality and Specification Compliance](#) to the administrator before the presentation.
- No VCR or laserdisc may be used. The presentation content must be on the contestant's computer hard drive, CD-ROM or DVD.

- The contestant must furnish all equipment/materials necessary for the presentation, except for the projection surface. Items left with judges in Preliminary competition will be discarded and not forwarded to the next level.
- The contestant is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- Contestant should use space, color, and text as design factors.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestants will be disqualified for violations of the Copyright and Fair Use Guidelines.**

### **Topic**

Your school is planning to recognize one club or extracurricular activity to highlight at an upcoming assembly as a model of what students do outside the classroom. The school's administration will review a presentation to be made by each organization and will select accordingly. You are to develop a presentation using both print and broadcast media that highlights BPA and the activities you and your chapter experience. You should provide an overview of BPA in general and then highlight one activity in BPA to use as a detailed example of a BPA's value.

Some things to consider:

- BPA has many components
- Ways that BPA is valuable to students preparing for business
- Include both print and broadcast media in your presentation

**Contestants who do not submit an entry that follows this topic will be disqualified**

### **Method of evaluation**

Judging Rubric

### **Length of event**

No more than five (5) minutes for set-up

No less than seven (7) and no more than ten (10) minutes for oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels.

### **Equipment provided**

Projection surface at national competition.

### **Entries**

Each state is allowed three (3) entries

**Ideas presented become the property of Business Professionals of America. All contestants should be aware that their presentation may be audio and/or videotaped.**

**Materials submitted for competition cannot be returned.**

**Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

## Presentation Management–Individual (69)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Judges' Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Objectives to be achieved are stated	1-5	6-10	11-15	16-20	
Stage presence and delivery	1-5	6-10	11-15	16-20	
General contestant appearance	1-5	6-10	11-15	16-20	
Typography (typeface, size, & color)	1-5	6-10	11-15	16-20	
Functional graphics contribute to the progression of the idea	1-5	6-10	11-15	16-20	
Charts and graphs used effectively	1-5	6-10	11-15	16-20	
Effective use of color and space	1-5	6-10	11-15	16-20	
Effective use of multimedia technology	1-5	6-10	11-15	16-20	
Development of stated theme	1-5	6-10	11-15	16-20	
Answers to Judges' questions	1-5	6-10	11-15	16-20	
<b>TOTAL POINTS (220 points maximum)</b>					

**Presentation will be stopped at 10 minutes.**

### Specification Points Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded per individual, not per judge.		Points Earned
Entry Form/State of Verification and Release(s) Forms provided	10	
Works cited provided at time of presentation and formatted according to the Styles & Reference Manual	10	
Presentation lasted no less than seven (7) and no more than ten (10) minutes. (No points awarded if presentation is less than seven (7) or more than ten (10) minutes.)	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUMPOINTS =250**



## **Presentation Management–Team (70)**

### **Description**

Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

### **Eligibility**

A team will consist of 2-4 members. A contestant may not participate in more than one of the following events in the same year: Presentation Management–Individual, Presentation Management—Team, and Prepared Speech. A previously used presentation may not be used.

### **Team must supply**

- Computer
- Presentation Software
- Sound cards (optional)
- External Speakers (optional)
- Projection system (optional)
- Props (optional)
- Teams must bring all supporting devices (e.g., extension cords, power supply, etc.)
- Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted

**Business Professionals of America assumes no responsibility for hardware/software provided by the team. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate effective teamwork skills needed to function in a business setting
- Demonstrate knowledge of multimedia software and components
- Demonstrate effective oral communication skills
- Apply technical skills to create a multimedia presentation which enhance the oral presentation

