



**Secondary and  
Post-secondary  
2017-18**  
**Workplace Skills Assessment Program**

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# 2017-18 Competitive Events

## What's New!!

### Finance

- ❖ Contestants in **Banking & Finance** and **Economic Research Individual** will be offered the opportunity to take a certification exam through Precision Exams as a part of their national competitive event.
- ❖ **Payroll Accounting (S)** event time has changed from ninety (90) minutes to sixty (60) minutes.
- ❖ **Accounting Mathematics Concepts-Open** has been deleted from event offerings.

### Business Administration

- ❖ **Legal Office Procedures** – students will be allowed to use the [Style & Reference Manual](#) as a reference resource during the contest.
- ❖ **Medical Office Procedures** – students will be allowed to use the [Style & Reference Manual](#) as a reference resource during the contest.
- ❖ **Business Law & Ethics** has been adopted as a regular event.
- ❖ **ICD-10-CM Diagnostic Coding** will be re-piloted at the Secondary and Post-secondary level.

### Digital Communication & Design

- ❖ The script is a required pre-submitted item for **Broadcast News Production Team**.
- ❖ The rubrics for **Website Design Team** have been updated to reflect the use of all web languages.
- ❖ **Graphic Design Promotion** – contestants will have six (6) minutes for presentation time instead of ten (10) minutes.
- ❖ The top 3 winners in **Broadcast New Production Team, Digital Media Production, Computer Animation Team, Computer Modeling, and Video Production Team** will have their submissions digitally showcased, post-NLC, on a secure page of the [www.bpa.org](http://www.bpa.org) website.

### Management, Marketing & Communication

- ❖ **Interview Skills** and **Advanced Interview Skills** will no longer require contestants to complete the online application as a part of the contest.
- ❖ **Parliamentary Procedure Concepts – Open Event** will use *Dunbar's Manual of Parliamentary Procedure* for preparing test questions.
- ❖ **Entrepreneurship** – preliminary presentation will be a 5-7 minute pitch to investors, instead of a full review of the business plan.

### Virtual

- ❖ **Start-up Enterprise Team** has been adopted as a regular Virtual event.
- ❖ The policy on Virtual Events has been updated; see the *Guidelines* for more information.
- ❖ The top 3 winners in **Virtual Multimedia and Promotion Team, Virtual Multimedia and Promotion Individual, and Promotional Photography** will have their submissions digitally showcased, post-NLC, on a secure page of the [www.bpa.org](http://www.bpa.org) website.

### Workplace Skills Assessment Program Documents

- ❖ The [Style & Reference Manual](#), [Human Resources Manual](#) and [Ethics & Professionalism Resources Manual](#) will be posted on September 1, 2017.

## Workplace Skills Assessment Program Documents


❖ [Parental Consent form](#) will be required for all Certiport aligned events.

### ***IMPORTANT: New Requirement for Certiport Exams Beginning 2017-2018***

A new requirement is being implemented by Certiport – at the direction of Microsoft and Pearson VUE – regarding any and all MOS and MTA exams incorporated in to the Workplace Skills Assessment Program. All students under the age of 18 will be required to submit a signed [Parental Consent form](#) which must be on file with the National Center in order for scores to be released to BPA at NLC.

If there is no [Parental Consent form](#) on file with the National Center on or before May 9, 2018, contestant scores will *not* be released and students' overall schools will be drastically affected.

The [Parental Consent form](#) is located on page 29 and can be obtained as a PDF file on the [WSAP Download Center](#) webpage. This form must be on file with National Center for all contestants who are or will be under the age of 18 before May 13, 2018.



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### Parent / Legal Guardian Consent Form

I am the parent/legal guardian of \_\_\_\_\_ (please print)  
(the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at [www.certiport.com](http://www.certiport.com) and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

- 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at [www.certiport.com](http://www.certiport.com), including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA 2018 National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

COPY

NAME OF PARENT/LEGAL GUARDIAN	SIGNATURE OF PARENT/LEGAL GUARDIAN
DATE	DATE

DO NOT USE

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# **INTRODUCTION**

## **Mission Statement**

The mission of Business Professionals of America is to contribute to the preparation of global professionals 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 WSAP Guidelines (*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. Individuals are urged to check with your State Association for any changes they may make at the regional or state levels.

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

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

## **Awards and Recognition**

For the 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 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 NLC. All entries for Workplace Skills Assessment events must be registered for NLC through the state association. In order to compete in an event at 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/district and state levels.

### **Number of Contests**

**Secondary** student members may participate in a total of two events, only one of which may be a team event (this number includes pilot events). Additionally, a student may compete in an unlimited number of Open or Virtual Events within the time constraints of the conference program. Participation in virtual events does *not* count towards the total number of events for students.

**Post-secondary** student members may participate in a total of three events, only one of which may be a team event (this number includes pilot events). Additionally, a student member may compete in an unlimited number of Open or Virtual Events within the time constraints of the conference program. Participation in virtual events does *not* count towards the total number of events for students.

### **Software**

Software to be used at the National Leadership Conference will be announced in the Fall Mailing, Fall issue of *The Source* and in the *Pre-Conference Booklet* published each winter (February 1, 2018). The “[Events-At-A-Glance](#)” chart and each event guideline page list the equipment that may be used.

As previously published, all contests will use Microsoft Office® 2016.

### **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 member 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 contestant has a time conflict for an event, check with the Competitive Event Center for the rescheduling procedure. Only time conflicts caused by two concurrent BPA events may be rescheduled.

### **Use of Materials**

Contestants may *not* share equipment, supplies, and/or materials (including printers) once an event begins.

### **Reference Materials**

Some events allow reference materials. Check the guidelines for each contest for further information. Published/Unpublished non-electronic reference materials may be brought on a “read-only” CD-ROM and/or hard copy for events that allow resources. CD-ROM should only be used for computerized events, as no additional computer access will be provided for use of reference materials. Reference materials may *not* be used for any Open Event.

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

Advisors may view the national Workplace Skills Assessments at NLC after all testing has been completed. A representative from Competitive Event Center 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 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 **90 percent**. Guidelines are printed in the *BPA Cares Handbook*. No reference materials are allowed.

### **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., 11880 College Blvd., Suite 450 Overland Park, KS 66210.

### **Proofreader’s Marks**

Standardized proofreader’s marks have been 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 room. Only persons serving as administrators, proctors, or authorized personnel will be admitted into the event room. Contestants may be *disqualified* for communicating with persons other than administrations, proctors, or authorized personnel in the event room or between the preparation and presentation rooms.

### **Use of Cellular Phones**

The use of cellular phones in testing, preparation and presentation rooms is prohibited. This pertains to judges, contest administrators and contestants. In the event that a contestant/team is utilizing a cellular phone as a mobile hotspot, the phone may be visible throughout the presentation and used to provide Internet, however, the phone's sole purpose can only be for Internet access or for displaying the contestant's work, no other use will be allowed.

### **Printing Requirements**

All printing in the computer lab must be in black/white or gray scale with the exception of Fundamental Desktop Publishing and Digital Publishing. For Fundamental Desktop Publishing and Digital Publishing, contestants will be permitted to bring Mac computers and equipment (see Guidelines for details). Those contestants bringing Macs may print in color.

### **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.

### **Name Badges**

Contestants' name badges should be worn at all times; it is permissible for contestants to introduce themselves to the judges.

### **Release Forms**

When [Release Forms](#) are required, any student included in the project must submit a [Release Form](#); this includes individuals and all team members. [Release Forms](#) may be handwritten. Illegible forms will *not* be accepted.

### **Contestant-Provided Equipment**

Some events permit contestants to bring their own equipment for presentation or preparation of competition. In these cases, contestants are permitted to bring their own laptops, printers, projectors, or iPads (or similar tablet devices). Computers or tablets may be used in place of projectors. Contestants are totally responsible for the set-up, operation, and technical support of their equipment.

## NLC CALCULATOR GUIDELINES

Contestants must ensure their calculator works properly as the testing center will *not* provide batteries or spare calculators. Contestants may use only their own calculator. Contestants 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 (Note: The TI-Nspire (non-CAS) is permitted)
- Hewlett Packard models beginning with HP Prime, HP 48GII, HP 40G, HP 49G, HP 50G
- Casio models including fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 & 330, and all models beginning with CFX 9970G
- Electronic writing pads or pen-input devices (Note: The Sharp EL9600 is permitted)
- Handheld, tablet or laptop computers, including PDAs
- Cell phone calculators or any other electronic communications devices
- Calculators with typewriter keypads in QWERTY format

### **The following types of calculators are permitted, but *only* after they are modified as noted:**

- Calculators that hold programs or documents – remove all documents and remove all programs that have computer algebra system functionality
- Calculators with paper tape – remove the tape
- Calculators that make noise – turn off the sound
- Calculators with an infrared data port – completely cover the infrared data port (includes HP 38G series, HP 39G series, and HP 48G)
- Calculators that have power cords – remove all power/electrical cords
- Hand-held calculators may *not* be connected in any way to the computer or device being used for testing.

It is each contestant's responsibility to ensure that his/her 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 contestants. Contestants 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 contestant's calculator.