### **Specifications**

- The team shall design a computer-generated multimedia presentation on the assigned topic listed below.
- The presentation will be no less than seven (7) and more than ten (10) minutes.
- The length of set-up will be no more than five (5) minutes.
- Set-up will be stopped at five (5) minutes to begin the presentation.
- The presentation will be **stopped** at ten (10) minutes and will be followed by judges' questions.
- A word-processed copy of works cited must be submitted at the time of presentation check-in. Works cited must be formatted according to the [Style & Reference Manual](#).
- No VCR or laserdisc may be used. The presentation content must be on the team's computer hard drive, CD-ROM or DVD.
- Use of graphics, including charts, is to be a part of the presentation.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- All members of the team must participate in the "live" presentation.
- The team must provide the contest administrator prior to their presentation a [Team Entry Form/Statement of Originality and Specification Compliance](#).
- The team is responsible for securing a [release form](#) from any individual whose name, photograph, and/or other information is included in the presentation.

- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at [www.copyright.gov/title17/circ92.pdf](http://www.copyright.gov/title17/circ92.pdf). Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*.
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- The team must furnish all equipment/ materials necessary for the presentation except projection surface. Items left with judges in Preliminary competition will be discarded and not forwarded to the next level.
- Up to five (5) minutes will be allowed each team for questions by the judges. All team members may confer on the questions and are encouraged to share in the responses.
- The team is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- The presentation should use space, color, and text as design factors.

### **Topic**

Many colleges and professional certification programs have recently been offering their courses on-line as a means to both increase enrollment and to make it more convenient for students to be able to take classes at times that fit into their schedules. Create a multi-media presentation that encourages school administration to develop a pilot of on-line classes within your school.

You should include but are not limited to:

- The benefits to students and staff in the flexibility of class scheduling
- The benefits to administration of the cost of course development and execution (actual teaching).
- The benefits of tailoring courses to specific student requirements or expectations.
- The disadvantages of students not being in a traditional classroom setting and how these disadvantages could be overcome.
- Recommendations on what class(s) would be candidates for the pilot.

**Teams who do not submit an entry that follows this topic will be disqualified.**

### **Method of evaluation**

Judging Rubric

### **Length of event:**

No more than five (5) minutes set-up

No less than seven (7) and no more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels.

### **Equipment provided**

Projection surface at national competition only.

### **Entries**

Each state is allowed two (2) entries

**Ideas presented become the property of Business Professionals of America. All team members should be aware that their presentation may be audio and/or videotaped.**

**Materials submitted for competition cannot be returned.**

**Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

## Presentation Management–Team (70)

### Judges' Presentation Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Objectives to be achieved are stated	1-5	6-10	11-15	16-20	
Stage presence and delivery	1-5	6-10	11-15	16-20	
General team appearance	1-5	6-10	11-15	16-20	
Participation by all team members	1-5	6-10	11-15	16-20	
Typography (typeface, size, & color)	1-5	6-10	11-15	16-20	
Functional graphics contribute to the progression of the idea	1-5	6-10	11-15	16-20	
Charts and graphs used effectively	1-5	6-10	11-15	16-20	
Effective use of color and space	1-5	6-10	11-15	16-20	
Effective use of multimedia technology	1-5	6-10	11-15	16-20	
Development of stated theme	1-5	6-10	11-15	16-20	
Answers to Judges' questions	1-5	6-10	11-15	16-20	
<b>TOTAL POINTS (240 points maximum)</b>					

**Presentation will be stopped at 10 minutes.**

### Specification Points Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded by the proctor per team, not per judge.		Points Awarded
Entry Form/State of Verification and Release(s) Forms provided	10	
Works cited provided and formatted according to the Styles & Reference Manual	10	
Presentation lasted no less than seven (7) and no more than ten (10) minutes. (No points awarded if presentation is less than seven (7) or more than ten (10) minutes.)	10	
All registered team members are in attendance for entire event	10	
<b>TOTAL SPECIFICATION POINTS (40 points maximum)</b>		

**TOTAL MAXIMUMPOINTS = 280**

## Parliamentary Procedure Team (S) (71)

### Description

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.

### Eligibility

Any Secondary Division contestant may enter this team event. A team consists of 4-8 members.

### Team must supply

- *Robert's Rules of Order Newly Revised (Tenth Edition)*
- Pen or pencil for secretary's minutes
- Gavel
- Hard copy published and/or unpublished reference materials in the preparation room only

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### Competencies

- Demonstrate understanding of parliamentary procedure
- Apply understanding of a democratic process of making a decision
- Apply effective practices for conducting a business meeting
- Demonstrate understanding of time management
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate effective communication and presentation skills

### Specifications

- Each team will be given a test/agenda containing three (3) subjects related to Business Professionals of America; each subject is to be used to demonstrate one or more abilities in parliamentary procedure. This becomes the order of new business for each team.
- Each team will be allowed a preparation period of 15 minutes immediately preceding its appearance for the event. Only team members will be allowed in the preparation room. No advisor contact from time of preparation to completion of presentation is allowed. A blank 3" x 5" index card will be provided for each team member.
- The team will be expected to conduct the meeting according to correct parliamentary procedure beginning with the opening ceremony.
- After the opening ceremony, the chairperson will ask for general consent to dispense with the reading of minutes, officer reports, and committee reports; the secretary will read the first item of new business from the test/agenda. Proceed directly with the skills asked to demonstrate and conclude with the official closing ceremony.
- The secretary will record the proceedings of the meeting in English, long hand, on a blank sheet of paper, and submit his/her handwritten notes to the judges immediately after the presentation.
- The secretary will be permitted to take the contest agenda into the presentation room. This is to be submitted with the minutes. Minutes will be verified for content only.
- Each team will be limited to a maximum of 15 minutes for parliamentary demonstration. A warning card will be shown five (5) minutes before the maximum time and one (1) minute before the maximum time.
- The parliamentary presentation will be **stopped** at fifteen (15) minutes
- Up to five (5) minutes will be allowed each team for questions by the judges. These questions will be directed to the chairperson for any team member to answer. Questions from the judges will have reference to the abilities demonstrated during the event.

- All team members must take an objective parliamentary procedure test. The average score of the team members will be added to the team score.
- Contestants may choose their own attire in accordance with the BPA Dress Code. Uniforms are not required.
- *Robert's Rules of Order Newly Revised (Tenth Edition)* will be the authority for this event. Any parliamentary procedure reference materials (published or unpublished) will be allowed in the preparation room. Each team member may have one 3" x 5" note card during the presentation, but may not refer to the authority during the presentation.
- All written materials, as well as spoken presentations, must follow the organization's graphic standards and make proper use of the logo and/or organization's name. (Refer to Graphic Standards in the [Style & Reference Manual](#).)

### **Method of evaluation**

Judging Rubric

Objective Test: Parliamentary Procedure Concepts–Open (Team Average); all team members must test at same time.

### **Length of event**

Objective test taken per conference schedule.

No more than fifteen (15) minutes preparation time.

No more than fifteen (15) minutes parliamentary demonstration.

No more than five (5) minutes judges' questions.

Finals may be included at state and national levels.

### **Equipment/supplies provided**

Blank sheet of paper for Secretary's minutes

One 3" x 5" index card for each team member

One copy of "Opening a Meeting" from the WSAP for each team

### **Entries**

Each state is allowed two (2) entries

An audience will not be allowed, but all team members should be aware that their presentation may be audio and/or videotaped.

**Teams in all judged events who wish to receive judge's comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.**

### **Equipment and Supplies**

- American flag
- Gavel
- Table (if desired)
- Officer chairs (if desired)

### **Suggested Procedure**

Officers should be seated at the head table or should stand to one side of the lectern.

## Opening a Meeting

The opening ceremony sets the stage for a chapter meeting. The ceremony, done in a proper and professional manner, will demonstrate to the members a well-planned and organized meeting. This will make meetings more orderly and effective.

### **The Opening Ceremony**

#### **President**

(Stands and raps the gavel once for attention.) The meeting will come to order. We are now holding a meeting of Business Professionals of America. Mr. /Madam Vice President, what are the major purposes of our professional organization?