## **JUDGED EVENT GUIDELINES**

### **Finance**

- (150) Financial Analyst Team
- (155) Economic Research Individual (S)
- (160) Economic Research Team (S)

### **Business Administration**

- (260) Administrative Support Research Project (S)

### **Management Information Systems**

- (325) Network Design Team

### **Digital Communication & Design**

- (410) Graphic Design Promotion
- (420) Digital Media Production
- (425) Computer Modeling (S)
- (430) Video Production Team
- (435) Website Design Team
- (440) Computer Animation Team (S)
- (445) Broadcast News Production Team (S)

### **Management, Marketing & Communications**

- (500) Global Marketing Team (S)
- (505) Entrepreneurship
- (510) Small Business Management Team
- (515) Interview Skills
- (520) Advanced Interview Skills
- (525) Extemporaneous Speech (S)
- (530) Contemporary Issues (PS)
- (535) Human Resource Management
- (540) Ethics & Professionalism (PS)
- (545) Prepared Speech
- (550) Parliamentary Procedure Team (S)
- (555) Presentation Management Individual
- (560) Presentation Management Team

### **Judged Events Documentation Forms**

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

### **Entry Form**

This must be completed for all judged events except Extemporaneous Speech (S), Contemporary Issues (PS), Human Resource Management and Ethics & Professionalism (PS).

Below are links to the forms:

[Individual Entry Form](#)

[Team Entry Form](#)

[Release Form](#)

### **Release Form**

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

**Handwritten entry forms, excluding signatures, are *not* acceptable and will *not* be awarded specification points.**

Contestants/Teams 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 during both the Preliminary and Final Competition. See the event guidelines for further information.

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.](#)

### **Pre-submitted Events**

- (260) Administrative Support Research Project (S)
- (520) Advanced Interview Skills
- (445) Broadcast News Production Team (S)
- (440) Computer Animation Team (S)
- (425) Computer Modeling (S)
- (420) Digital Media Production
- (155) Economic Research Individual (S)
- (160) Economic Research Team (S)
- (505) Entrepreneurship
- (500) Global Marketing Team (S)
- (410) Graphic Design Promotion
- (515) Interview Skills
- (325) Network Design Team
- (430) Video Production Team
- (435) Website Design Team

### **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, school name and contest name written on the flap. The envelope(s) must be given to the contest judges at the time of the contest.

### **Technical Judging Materials**

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

### **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 the Finals. The Finals are conducted as a new contest. Technical scores from the Preliminary Competition will carry forward into the Final Competition.

### **Judged Event Topics**

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

## **CLOUD STORAGE / FILE SHARING GUIDELINES**

Permission and privacy settings on files sharing sites can be difficult to manage. Business Professionals of America has developed the following guidelines to help guide contestants as they choose the right settings for their submissions. The following is a nonexclusive list, but includes the most popular file sharing sites. Contestants may choose any product or service to share submissions.

### **YouTube®**

<b>Setting</b>	<b>Description</b>	<b>Recommended</b>
Public Videos	Show for everyone, and in search results	No
Unlisted Videos	Do <i>not</i> show up on YouTube, Not found in search results, anyone with the links can see the video. The sharable link can be viewed by anyone.	Yes
Private Videos	Only be seen by users selected by the owner and added by e-mail address, invisible to other users, does <i>not</i> show up on channels, or in searches.	No

### **Vimeo®**

<b>Setting</b>	<b>Description</b>	<b>Recommended</b>
Anyone	Allow anyone to see the video	No
Only me	Makes the video only visible to me and no one else	No
Only people I follow	Make the videos visible only to people I follow	No
Only people I choose	I'll select people with whom I want to share the video	No
Only people with a password	Protect this video with a password; <i>be sure to include the password on the entry form</i>	Yes

### **Dropbox®** - \*settings may be different depending on user's subscription

<b>Setting</b>	<b>Description</b>	<b>Recommended</b>
Share	Create a link, and Anyone with the link can view this folder	Yes
Share	E-mail to person, or add Name	No

### **Google Drive®** - please review the settings carefully; recommended not to use Get shareable link option.

<b>Setting</b>	<b>Description</b>	<b>Recommended</b>
Share: Anyone with the link can view	Anyone that has the link will be able to view the files without a Google Account	Yes
Share: Anyone with the link can edit	Anyone that has the link will be able to access the files and edit them.	No

### **Microsoft OneDrive®** - the key with this cloud storage site is to share from the folder level; use the Share and Get Link option.

<b>Setting</b>	<b>Description</b>	<b>Recommended</b>
Anyone with this link can view this item.	Share the folder and use the Get Link option to allow access and only view the files.	Yes
Anyone with this link can edit this item	Share the folder and use the Get Link option to allow access to edit files, folders, etc.	No

**Disclaimer:** This information is being provided as a reference only; the settings reflected in this document are reflective of the settings available at the time of authoring. Business Professionals of America does *not* endorse any products or services, and the settings outlined above may change at any time without notice.



## INDIVIDUAL ENTRY FORM

- 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 presentation to the judges.
- An additional hard copy will be required if you present again as a finalist.
- Signatures are *not* required at the time of pre-submission; you must still supply signatures when checking into the event on-site.
- The Contestant Number is the same as the Member Number in the BPA Online Registration system.

**Event Name:**

**Event #:**

**Date:**

**Software Used (if applicable):**

**URL (if applicable):**

Name	Contestant #	Grade
Chapter Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor E-mail

**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

- 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.
- Signatures are *not* required at the time of pre-submission; you must still supply signatures when checking into the event on-site.
- The Contestant Number is the same as the Member Number in the BPA Online Registration system.

**Event Name:**

**Event #:**

**Team#:**

**Date:**

**Software Used (if applicable):**

**URL (if applicable):**

Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Chapter Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor E-mail

### Student Verification

We, the undersigned, attest that this project was conducted solely by the team members and that the work resulting from our efforts 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 students' original work and is in compliance with all event specifications.

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



## RELEASE FORM

Release forms may be handwritten. Illegible forms will *not* be accepted.  
**(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 photographs taken of me in any form whatsoever for a Business Professionals of America Workplace Skills Assessment Program Competitive Event.**

**Consent is also granted for any printed matter or audio recording used in conjunction with the photograph(s) and 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 online if this event is submitted to a BPA 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:  
 (If person is under 18 years of age.)

Signature	Date
-----------	------



## EVENTS-AT-A-GLANCE

	Maximum minutes for orientation, prep and warm-up	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges Questions (Min.)	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component
<b>Virtual</b>															
Virtual Multimedia and Promotion Individual	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Virtual Multimedia and Promotion Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Software Engineering Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Web Application Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Mobile Applications	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Promotional Photography	3		7	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Start-up Enterprise Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
<b>Finance</b>															
(100) Fundamental Accounting	10	10	90		N	N	Y	N				5	S	Y	
(105) College Accounting	10	10	90		N	N	Y	N				5	PS		
(110) Advanced Accounting	10	10	90		Y	N	Y	N				5	S		
(115) Advanced College Accounting	10	10	90		Y	N	Y	N				5	PS		
(125) Payroll Accounting	10	10	60		Y	N	Y	N				5	S		
(130) College Payroll Accounting	10	10	90		Y	N	Y	N				5	PS		
(135) Managerial Accounting	10	10	90		Y	N	Y	N				5	PS		
(140) Federal Income Tax Accounting	10	10	90		Y	N	Y	N				5	PS		
(145) Banking & Finance			60		Y	N	Y	N				5	S, PS		
(150) Financial Analyst Team	8		30/10	5	Y	N	Y	N	Y	Y	2	2	S, PS		
(155) Economic Research Individual	3		7	5	Y	N	N	N			2	3	S		
(160) Economic Research Team	3		7	5	Y	N	N	N			2	2	S		
(165) Personal Financial Management			60		Y	N	Y	N				5	S, PS		
(190) Financial Math & Analysis Concepts — Open Event			60		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



## EVENTS-AT-A-GLANCE

	Maximum minutes for orientation, prep, and warm-up.	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges s Questions (Min.)	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component
<b>Business Administration</b>															
(200) Fundamental Word Processing	10	10	60		N	Y	Y	Y				5	S, PS	Y	
(205) Intermediate Word Processing	10	10	60		N	Y	Y	Y				5	S, PS	Y	
(210) Advanced Word Processing	10	10	90		Y	Y	Y	Y				5	S, PS		Y
(215) Integrated Office Applications	10	10	90		Y	Y	Y	Y				5	S, PS		Y
(220) Basic Office Systems & Procedures	10	10	90		N	Y	Y	Y				5	S, PS		
(225) Advanced Office Systems & Procedures	10	10	90		Y	Y	Y	Y				5	S, PS		
(230) Fundamental Spreadsheet Applications	10	10	90		N	N	Y	Y				5	S, PS		
(235) Advanced Spreadsheet Applications	10	10	90		Y	N	Y	Y				5	S, PS		Y
(240) Database Applications	10	10	90		Y	N	Y	Y				5	S, PS		Y
(245) Legal Office Procedures	10	10	60		Y	Y	Y	Y				5	S, PS		
(250) Medical Office Procedures	10	10	60		Y	Y	Y	Y				5	S, PS	Y	
(255) Administrative Support Team	10	10	90		Y	Y	Y	Y				2	S, PS	Y	
(260) Admin. Support Research Project	3		7	5	Y	N	N	N			2	3	S	Y	
(265) Business Law & Ethics	10	10	60		Y	N	Y	Y				5	S, PS		
(270) ICD-10-CM Diagnostic Coding-Pilot	10	10	60		Y	N	Y	Y				5	S, PS		
(290) Admin. Support Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	
<b>Management Information Systems</b>															
(300) Computer Network Technology			60		Y	N	Y	N				5	S, PS	Y	Y
(305) PC Servicing & Troubleshooting	See guidelines for administration				Y	N	Y	N				5	S, PS		Y
(310) Network Administration Using Microsoft®			60		Y	N	Y	N				5	S, PS		Y
(315) Systems Administration Using Cisco®			60		Y	N	Y	N				5	S, PS		
(320) Computer Security	See guidelines for administration				Y	N	Y	N				5	S, PS	Y	Y
(325) Network Design Team	3		30/10	10	Y	Y	Y	N	Y	Y	2	2	S, PS		
(330) Visual Basic/C# Programming	10	10	90		Y	N	Y	N		Y		5	S, PS		Y
(335) C++ Programming	10	10	90		Y	N	Y	N		Y		5	S, PS		
(340) Java Programming	10	10	90		Y	N	Y	N		Y		5	S, PS		
(345) SQL Database Fundamentals			60		Y	N	Y	N				5	S, PS		
(390) Computer Programming Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	
(391) Information Tech Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	