#### **Vice President**

We recognize the importance and understand the contributions that have been made to our country by business professionals. We are preparing to take our place in these challenging positions. We work together in Business Professionals of America to develop essential competencies in leadership, scholarship, character, and citizenship so that we may share in the improvement of our economy and the advancement of our nation.

#### **President**

May we accomplish these objectives? Mr. /Madam Vice President, will you please present the other officers?

#### **Vice President**

With pleasure, I introduce:

(Introduce in order the President, Historian, Secretary, Treasurer, Parliamentarian, and Vice Presidents. Pronounce the name of each individual and the office held. As each officer is introduced, he or she should stand and remain standing until seated by the President.)

Mr. /Madam President, the officers are at their stations.

#### **President**

Will the members and friends please rise and join me in reciting the Pledge of Allegiance to the Flag? (Raps the gavel three times to call the members and guests to stand. The audience should rise on the third rap of the gavel. All members face the flag with their hands over their hearts to repeat the Pledge of Allegiance to the Flag.)

#### **Everyone**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

#### **President**

Fellow members and guests, join me in stating why we are here.

#### **Everyone**

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

#### **President**

Please be seated.

### **Closing a Meeting**

The closing ceremony, when properly presented, will bring a dignified closing to a session or meeting. It is an indication to the members or guests present that all business has been transacted.

### **Equipment and Supplies**

Gavel

### **The Ceremony**

#### **President**

Mr. /Madam Secretary, do you know of any further business which should be transacted at this time?

**Secretary**

*(Rises, replies, and sits down.)* I have none, Mr. /Madam President.

**President**

We are about to adjourn this meeting of the Business Professionals of America. As we associate together, let us be supportive of each other as we strive to attain the goals of this organization. *(Pause)* If there is no further business and no objection, the meeting will be adjourned. *(Pause)* I now declare this meeting adjourned. *(Rap gavel once.)*

## Parliamentary Procedure Team (71)

### Judges' Scoring Rubric/Criteria

#### Judge 1 Only

Evaluation Criteria	Non Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
<b>Chairperson's presiding ability</b>						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
<b>Secretary's participating ability</b>						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
<b>Clarity of business transactions</b>						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
<b>Total Points Awarded by Judge 1 Only (180 Maximum Points)</b>						

#### Judge 2 Only

Evaluation Criteria	Non Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
<b>Quality of presentation and discussion</b>						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
<b>Followed voting procedures</b>						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
<b>Judges' questions</b>						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
<b>Total Points Awarded by Judge 2 Only (180 Maximum Points)</b>						



**Judge 3 Only**

Evaluation Criteria	Non Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
<b>General participation by members</b>						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
<b>Power of expression, communication skills, poise, and stage presence.</b>						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
<b>Actions recorded correctly in minutes</b>						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
<b>Total Points Awarded by Judge 3 Only (180 Maximum Points)</b>						

**Total Parliamentary Presentation Points (540 points maximum)** \_\_\_\_\_

**Specification Points Rubric/Rating Criteria**

All points or none are awarded by the proctor per team, not per judge.		Points Awarded
Opening & closing ceremonies	20	
Followed designated order of business	20	
Secretary's handwritten notes of meeting properly prepared	15	
All registered team members in attendance for entire event	20	
<b>TOTAL SPECIFICATION POINTS (75 maximum)</b>		

**TOTAL MAXIMUMPOINTS =615**

## **Management/Marketing/Human Resources Concepts–Open Event (72)**

### **Description**

Assess knowledge of management, marketing, and human resources concepts.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils
- Cordless calculator (optional): Electronic devices will be monitored according to ACT standards. See Web site [www.act.org/aap/taking/calculator.html](http://www.act.org/aap/taking/calculator.html) **Contestants who violate this rule will be disqualified.**