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Y = Yes

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## EVENTS-AT-A-GLANCE

	Maximum minutes for orientation, prep, and warm-up	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges Questions (Min.)	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component
<b>Digital Communication &amp; Design</b>															
(400) Fundamental Desktop Publishing	10	10	90		Y	Y	Y	Y	Y			5	S, PS	Y	
(405) Fundamentals of Web Design	10	10	90		Y	N	Y	Y				5	S, PS		Y
(410) Graphic Design Promotion	5		6	5	Y	N	N	N	Y		2	3	S, PS	Y	
(415) Digital Publishing	10	10	90		Y	Y	Y	Y	Y			5	S, PS	Y	
(420) Digital Media Production	3		10	5	Y	N	N	N	Y	Y	2	3	S, PS	Y	
(425) Computer Modeling	3		10	5	Y	N	N	N		Y	2	3	S		
(430) Video Production Team	3		10	5	Y	N	N	N	Y	Y	2	2	S, PS	Y	
(435) Website Design Team	3		10	5	Y	N	N	N	Y	Y	2	2	S, PS	Y	
(440) Computer Animation Team	3		10	5	Y	N	N	N		Y	2	2	S		
(445) Broadcast News Production Team	3		10	5	Y	N	N	N		Y	2	2	S		
<b>Management, Marketing &amp; Communication</b>															
(500) Global Marketing Team	3		10	5	Y	N	N	N	Y	Y	2	2	S		
(505) Entrepreneurship	3		5-7	5	Y	N	N	N	Y	Y	2	3	S, PS	Y	
(510) Small Business Management Team	8		30/10	10	Y	N	Y	N		Y	2	2	S, PS		
(515) Interview Skills			15	5	N	N	N	N			2	3	S, PS	Y	
(520) Advanced Interview Skills			15	5	Y	N	N	N			2	3	S, PS	Y	
(525) Extemporaneous Speech	10		2-4	5	Y	N	N	N			2	3	S	Y	
(530) Contemporary Issues	10		3-5	5	Y	N	N	N			2	3	PS		
(535) Human Resource Management	20		3-5	5	Y	N	Y	N			2	3	S, PS		
(540) Ethics & Professionalism	20		5-7	5	Y	N	Y	N			2	3	PS		
(545) Prepared Speech	1		5-7	5	Y	N	Y	N			2	3	S, PS	Y	
(550) Parliamentary Procedure Team	15		15	5	Y	N	Y	N			3	2	S		
(555) Presentation Management Individual	3		7-10	5	Y	N	N	N		Y	2	3	S, PS		
(560) Presentation Management Team	3		7-10	5	Y	N	N	N		Y	2	2	S, PS	Y	
(590) Business Meeting Management Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	
(591) Management, Marketing & Human Resources Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	
(592) Parliamentary Procedure Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	
(593) Project Management Concepts — Open Event			60		Y	N	N	N				U	PS	Y	

\*Rating sheets are provided in the guidelines.

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## **NATIONAL BPA DEADLINES**

**All pre-submitted events must be submitted electronically.** Each site will contain instructions on uploading files. Contestants must be registered and have their Contestant ID # ready when uploading pre-submission files. All files (unless specifically indicated in the *Guidelines*) must be submitted in PDF format.

**Handwritten forms, excluding signatures, are *not* acceptable and will *not* be awarded specification points.**

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/district and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

<b>Item</b>	<b>Deadline</b>	<b>Websites</b>
Administrative Support Research Project (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Advanced Interview Skills	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Broadcast News Production Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Computer Animation Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Computer Modeling (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Digital Media Production	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Economic Research Individual (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Economic Research Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Entrepreneurship	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Global Marketing Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Graphic Design Promotion	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Interview Skills	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Network Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Video Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Website Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
Virtual Events	See individual event for specifications	<a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>
NLC Competitive Events Registration	Online registration by April 1, 2018	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Registration	Early registration: 2/28-4/1/2018 Late registration: 4/2-4/6/2018	<a href="http://www.bpa.org">www.bpa.org</a>

NLC Hotel Reservations	Online by April 1, 2018	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Registration Refund Requests	Submitted by April 16, 2018	<a href="http://www.bpa.org">www.bpa.org</a>
National Officer Candidate Application	Postmarked by April 1, 2018	Submit as outlined in the BPA National Officer Candidate Handbook
BPA Cares Awards	Submitted by April 1, 2018	Submit as outlined in BPA Cares Handbook
Torch Award—Ambassador	Submitted by April 1, 2018	<a href="http://www.bpa.org/awards/torchsystem">http://www.bpa.org/awards/torchsystem</a>

<b><u>FUTURE NLC SITES</u></b>		
<b>Year</b>	<b>Location</b>	<b>Date</b>
2019	Anaheim, CA	May 1-5
2020	Washington, DC	May 6-10
2021	Orlando, FL	May 5-9
2022	Dallas, TX	May 4-8
2023	Anaheim, CA	April 26-30
2024	Chicago, IL	April 24-28

**National Leadership  
Conference  
2018  
Dallas/Fort Worth, TX  
May 9-13**

## NATIONAL BPA PRE-SUBMISSION GUIDELINES

**National Leadership Conference 2018**

**Submission Deadline: April 1, 2018 by 11:59 p.m. Eastern Time**

Event	What to Submit at <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>	Saved File Name	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
<b>Finance (100's)</b>			
Economic Research Project - Individual (155)	1) Research Paper - PDF format 2) Individual Entry Form - PDF format	Econ. Research Proj. Ind. Individual Entry Form	1 copy of Research Paper 1 copy of signed Individual Entry Form
Economic Research Project - Team (160)	1) Research Paper - PDF format 2) Team Entry Form - PDF format	Econ. Research Proj. Team Team Entry Form	1 copy of Research Paper 1 copy of signed Team Entry Form
<b>Business Administration (200's)</b>			
Administrative Support Research Project (260)	1) Research Paper - PDF format 2) Individual Entry Form - PDF format	Admin. Res. Proj. Ind. Individual Entry Form	1 copy of Research Paper 1 copy of signed Individual Entry Form
<b>Management Information System (300's)</b>			
Network Design Team (325)	1) Written proposal (Report Format) - PDF format 2) Team Entry Form - PDF format	NDT Written Proposal Team Entry Form	1 copy of Written Proposal 1 copy of signed Team Entry Form
<b>Digital Communication &amp; Design (400's)</b>			
Graphic Design Promotion (410)	1) Flyer - PDF or JPG or PNG format 2) Logo - PDF or JPG or PNG format 3) Logo - 2"x2" pin size - PDF or JPG or PNG format 4) Individual Entry Form - PDF format	Graphic Design Flyer Graphic Design Logo Graphic Design Pin Individual Entry Form	1 copy of Flyer 1 copy of 4x4 Logo 1 copy of 2x2 Logo 1 copy of signed Individual Entry Form
Digital Media Production (420)	1) Individual Entry Form, <b>including URL</b> to project AND Release Form(s) in one combined PDF file.	Digital Media Forms	1 copy of signed Individual Entry Form 1 copy of signed Release Form(s)