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate knowledge of general management, marketing, and human resources concepts
- Demonstrate knowledge of basic employability skills
- Demonstrate knowledge of human relations skills
- Demonstrate knowledge of business finances
- Demonstrate knowledge of the stock market
- Demonstrate knowledge of entrepreneurship and start-up businesses
- Demonstrate knowledge of international business
- Demonstrate knowledge of economic challenges
- Demonstrate knowledge of economic awareness
- Demonstrate knowledge of management concepts

### **Method of evaluation**

Objective Test

### **Entries**

Unlimited

## **Parliamentary Procedure Concepts–Open Event (73)**

### **Description**

Assess knowledge of parliamentary procedure. Test questions are based on *Dunbar's Manual of Parliamentary Procedure Test Questions*.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils
- Cordless calculator (optional): Electronic devices will be monitored according to ACT standards. See Web site [www.act.org/aap/taking/calculator.html](http://www.act.org/aap/taking/calculator.html) or [NLC Calculator Guide](#). **Contestants who violate this rule will be disqualified.**

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate knowledge of parliamentary principles
- Demonstrate knowledge of parliamentary terminology
- Identify the various kinds of motions (main, subsidiary, privileged, incidental)
- Identify the characteristics of various motions
- Describe voting methods, techniques, and rules
- Identify debatable and non-debatable motions
- Identify techniques for conducting a meeting

### **Method of evaluation**

Objective Test

### **Entries**

Unlimited

## **Business Meeting Management–Open Event (74) (Pilot)**

### **Description**

To provide 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.

### **Eligibility**

Any student may enter this event.

### **Contestant must supply**

- Sharpened no. 2 pencils
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

**No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

The competencies assessed relate to the *Meeting and Business Event Competency Standards* produced by Meeting Professionals International.

- Manage all aspects of project for success of event
- Plan meeting or event project
- Manage event finances & budget
- Manage monetary transactions
- Perform administrative tasks
- Acquire staff and volunteers
- Train staff and volunteers
- Create meeting or event design
- Engage speakers and performers
- Coordinate food and beverage services
- Develop plan for managing movement of attendees
- Manage site
- Select site & design site layout
- Manage on-site communications
- Manage marketing materials
- Manage meeting or event merchandise
- Exhibit professional behavior
- Conduct business communications

### **Method of evaluation**

Objective Test

### **Entries**

Unlimited

# WORKPLACE SKILLS ASSESSMENT PROGRAM RECOMMENDATION PROCEDURES

## How to Submit a Recommendation

1. Input from local advisors and/or students for changes in workplace skills assessments shall be submitted on the Workplace Skills Assessment Program Recommendation Form located online at: [www.bpa.org](http://www.bpa.org) by June 15. If you do not have Internet access, please use the recommendation form on the following page, and submit it to the Director of Education at the National Center **no later than** June 15.
2. Recommendations for all changes in event and specifications must describe suggested wording change in the Guidelines for the Workplace Skills Assessment Program.
3. Recommendations for all changes in the administration of workplace skills assessments must describe the suggested procedure to be followed by event administrators.
4. Submitted recommendations must include:
  - a) specific recommendation
  - b) clearly stated rationale
6. Recommendations received after June 15 will not be reviewed unless presented by a BOT, SAAC or CEAC member on-site.

## How Recommendations are Answered

1. All recommendations are compiled and forwarded for review to CEAC, SAAC, or Standing Committees of the Board of Trustees, depending on the scope and subject.
2. As a recommendation moves through the process all actions taken and comments are documented and made available to all groups.
3. The Board of Trustees decides the final action to be taken based on all input received.