Event	What to Submit at <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>	Saved File Name	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
<b>Digital Communication &amp; Design (400's) (continued)</b>			
Computer Modeling (425)	1) Individual Entry Form, <b>including URL</b> to project AND Release Form(s) in one combined PDF file.	Computer Modeling Forms	1 copy of concept art/prototypes 1 copy of signed Individual Entry Form 1 copy of signed Release Form(s)
Video Production Team (430)	1) Team Entry Form, <b>including URL</b> to project AND Release Form(s) in one combined PDF file.	Video Production Forms	1 copy of Script 1 copy of Storyboard 1 copy of signed Team Entry Form 1 copy of signed Release Form(s)
Website Design Team (435)	1) Team Entry Form, <b>including URL</b> to project (including any necessary login credentials, if necessary) AND Release Form(s) in one combined PDF file.	Website Design Forms	1 copy of signed Team Entry Form 1 copy of signed Release Form(s)
Computer Animation Team (440)	1) Team Entry Form, <b>including URL</b> to project AND Release Form(s) in one combined PDF file.	Computer Animation Forms	1 copy of Storyboard 1 copy of signed Team Entry Form 1 copy of signed Release Form(s)
Broadcast News Production Team (445)	1) Team Entry Form, <b>including URL</b> to project AND Release Form(s) in one combined PDF file.	Broadcast News Forms	1 copy of Script 1 copy of signed Team Entry Form 1 copy of signed Release Form(s)
<b>Management, Marketing &amp; Communication (500's)</b>			
Global Marketing Team (500)	1) Marketing Plan - PDF format 2) Team Entry Form - PDF format	Global Marketing Team Plan Team Entry Form	1 copy of Marketing Plan 1 copy of signed Team Entry Form
Entrepreneurship (505)	1) Business Plan - PDF format 2) Individual Entry Form - PDF format	Entrepreneurship Plan Individual Entry Form	1 copy of Business Plan 1 copy of signed Individual Entry Form
Interview Skills (515)	1) Cover Letter - PDF format 2) Résumé - PDF format 3) Individual Entry Form - PDF format	Interview Cover Letter Interview Résumé Individual Entry Form	1 copy of Cover Letter 1 copy of Résumé 1 copy of signed Individual Entry Form
Advanced Interview Skills (520)	1) Cover Letter - PDF format 2) Résumé - PDF format 3) Individual Entry Form - PDF format	Adv. Interview Cover Letter Adv. Interview Résumé Individual Entry Form	1 copy of Cover Letter 1 copy of Résumé 1 copy of Portfolio ( <i>must not be left with judges</i> ) 1 copy of signed Individual Entry Form

## **NLC 2018 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><i>Event</i></b>	<b><i>Software Packages</i></b>
Administrative Support Team	MS Office 2016
Advanced Office Systems & Procedures	MS Office 2016
Advanced Spreadsheet Applications	MS Excel 2016
Advanced Word Processing	MS Office 2016
Basic Office Systems & Procedures	MS Office 2016
Database Applications	MS Access 2016
Digital Publishing	Adobe InDesign® CS6, Adobe Illustrator® CS6
Fundamental Desktop Publishing	MS Office 2016, MS Publisher 2016, Adobe InDesign® CS6
Fundamental Spreadsheet Applications	MS Excel 2016
Fundamental Word Processing	MS Office 2016
Fundamentals of Web Design	Notepad
Integrated Office Applications	MS Office 2016
Intermediate Word Processing	MS Office 2016
Legal Office Procedures	MS Office 2016
Medical Office Procedures	MS Office 2016

**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. Printers are *not* needed for any programming contests in Management Information Systems.** 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.

**As previously published, all contests will use Microsoft Office® 2016.**

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.

## NLC 2018 Industry Certification

*The industry certifications are provided at the national level competitions. The certification testing will count as 25% of the final score for each of the BPA Competitive Events listed below.*

- **Microsoft Office Specialist – MOS**
- **Microsoft Technology Associate - MTA**

<b>BPA Competitive Event Name</b>	<b>Industry Certification Offered by Certiport</b>
Advanced Spreadsheet Applications	MOS Excel Exam 2016
Advanced Word Processing	MOS Word Exam 2016
*Computer Network Technology	MTA Networking Fundamentals
*Computer Security	MTA Security Fundamentals
Database Applications	MOS Access 2016
*Fundamentals of Web Design	MTA HTML5 Application Developer Fundamentals
Integrated Office Applications	MOS PowerPoint 2016
*Network Administration Using Microsoft®	MTA Networking Fundamentals
*PC Servicing & Troubleshooting	MTA Windows OS Fundamentals
*Visual Basic/C# Programming	MTA Software Development Fundamentals – VB Exam <b>OR</b> MTA Software Development Fundamentals C# Exam

**\*Note:** Contestants who have certified in the linked Microsoft Technology Associate (MTA) exam may choose from one of the following two options. Option one; the contestant will be given the opportunity to take another certification exam within the event subject area in place of the previously passed exam; the score earned on this exam will serve as the contest score. Option two; the contestant may share their previously passed test scores with NLC staff. If this option is selected, the contestant will be required to login to their Certiport account and share the previously earned score at the time of sign in at NLC.

All contestants who have previously certified in Microsoft Office Specialist (MOS) exams will be required to retake the exam.

### **The Pathway to Certification Success**

Discover the one-stop, total learning solution for helping your students get certified and get noticed. Certiport’s pathway to certification includes top-notch instructional materials, preparatory assessment exams, and performance-based testing.

And now, for a limited time, new BPA customers may receive an additional 10% discount on the purchase of a new MOS Site License. New BPA customers must mention the redemption code, “BPA Partner” at the time of purchase. To learn more, visit [Certiport.com/BPA](http://Certiport.com/BPA) or contact Certiport for additional details.

[www.certiport.com](http://www.certiport.com) 1.888.999.9830

### **Learn, Practice, Certify**

Think you have what it takes to reach the podium? The best way to show the world you know your stuff is to be prepared. Before anything else, preparation is the key to success. Reaching your goals this year at the National Leadership Conference has never been easier. Between now and March 31, 2018, BPA members may enjoy access to the industry’s best certification test preparation materials for 25% OFF\*. Take advantage of this amazing discount at <http://shop.certiport.com/> by using offer code “BPA25”. To learn more, visit [Certiport.com/BPA](http://Certiport.com/BPA) or contact Certiport for additional details.

\*Offer applies to MOS, MTA & IC3 GMetrix Practice Tests. Available for US only.


## Parental Consent Form

### ***IMPORTANT: New Requirement for Certiport Exams Beginning 2017-2018***

A new requirement is being implemented by Certiport – at the direction of Microsoft and Pearson VUE – regarding any and all MOS and MTA exams incorporated in to the Workplace Skills Assessment Program. All students under the age of 18 will be required to submit a signed [Parental Consent form](#) which must be on file with the National Center in order for scores to be released to BPA at NLC.

If there is no [Parental Consent form](#) on file with the National Center on or before May 9, 2018, contestant scores will *not* be released and students' overall schools will be drastically affected.

The [Parental Consent form](#) is located on page 29 and can be obtained as a PDF file on the [WSAP Download Center](#) webpage. This form must be on file with National Center for all contestants who are or will be under the age of 18 before May 13, 2018.



**CERTI PORT**  
A PEARSON VUE BUSINESS

Certiport, A Pearson VUE Business  
1276 South 820 East, Suite 200  
American Fork, UT 84003 USA

Telephone: 1-888-999-6830  
International: (801) 847-3100  
[www.certiport.com](http://www.certiport.com)

### Parent / Legal Guardian Consent Form

I am the parent/legal guardian of \_\_\_\_\_ (please print)  
(the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at [www.certiport.com](http://www.certiport.com) and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

- 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at [www.certiport.com](http://www.certiport.com), including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA 2018 National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

# COPY

NAME OF PARENT/LEGAL GUARDIAN \_\_\_\_\_ SIGNATURE OF PARENT/LEGAL GUARDIAN \_\_\_\_\_

DATE \_\_\_\_\_

# DO NOT USE

## Parent / Legal Guardian Consent Form

I am the parent/legal guardian of \_\_\_\_\_ (please print) (the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

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- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at [www.certiport.com](http://www.certiport.com) and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

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- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at [www.certiport.com](http://www.certiport.com), including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA 2018 National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

\_\_\_\_\_  
NAME OF PARENT/LEGAL GUARDIAN

\_\_\_\_\_  
SIGNATURE OF PARENT/LEGAL GUARDIAN

\_\_\_\_\_  
DATE

## **ALPHABETICAL LISTING OF WORKPLACE SKILLS ASSESSMENTS**

Administrative Support Concepts – Open Event (290)  
Administrative Support Research Project (S) (260)  
Administrative Support Team (255)  
Advanced Accounting (S) (110)  
Advanced College Accounting (PS) (115)  
Advanced Interview Skills (520)  
Advanced Office Systems & Procedures (225)  
Advanced Spreadsheet Applications (235)  
Advanced Word Processing (210)  
Banking & Finance (145)  
Basic Office Systems & Procedures (220)  
Broadcast News Production Team (S) (445)  
Business Law & Ethics (265)  
Business Meeting Management Concepts –  
Open Event (590)  
C++ Programming (335)  
College Accounting (PS) (105)  
College Payroll Accounting (PS) (130)  
Computer Animation Team (S) (440)  
Computer Modeling (S) (425)  
Computer Network Technology (300)  
Computer Programming Concepts – Open Event (390)  
Computer Security (320)  
Contemporary Issues (PS) (530)  
Database Applications (240)  
Digital Media Production (420)  
Digital Publishing (415)  
Economic Research Individual (S) (155)  
Economic Research Team (S) (160)  
Entrepreneurship (505)  
Ethics & Professionalism (PS) (540)  
Extemporaneous Speech (S) (525)  
Federal Income Tax Accounting (PS) (140)  
Financial Analyst Team (150)  
Financial Math & Analysis Concepts – Open Event (190)  
Fundamental Accounting (S) (100)  
Fundamental Desktop Publishing (400)  
Fundamental Spreadsheet Applications (230)  
Fundamental Word Processing (200)  
Fundamentals of Web Design (405)  
Global Marketing Team (S) (500)  
Graphic Design Promotion (410)  
Human Resource Management (535)  
ICD-10-CM Diagnostic Coding-Pilot (270)  
Information Technology Concepts – Open Event (391)  
Integrated Office Applications (215)  
Intermediate Word Processing (205)  
Interview Skills (515)  
Java Programming (340)  
Legal Office Procedures (245)  
Management, Marketing, & Human Resources Concepts  
– Open Event (591)  
Managerial Accounting (PS) (135)  
Medical Office Procedures (250)  
Mobile Applications (V05)  
Network Administration Using Microsoft® (310)  
Network Design Team (325)  
Parliamentary Procedure Concepts – Open Event (592)  
Parliamentary Procedure Team (S) (550)  
Payroll Accounting (S) (125)  
PC Servicing & Troubleshooting (305)  
Personal Financial Management (165)  
Prepared Speech (545)  
Presentation Management Individual (555)  
Presentation Management Team (560)  
Project Management Concepts – Open Event (PS) (593)  
Promotional Photography (V06)  
Small Business Management Team (510)  
Software Engineering Team (V03)  
SQL Database Fundamentals (345)  
Start-up Enterprise Team (V08)  
Systems Administration Using Cisco® (315)  
Video Production Team (430)  
Visual Basic/C# Programming (330)  
Virtual Multimedia and Promotion Individual (V01)  
Virtual Multimedia and Promotion Team (V02)  
Web Application Team (V04)  
Website Design Team (435)

## **WORKPLACE SKILLS ASSESSMENT STANDARDS**

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

Skills common to the five core assessment areas: Finance, Business Administration, Management Information Systems, Digital Communication & Design, and Management, Marketing & Communication are also listed.

These are *not* intended to replace the individual event competencies, but to 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.
- BPAES10 Perform mathematical calculations.

### ***Finance Workplace Skills***

- F1 Use correct terminology related to finance.
- F2 Use analytical and mathematical skills in solving financial problems.

### ***Business Administration Workplace Skills***

- BA1 Utilize spreadsheet software to create, edit, and publish industry appropriate documents.
- BA2 Utilize word processing software to create, edit, and publish industry appropriate documents.

### ***Management Information Systems Workplace Skills***

- MIS1 Utilize digital tools to gather, evaluate, and use information.
- MIS2 Demonstrate a sound understanding of technology concepts, systems, and operations.
- MIS3 Design and produce quality IT product/service.
- MIS4 Explain how IT increases business productivity and effectiveness.
- MIS5 Demonstrate an understanding of project management concepts in IT.
- MIS6 Utilize the key functions and applications of software.
- MIS7 Demonstrate an understanding of technologies that influence business practices.

### ***Digital Communication & Design Workplace Skills***

- DCD1 Utilize presentation software to create, edit, and publish industry appropriate documents.
- DCD2 Utilize desktop publishing software to create, edit, and publish industry appropriate documents.
- DCD3 Demonstrate knowledge of basic web page design and functioning.


### ***Management, Marketing & Communication Workplace Skills***

- MMC1 Demonstrate an understanding of management, marketing, and human resources concepts and practices.
- MMC2 Demonstrate an understanding of integrity and ethics in work environments across domestic and international demographics.
- MMC3 Evaluate, prioritize, interpret, and communicate analysis of business data to develop and communicate solutions.
- MMC4 Produce a written marketing plan focusing on price, product, place and promotion.
- MMC5 Demonstrate knowledge and understanding of an entrepreneurial business plan.
- MMC6 Analyze short- and long-term financial impacts to recommend a plan of action.
- MMC7 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.
- MMC8 Demonstrate professionalism through appearance and interpersonal skills.



## CAREER CLUSTER CROSSWALKS

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

 <small>Today's students. Tomorrow's business professionals.</small>	Arts, A/V Technology & Communications	Business, Management & Administration	Finance	Government & Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections & Security	Marketing, Sales & Service
<b>Virtual</b>								
Virtual Multimedia and Promotion Individual						x		
Virtual Multimedia and Promotion Team						x		
Software Engineering Team						x		
Web Application Team						x		x
Mobile Applications						x		
Promotional Photography	x					x		
Start-up Enterprise Team		x	x			x		x
<b>Finance</b>								
Fundamental & College Accounting		x	x					
Advanced & Advanced College Accounting		x	x					
Payroll & College Payroll Accounting		x	x					
Managerial Accounting		x	x					
Federal Income Tax Accounting		x	x	x				
Banking & Finance		x	x					
Financial Analyst Team		x	x			x		
Economic Research Individual		x	x					
Economic Research Team		x	x					
Personal Financial Management		x	x					
Financial Math & Analysis Concepts—Open			x					
<b>Business Administration</b>								
Fundamental Word Processing		x				x		
Intermediate Word Processing		x				x		
Advanced Word Processing		x				x		
Integrated Office Applications		x				x		
Basic Office Systems & Procedures		x				x		
Advanced Office Systems & Procedures		x				x		
Fundamental Spreadsheet Applications		x	x			x		
Advanced Spreadsheet Applications		x	x			x		
Database Applications		x				x		
Legal Office Procedures		x				x	x	
Medical Office Procedures		x			x	x		
Administrative Support Team		x				x		
Administrative Support Research Project		x						
Business Law & Ethics		x		x			x	
ICD-10-CM Diagnostic Coding		x			x			
Administrative Support Concepts—Open		x						

 <p>Today's students. Tomorrow's business professionals.</p>	Arts, A/V Technology & Communications	Business, Management & Administration	Finance	Government & Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections & Security	Marketing, Sales & Service
<b>Management Information Systems</b>								
Computer Network Technology						X		
PC Servicing & Troubleshooting		X				X		
Network Administration Using Microsoft®						X		
Systems Administration Using Cisco®						X		
Computer Security		X				X		
Network Design Team						X		
Visual Basic/C# Programming						X		
C++ Programming						X		
Java Programming						X		
SQL Database Fundamentals						X		
Information Technology Concepts—Open						X		
Computer Programming Concepts—Open						X		
<b>Digital Communication &amp; Design</b>								
Fundamental Desktop Publishing	X	X				X		X
Fundamentals of Web Design						X		X
Graphic Design Promotion	X	X	X			X		X
Digital Publishing	X	X				X		
Digital Media Production	X					X		X
Computer Modeling						X		
Video Production Team	X					X		X
Website Design Team						X		X
Computer Animation Team	X					X		X
Broadcast News Production Team	X					X		
<b>Management, Marketing &amp; Communication</b>								
Global Marketing Team		X	X	X		X		X
Entrepreneurship		X	X					X
Small Business Management Team		X	X					X
Interview Skills		X						X
Advanced Interview Skills		X						X
Extemporaneous Speech/Contemporary Issues		X						X
Human Resource Management		X						X
Ethics & Professionalism		X						X
Prepared Speech		X						X
Parliamentary Procedure Team		X						
Presentation Management Individual		X				X		X
Presentation Management Team		X				X		X
Management, Marketing & Human Resources Concepts—Open		X						X
Parliamentary Procedure Concepts—Open		X						
Business Meeting Management Concepts—Open		X						
Project Management Concepts—Open		X				X		

# VIRTUAL COMPETITIVE EVENTS

These events are offered only at the national level. All members may register and submit entries. There are no limits. Top ten (10) winners will be decided without consideration for division. The following policy will be used in for all virtual competitive events.

## **Preliminary Round**

Based upon the number of final submissions in each of the virtual event contests, the competitors will be randomly assigned into sections. Within each section, all competitors will be judged using the technical specification points in the individual WSAP contest guidelines.

Upon completion of the technical judging and based upon the size of each section, the number of competitors that will advance to the presentation will be determined. The number of competitors that will advance to the presentation round will *not* exceed 20 competitors.

- 5 Sections and higher – Top 2 from each section advance to the presentation round
- 4 Sections – Top 3 from each section advance to the presentation round
- 3 Sections – Top 4 from each section advance to the presentation round
- 2 Sections – Top 5 from each section advance to the presentation round

## **Presentation Round**

During the presentation round, the combined scores (presentation and technical) will determine the top ten (10) competitors that will advance to NLC.

## **Top 10 Score Rankings**

The top ten (10) competitors advancing to NLC will be subjected to one additional technical judging in order to determine the final NLC rankings. This technical judging will take place before NLC.

## **During the National Leadership Conference (NLC)**

The top ten (10) competitors in each of the Virtual Events are invited to participate in the [BPA National Showcase](#) and the [BPA National Showcase Business Panel](#). During the National Leadership Conference (NLC), all competitors are invited to compete for the [National Showcase Best in Show Award](#).

The ten contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/NationalShowcase> for more information.

- (V01) [Virtual Multimedia and Promotion Individual](#)
- (V02) [Virtual Multimedia and Promotion Team](#)
- (V03) [Software Engineering Team](#)
- (V04) [Web Application Team](#)
- (V05) [Mobile Applications](#)
- (V06) [Promotional Photography](#)
- (V08) [Start-up Enterprise Team](#)

## **(V01) Virtual Multimedia and Promotion Individual**

### **Description**

Create a 1:00 to 2:30 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.

### **Eligibility**

- Any Business Professionals of America student member may enter this event.
- There are no restrictions on number of entries per chapter or per state.

### **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, “Virtual Event Registration.” 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 deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

### **Entry Fee**

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

### **Topic**

Create a digital promotion that highlights a local hero and their contributions within their local community, home state, and/or on a national level.