## WORKPLACE SKILLS ASSESSMENT PROGRAM PILOT PROCEDURE

- Step 1** **A PROPOSAL FOR WORKPLACE SKILLS NEW EVENT** be completed and submitted to the Director of Education no later than June 15. See form on next page.
- Step 2** **Summer:** At the summer meeting, a need for a new event is presented and supported by a majority of members of SAAC and CEAC. A minimum of two states must agree to pilot the proposed event at either/or both regional and state levels. The proposed event is recommended for Board approval.
- Step 3** **Summer:** The proposed event is presented to the Board of Trustees for review and action. If approved, authors will be contracted by the National Center to write all levels of the pilot event and evaluation instruments for pilot states to complete.
- Step 4** **Fall:** The regional and state levels of the pilot event are distributed to all state organizations. Other states, in addition to the two initial states that agreed, may decide to pilot the event and must inform the National Center by the designated deadline. Any state who agrees to pilot the new event understands it has not been through the CEAC auditing procedure and, thus, agrees to accept and administer the event as received. A generic survey included when the contest is distributed that needs to be returned to the National Center
- Step 5** **Spring:** Proposed event is piloted in at least two states at their spring conference. Event may also be piloted at the regional level, if desired. Each piloting state will conduct an evaluation including the following groups of people:
- All participants
  - Administrators, proctors, graders, judges
  - State CEAC representatives
  - State Advisors
- Step 6** **Spring:** Proposed event is piloted at the NLC.
- Only students who competed in the pilot event at the state conference may compete in the pilot event at the NLC.
  - The number of entries per state in the pilot event will be the same as any other event in the same category.
- Step 7** **NLC:** Participants in the pilot event at NLC will be recognized in the same way as participants in other events in the same category.
- Step 8** **NLC:** At the conclusion of the pilot, the following groups will evaluate the event:
- All participants
  - Administrators, proctors, graders, judges
  - CEAC members present
  - SAAC members present
- Step 9** **Summer:** An ad hoc committee of SAAC and CEAC members present at the NLC will tabulate evaluations.
- Step 10** **Summer:** Summarized evaluations will be reviewed in a joint meeting of SAAC and CEAC members present at the NLC. If a majority of the states represented at each division's joint meeting agree that the pilot event serves the needs of a significant number of members within their state and agree to offer the pilot event, it will be recommended for addition to the competitive events structure. A roll call vote will be taken; each state will have one vote in each chartered division. The combined division decision will prevail for both divisions.
- Step 11** **Summer:** At the summer meeting, the proposed new event will be audited by CEAC and submitted for Board review. Joint CEAC and SAAC recommendations will also be submitted for review. If approved, an addendum to the Guidelines will be sent to all states.
- Step 12** **June:** If approved by the Board, the proposed new event will be authored and the audit will be the responsibility of the CEAC Chairman and Chairman-elect.

## PROPOSAL FOR WORKPLACE SKILLS NEW EVENT

**Description:**

**Competencies:** (Specific skills needed to compete in this event)

Source of Occupational Skills Standards

Source/Organization/Agency	Acronym	Website or Location of Information	Section, Chapter, etc. Referenced in Performance Standards	Date of Edition or Version
States Career Cluster Initiative	SCCI	<a href="http://www.careerclusters.org">www.careerclusters.org</a>		
National Business Education Association Standards	NBEA	<a href="http://www.nbea.org">www.nbea.org</a>		
Common Core Standards	CCS	<a href="http://www.corestandards.org/the-standards">www.corestandards.org/the-standards</a>		
21 <sup>st</sup> Century Skills	C21			
All Aspects of the Industry	AA			
Other (as applicable)				

<b>Student Performance Standards (Learner Outcomes or Knowledge &amp; Skill Statements)</b>						
List all event specific objective and indicate linkage to a national standard	SCCI	NBEA	CCS	C21	AA	Other

**All Aspects of Industry**

- |                  |                                |                                       |
|------------------|--------------------------------|---------------------------------------|
| AA1 - Planning   | AA4 - Technical and Production | AA7 - Community Issues                |
| AA2 - Management | AA5 - Principles of Technology | AA8 - Health, Safety, and Environment |
| AA3 - Finance    | AA6 - Labor Issues             | AA9 - Personal Work Habits            |

**List of Major Instructional Resources:** (websites, textbooks, essential equipment, reference materials, supplies)

**Resources:** [www.bpa.org](http://www.bpa.org) Business Professionals of America

**Rationale:** (Explain need for new event and how it furthers the mission of the Workplace Skills Assessment Program.)