### **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
- Perform mathematical calculations

#### **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**

- Completed final product dimensions should be at least 720 x 480.
- Completed projects may be uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.) It is recommended that you set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Individual Entry Form](#) including the URL to the project and [Release Form\(s\)](#) in a combined PDF file to: <http://www.bpa.org/submit>, no later than 11:59 p.m. Eastern Time, on February 16, 2018.
- Note: Member ID will be required for all 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.
- 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](#).)
- Contestants will be assigned to sections prior to their preliminary presentation.
- For contestants who qualify, contestants' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those contestants eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top contestants may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

### **Method of evaluation**

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

**Length of event**

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

**Please note: Those contestants who wish to receive judges' comments must submit an e-mail address at the time of submission.**

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

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

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

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes ( <i>Disqualification</i> )	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Production Layout					
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	
Graphics/Media Use					
Enhances assigned topic	1-5	6-10	11-15	16-20	
Creativity	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	
Use of transitions and continuity must exist in the production	1-5	6-10	11-15	16-20	
Content					
Depth of research	1-5	6-10	11-15	16-20	
Aligns to topic	1-5	6-10	11-15	16-20	
Effectiveness	1-5	6-10	11-15	16-20	
Supports task and influences audience	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	0 (3+ errors)	5 (2 errors)	10 (1 error)	15 (0 errors)	
<b>TECHNICAL SCORE (255 points maximum)</b>					

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

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

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

**Presentation Scoring Rubric**

	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
<b>PRESENTATION POINTS</b>					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (80 points maximum)</b>					

	<b>Points Awarded</b>
<b>SPECIFICATION POINTS:</b> All points or none per item are awarded.	
Submitted required documentation.	10
Adhered to time specifications of 1:00 minute to 2:30 minutes.	10
Video has motion graphics.	10
Adhered to specified dimensions of at least 720 x 480.	10
Conformed to BPA <a href="#">Graphic Standards</a> . 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 (50 points maximum)</b>	

**TOTAL MAXIMUM POINTS = 385**



## **(V02) Virtual Multimedia and Promotion Team**

### **Description**

Create a 1:00 to 2:30 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.

### **Eligibility**

- Any Business Professionals of America student 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.

### **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, “Virtual Event Registration.” 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 deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

### **Entry Fee**

There will be a \$20 fee for each entry (invoiced during event registration).

### **Topic**

Create a digital promotion designed to promote a local, state, and/or national service, including, but *not* limited to: an emergency service (fire, police, EMS, etc.), a social service, or any other community service initiatives.

### **Competencies**

- 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
- Perform mathematical calculations

### **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.
- 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**

- Completed projects may be uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.) It is recommended that you set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form\(s\)](#) in a combined PDF file to: <http://www.bpa.org/submit>, no later than 11:59 p.m. Eastern Time, on February 16, 2018.
- Note: Member ID will be required for all submissions.
- Completed final product dimensions should be at least 720 x 480.
- Participants must include the BPA logo, tagline, and colors in the video.
- The team 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](#).)
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top teams may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

### **Method of evaluation**

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

**Length of event**

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

**Please note: Those teams who wish to receive judges' comments must submit an e-mail address at the time of submission.**

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

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

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

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes ( <i>Disqualification</i> )	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

<b>Items to Evaluate</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
Production Layout					
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	
Graphics/Media Use					
Enhances assigned topic	1-5	6-10	11-15	16-20	
Creativity	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	
Use of transitions and continuity must exist in the production.	1-5	6-10	11-15	16-20	
Content					
Depth of research	1-5	6-10	11-15	16-20	
Aligns to topic	1-5	6-10	11-15	16-20	
Effectiveness	1-5	6-10	11-15	16-20	
Supports task and influences audience	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	0 (3+ errors)	5 (2 errors)	10 (1 error)	15 (0 errors)	
<b>TECHNICAL SCORE (255 points maximum)</b>					

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

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

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

**Presentation Scoring Rubric**

	Below Average	Average	Good	Excellent	Points Awarded
<b>PRESENTATION POINTS</b>					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (80 points maximum)</b>					

	Points Awarded
<b>SPECIFICATION POINTS:</b> All points or none per item are awarded.	
Submitted required documentation.	10
Adhered to time specifications of 1:00 minute to 2:30 minutes.	10
Video has motion graphics.	10
Adhered to specified dimensions of at least 720 x 480.	10
Conformed to BPA <a href="#">Graphic Standards</a> . 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 (50 points maximum)</b>	

**TOTAL MAXIMUM POINTS = 385**

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

### **Description**

Teams will collaborate on the engineering of a computer software application that performs tasks and operations as outlined in the provided topic. Project submissions will consist of software source code and assets in addition to a functional executable version of the application. Submissions will be judged on technical merit by software engineering professionals. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

### **Eligibility**

- Any Business Professionals of America student 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.

### **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, "Virtual Event Registration." 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 deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

**Teams must also register their participation at the event website at [www.bpatechnical.org](http://www.bpatechnical.org).** Each team must choose a name for their project at registration time, and provide the names and membership numbers of each participant. Team advisors will be sent a copy of the registration. The event website will publish all event news and updates, and all project submissions will be taken via the website.

### **Entry Fee**

There will be a \$20 fee for each entry (invoiced during registration).

### **Topic**

Your executive producer at Cognitive Thought Media has asked you to produce an original adventure platform game. You are encouraged *not* to create a clone of existing games, but instead take what makes games, such as Super Mario Bros.<sup>®</sup>, Super Mario World<sup>®</sup>, Metroidvania<sup>®</sup>, Sonic<sup>®</sup>, Adventure Island<sup>®</sup>, or Donkey Kong Country<sup>®</sup>, entertaining and create a unique game using your own themes. Titles can be either 2-D or 3-D, or a mix. Be creative!

### **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

### **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
- Demonstrate an understanding of project management concepts in IT
- Demonstrate an understanding of how new IT technologies
- Demonstrate technical knowledge of the Internet

### **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.

### **Technical Specifications**

Minimum functionality required:

- Interactive game environment
- Menu interface for non-gameplay user interaction (e.g. starting game, resuming game, choosing levels, exiting the game.)
- On-screen HUD for display of vital gameplay information
- Minimum average framerate of 30 frames-per-second (FPS)
- Serialization of game state to local filesystem or permitted database (see below) for saving and resumption of gameplay sessions.

Technology Requirements:

The following languages/frameworks are permitted:

- Java 6 or higher
- JavaScript
- Python 2.6+
- Ruby 1.8.6+
- Microsoft C#
- Objective-C / Cocoa
- C++

The following database systems are permitted (but are optional):

- Oracle Express 11g
- Microsoft SQL Server
- Oracle MySQL
- PostgreSQL
- SQLite
- JavaDB

The use of game development frameworks (e.g. XNA, pygame, cocos2d, et al.) is permitted if, and only if, the framework is freely available for educational or non-profit use. The use of paid proprietary development frameworks is expressly prohibited. Additionally, Realm Crafter and other “programming light” tools that provide a ready-made gaming engine and/or graphical assets are also prohibited. Any submission using a game development framework must clearly show the extent of original work done via source code comments.

### Specifications

- Event registration shall open on September 1, 2017 at 12:01 a.m. Eastern Time. Participating students will register via the event website, and each participant’s BPA membership ID number from the national registration database shall be required for event registration. Registration shall close on November 17, 2017 at 11:59 p.m. Eastern Time.
- The final project submission deadline will be February 16, 2018 at 11:59 p.m. Eastern Time.
- All projects will be submitted via [www.bpatechnical.org](http://www.bpatechnical.org). **See Note on Final Project Submission for more details.**
- During the presentation phase of the event, school names shall *not* be visible on any equipment, screen savers, or any other content displayed before judges.
- A written [Release Form](#) shall be obtained by teams from any individual whose work, name, likeness or personal information is used as part of an event submission.
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams’ advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top teams may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.



## **NOTE ON FINAL PROJECT SUBMISSION**

All project documents including, but *not* limited to: source code, game manual, project plan, resources, libraries, etc. must be packaged together in a compressed format and uploaded to a file sharing site (e.g. Dropbox, etc.). The [Team Entry Form](#) and [Release Form\(s\)](#) (as a combined PDF file) are the only things that you will upload to [bpatechnical.org](http://bpatechnical.org). You must note the URL for your compressed project files, including any necessary login information, if applicable, on your [Team Entry Form](#).

We strongly recommend that participants use integrated development environments (e.g. Microsoft Visual Studio, Eclipse, Oracle NetBeans, Apple XCode).

## **Method of evaluation**

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

## **Length of event**

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

## **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, iChat, or Google Hangouts so be prepared for a video conference style presentation.

## (V03) Software Engineering Team

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

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

### PROJECT PREVIEW SCORING (100 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Explains design of media elements (sounds, graphics, etc.)	1 – 3	4 – 10	11 – 20	21 – 25	
Explains design of game and game mechanics	1 – 3	4 – 10	11 – 20	21 – 25	
Explains project workflow and team roles	1 – 3	4 – 10	11 – 20	21 – 25	
Explains how the code will be structured	1 – 3	4 – 10	11 – 20	21 – 25	

### TECHNICAL SCORING (475 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<b>Object-Oriented Programming (100 points)</b>					
Proper class design and organization	1 – 3	4 – 15	16 – 27	28 – 30	
Code reuse (minimize code duplication)	1 – 2	3 – 10	11 – 18	19 – 20	
Use of encapsulation	1 – 2	3 – 10	11 – 18	19 – 20	
Use of inheritance	1 – 3	4 – 15	16 – 27	28 – 30	
<b>Design Analysis (40 points)</b>					
Data Flow Diagram(s)	1 – 4	5 – 20	21 – 36	37 – 40	
<b>Code Documentation (70 points)</b>					
Comment blocks explaining classes, methods and complex sections of logic	1 – 4	5 – 20	21 – 36	37 – 40	
Provide an in-game tutorial or walkthrough for instructional purposes	1 – 3	4 – 15	16 – 27	28 – 30	

## (V03) Software Engineering Team

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

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

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<b>Crash Reporting (50 points)</b>					
Generation of crash reports (via text file or dialog box) on application failure	1 – 3	4 – 15	16 – 27	28 – 30	
Option to e-mail crash report on application failure	1 – 2	3 – 10	11 – 18	19 – 20	
<b>Data Driven Design (90 points)</b>					
Application makes use of data driven design for runtime settings via flat file or database	1 – 3	4 – 15	16 – 27	28 – 30	
Session data (saved games, high scores, etc.) are stored via flat file or database for later reuse	1 – 3	4 – 15	16 – 27	28 – 30	
Application makes use of data driven design for game content via flat file or database	1 – 3	4 – 15	16 – 27	28 – 30	
<b>Error Handling (65 points)</b>					
Proper use of error handling techniques	1 – 2	3 – 10	11 – 18	19 – 20	
Proper use of exception handling techniques	1 – 2	3 – 10	11 – 18	19 – 20	
Clear user alerts on recoverable and non-recoverable error conditions	1 – 3	4 – 10	11 – 20	21 – 25	
<b>Logging (60 points)</b>					
Log system events to dedicated text file for debugging	1 – 3	4 – 15	16 – 27	28 – 30	
Log system errors to dedicated text file	1 – 3	4 – 15	16 – 27	28 – 30	

## (V03) Software Engineering Team

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

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

### TECHNICAL SPECIFICATIONS (75 POINTS)

NOTE: Specification points are awarded once per team by the event proctor, *not* by individual judges. Teams will be awarded points for specifications in full or *not* at all, i.e., these are “all or nothing” point awards.

Evaluation Item	Points Awarded
Project submission includes a manual containing directions for compiling/building and explains the features of the submission	50
Installer included for project application.	25

### GAMEPLAY SCORING (150 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Interface Design	1 – 3	4 – 15	16 – 27	28 – 30	
Inclusion of Audio	1 – 3	4 – 15	16 – 27	28 – 30	
Logical Controls	1 – 3	4 – 15	16 – 27	28 – 30	
Amount of Content	1 – 3	4 – 15	16 – 27	28 – 30	
Lasting Appeal	1 – 3	4 – 15	16 – 27	28 – 30	

## (V03) Software Engineering Team

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

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

### PRESENTATION SCORING (200 POINTS) (AVERAGED PER JUDGE)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Explain the design and development process from start to finish	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the flow or data (game saves, high scores, etc.)	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the design of game and game mechanics	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the use and design of media elements (sounds, graphics, etc.)	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the software engineering principles utilized	1 – 5	6 – 10	11 – 15	16 – 20	
Explain how the game is innovative	1 – 5	6 – 10	11 – 15	16 – 20	
Team offered clear and direct responses to interview questions	1 – 5	6 – 10	11 – 15	16 – 20	
Demonstrate the entire team's role in the development of the game	1 – 5	6 – 10	11 – 15	16 – 20	
Presentation quality and style	1 – 5	6 – 10	11 – 15	16 – 20	
Presentation lasted no more than 10 minutes	1 – 5	6 – 10	11 – 15	16 – 20	

### EVENT SCORING TOTALS

NOTE: Technical specification points are awarded once per team by the event proctor, *not* by individual judges. Final Project Preview, Technical, Gameplay, and Presentation points are awarded by the average judge score for that category.

Scoring Category	Points Awarded
Project Preview Points	100
Technical Scoring Points	475
Gameplay Points	150
Presentation Points	200
Technical Specifications Points	75
<b>TOTAL (1,000 points maximum)</b>	

## **(V04) Web Application Team**

### **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. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

### **Eligibility**

- Any Business Professionals of America student 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.

### **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, "Virtual Event Registration." 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 deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

### **Entry Fee**

There will be a \$20 fee for each entry (invoiced during event registration).

### **Topic**

#### **Game On!**

This year our challenge is about the game! Do you have a great game design you want make into reality? Now is your chance. You and your team have just been hired by ACME Game and they are looking for the next great interactive game that supports STEM! ACME Game is seeking funding from the Department of Education to create a challenging gaming that can be incorporated in elementary, middle, school and high school STEM courses.

ACME Game has asked your team to pick a category target audience and then create an interactive game based on a STEM course. The course and topic are up to you. The game should be challenging, interactive and engaging for the appropriate age level of the audience. The game may include the following features but are *not* required to contain all of them and are *not* limited to using only the mentioned features.

Features:

- Point system
- Leader board
- Pop quiz for bonus points
- Opportunity to earn badges
- Multiplayer or single player

## 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 lifecycle of your Web application
- Create an audit trail of how you built your application

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

## Specifications

- Final projects must be uploaded to a file sharing site (Dropbox, etc.) and should include:
  - a written description of the application as a PDF file
  - the source code (as a zipped root folder)
  - the database schema
- It is recommended that you set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Team Entry Form](#), including the URL to the project and [Release Form\(s\)](#) in a combined PDF file to <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on February 16, 2018.
- 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.
- No changes can be made to the project after the date of submission.
- The website must be available for viewing on the Internet on February 16, 2018. 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 NLC.
- The following information must be included in the website: 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 contest 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.
- The event tests the team's ability to write code and incorporate database. As such, application frameworks, such as Drupal, Joomla, DotNetNuke and WordPress *cannot* be used. IDE's such as Microsoft® Visual Studio/ASP and Dreamweaver are acceptable. Packages that assist the developer to create components, menus and similar such as JavaScript, JQuery and Ajax are acceptable and

encouraged. However, downloading third-party 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.
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top teams may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

#### **Method of evaluation**

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

#### **Length of event**

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

**Please note: Those teams who wish to receive judges' comments must submit an e-mail address at the time of submission.**

This event sponsored by:





## (V04) Web Application Team

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

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

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<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>Total Page Design Points (100 points maximum)</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>Total Customer Functionality Points (80 points maximum)</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>Total Database Development Points (120 points maximum)</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>Total Application Design Points (120 points maximum)</b>					

(V04) Web Application Team

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

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

<b>TECHNICAL POINTS CONTINUED</b>					
<b>Administration</b>					
<b>Items to Evaluate</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</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>Total Administration Points (60 points maximum)</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>Total Application Points (80 points maximum)</b>					
<b>TOTAL TECHNICAL POINTS (560 points maximum)</b>					

(V04) Web Application Team

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

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

**Presentation Scoring Rubric**

	Below Average	Average	Good	Excellent	Points Awarded
<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 through the use of the User Interface	1-5	6-10	11-15	16-20	
Ability to explain the logical design of application and design patterns used	1-5	6-10	11-15	16-20	
Ability to explain the code structures that perform front end and backend functionality	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (140 points maximum)</b>					

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded per item.	Points Awarded
Equipment set-up lasted no more than three (3) minutes	5
Presentation lasted no more than ten (10) minutes	10
Team prepared appropriate equipment and documentation prior to presentation	5
<b>TOTAL PRESENTATION SPECIFICATION POINTS (20 points)</b>	

**TOTAL MAXIMUM POINTS = 720**

## **(V05) Mobile Applications**

### **Description**

Contestants will develop a mobile phone and/or tablet application based upon the given scenario. Permitted platforms include and are limited to Google Android™, Apple iOS™, and Microsoft Windows Phone™. The application will be pre-submitted for technical judging. Contestants will then be required to present their application to a panel of technical judges.

### **Eligibility**

- Any Business Professionals of America student member may enter this event.
- There are no restrictions on number of entries per chapter or per state.

### **Event Registration**

- Advisors register contestants 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, “Virtual Event Registration.” 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 deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

### **Entry Fee**

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

### **Topic**

#### **What is the NBT?**

This challenge is looking for the next big thing (NBT) in social networking. Being mobile is about being social. Social media provides many ways for mobile users to connect. Facebook, Snapchat, and Kik all started with an idea. Here is your opportunity to come up with that idea, develop the concept and build the working prototype to pitch your idea.

The submission should provide a solution to what you believe to be lacking in all of the other social media platforms. The project may include the following features but are *not* required to contain all of them and you are *not* limited to using only the mentioned features. What will make your product stand out from all the rest and make it the NBT?

#### Features:

- Geolocation detection
- Ability to post updates
- Share content
- Post pictures or video
- Post replies
- Chat/video chat
- Maps
- Directions
- Friend request
- Block users
- Profiles
- Collaboration
- Content library
- Streaming content
- Polls

## Competencies

- Implement system analysis and design concepts
- Develop a project plan and timeline
- Demonstrate knowledge of how to resolve program implementation and deployment issues
- Apply Google Android™, Apple iOS™, or Microsoft Windows Phone™ language specific programming tools/techniques to create a mobile application
- Demonstrate and employ computer language concepts to include Object Oriented, Structured and Procedural techniques
- Utilize variables, assignment statements, mathematical operators and mathematical concepts to include arithmetic, algebraic and trigonometric functionality in the solution as needed
- Demonstrate the use of design and color principles to create GUI for a mobile device
- Employ database skill sets to manage data
- Apply programming concepts such as sequential file access and I/O operations
- Use internal and external function and/or procedure calls
- Use internal programming documentation
- Create User Input Controls to accept input from users
- Employ Decision Making Controls as needed
- Include icons, images and other graphic objects as needed
- Utilize list, arrays and iteration structures to solve programming problems as needed

## Specifications

- The contestant will research the topic, and then create a mobile application based upon the topic presented in this document. The contestant will create the application in a platform of the contestants choice from the list of platforms designated in the technical specifications
- The projects may be cross platform compatible between Google's Android™, Apple iOS™, or Microsoft Windows Phone™ platforms.
- The application may *not* be deployed as a web application delivered over HTTP.
- The application must be installed on the contestant's mobile device.
- The contestant must demonstrate the application from the contestants mobile device for presentation to the technical judges at the region, state, and national level (projection equipment may be used).
- The application need *not* be available for download from a [digital-distribution](#) multimedia-content service such as Google Play™, or Apple App Store™.
- Final project components must be uploaded to a file sharing site (Dropbox, etc.) and should include:
  - a written description of the project and details of a design concept
  - source code (as a zipped root folder)
  - application screenshots
- It is recommended that you set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Individual Entry Form](#), including the URL to the project and [Release Form\(s\)](#) in a combined PDF file to <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on February 16, 2018.
- 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 due dates.
- Multiple submissions *cannot* be accepted.

- No changes can be made to the project after the date of submission.
- The contestant is responsible for securing a [Release Form](#) from any individual whose name, photograph, and/or other information is included on in the mobile application.
- 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](#).)
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top teams may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

#### **Method of evaluation**

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

#### **Length of event**

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time room

No more than five (5) minutes judges' questions

**Please note: Those contestants who wish to receive judges' comments must submit an e-mail address at the time of submission.**

This event sponsored by:



## (V05) Mobile Applications

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

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

### Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
<b>TECHNICAL POINTS</b>					
<b>User Interface</b>					
Grammar, Spelling, Punctuation, and Usage o Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Work is original, innovative and unique	1-5	6-10	11-15	16-20	
Graphic design is optimized for use on mobile devices	1-5	6-10	11-15	16-20	
Effective and aesthetic use of color, typography, and graphics	1-5	6-10	11-15	16-20	
Interface adheres to platform interface guidelines	1-5	6-10	11-15	16-20	
Interface is clear, uncluttered and easily understood	1-5	6-10	11-15	16-20	
<b>TOTAL USER INTERFACE (120 points maximum)</b>					
<b>Code and Data</b>					
Application makes use of at least one (1) of the permitted platforms: Google Android, Apple iOS, or Microsoft Windows Phone	0 (No)			20 (Yes)	
Code is clear, readable and well structured	1-5	6-10	11-15	16-20	
Code demonstrates clear understanding of object-oriented programming and design patterns	1-5	6-10	11-15	16-20	
Code is utilized to access location services/GPS, contacts, and other proximity-based API/developer tools.	1-5	6-10	11-15	16-20	
Code is well-documented	1-5	6-10	11-15	16-20	
<b>TOTAL CODE AND DATA (100 points maximum)</b>					
<b>User Functionality</b>					
Application runs on and/or deploys to a smartphone or tablet device running the chosen permitted platform	1-5	6-10	11-15	16-20	
Application loads and accurately retrieves nearby locations	1-5	6-10	11-15	16-20	
Application retrieves users' contacts based on their location	1-5	6-10	11-15	16-20	
Application allows user to find additional information about location(s), such as reviews / directions / special offers	1-5	6-10	11-15	16-20	
Application contains additional functionality (ranking system, friend request, comments, chat/call functionality, open in browser, etc.)	1-5	6-10	11-15	16-20	
<b>Total User Functionality (100 points maximum)</b>					
<b>Project Plan</b>					
Grammar, Spelling, Punctuation w/o errors.	1-5	6-10	11-15	16-20	
Plan adequately details the how contestant will meet project requirements within the time allotted	1-5	6-10	11-15	16-20	
<b>TOTAL PROJECT PLAN (40 points maximum)</b>					
<b>TOTAL TECHNICAL POINTS (360 points maximum)</b>					

## (V05) Mobile Applications

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

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

### Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
<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 through the use of the User Interface	1-5	6-10	11-15	16-20	
Ability to explain the logical design of application and design patterns used	1-5	6-10	11-15	16-20	
Ability to explain the code structures that retrieve locations via GPS services and contacts via proximity	1-5	6-10	11-15	16-20	
Ability to explain the code structures that allow for additional functionality (ranking system, friend request, comments, chat/call functionality, open in browser, etc.)	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (160 points maximum)</b>					

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded per item.		Points Awarded
Equipment set-up lasted no more than three (3) minutes	5	
Presentation lasted no more than ten (10) minutes	10	
Contestant prepared appropriate equipment and documentation prior to presentation	5	
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 540**



## **(V06) Promotional Photography**

### **Description**

Students will demonstrate their skill and creative vision using a DSLR and image editing. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

### **Eligibility**

- Any Business Professionals of America student member may enter this event.
- There are no restrictions on number of entries per chapter or per state.

### **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, “Virtual Event Registration.” 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 deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

### **Entry Fee**

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

### **Topic**

Professionals Business Associates needs to revamp their visitor’s center publication materials. They have hired you, as a photographer, to take the photos for their promotional material “Buildings in Your HomeTown”, which will be used in brochures and flyers to promote the event. They need a portrait photo in portrait orientation, a leading lines photo, and a photo to represent the theme “Buildings in Your HomeTown”.

### **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
- Perform mathematical calculations

#### **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

Business Professionals of America Workplace Skills Assessment Program

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- 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 basic camera techniques
- Demonstrate technical proficiency in the areas of proper focus
- Demonstrate knowledge of lighting techniques
- Demonstrate knowledge of exposure
- Demonstrate the ability to use creative compositional techniques
- Demonstrate knowledge of digital editing
- Demonstrate ability to print digital images
- Apply knowledge of software, equipment, and skills related to photography
- Demonstrate knowledge of copyright laws

### Specifications

- Submit the [Individual Entry Form](#), all three (3) final photos and [Release Form\(s\)](#) in a combined PDF file to <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time, on February 2, 2018.
- Note: Member ID will be required for all submissions.
- 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.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline will *not* be accepted.
- Photos with any type of text on the photo will *not* be accepted.
- Photographs must be in digital format. The photograph must be taken with a digital camera; no scans of negatives, transparencies, or photographic prints are acceptable. Each file must be no larger than 5 megabytes must be in JPEG or JPG format, and must be at least 1,600 pixels wide (if a horizontal image) 1,600 pixels tall (if vertical image) OR Image Size must have a long dimension of at least 1,000 pixels and no more than 3,000 pixels.
- The photograph, each in its entirety, must be a single work of original material taken by the contest entrant.
- Only minor burning, dodging and/or color correction is acceptable, as are hand tinting and cropping.
- Photographs must *not* constitute copyright infringement or fraud.
- Watermarks are *not* acceptable.
- Photos may *not* be taken using a mobile device or edited using mobile app software.
- The contestant is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- Students must display their original and final photo during their presentations and may use digital presentation tools (i.e., PowerPoint) if desired or unmounted photos. Photos must be 8" x 10".
- Contestants will be assigned to sections prior to their preliminary presentation.
- For contestants who qualify, contestants' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those contestants eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.

- The top contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top contestants may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- For those students advancing to the National Showcase, photos must meet the following specifications:
  - Display shows original photo on 5" x 7" and final photo on 8" x 10" photo paper, dry-mounted on a board no larger than 24" x 18"
  - Photos can be mounted on the board horizontally or vertically
  - You may print in glossy or matte
  - All three (3) photos must be mounted on one board that will fit on an easel for the showcase
- Mount the photos **ONLY** on the board. Please do *not* include any text or names, borders, stickers, etc.

### **Method of evaluation**

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

### **Length of event**

No more than three (3) minutes set-up time

No more than seven (7) minutes presentation time

No more than five (5) minutes judges' questions

**Please note: Those contestants who wish to receive judges' comments must submit an e-mail address at the time of submission.**

This event is sponsored by:



## (V06) Promotional Photography

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

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

### Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes ( <i>Disqualification</i> )	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Photo shows imagination, creativity, and originality	1-5	6-10	11-15	16-20	
Photo is sharp and well-focused	1-5	6-10	11-15	16-20	
Photo gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Photo shows use of proper lighting and exposure	1-5	6-10	11-15	16-20	
Photo delivers pleasing selection and arrangement of subjects within the picture area	1-5	6-10	11-15	16-20	
Photo shows proper image manipulation techniques	1-5	6-10	11-15	16-20	
<b>TOTAL TECHNICAL POINTS (120 points maximum)</b>					

## (V06) Promotional Photography

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

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

### Presentation Scoring Rubric

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	
Answers to judges' questions	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (80 points maximum)</b>					

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded per item.		Points Awarded
Set-up lasted no longer than three (3) minutes	10	
Presentation lasted no longer than seven (7) minutes	10	
Contestant name does <i>not</i> appear on submitted output	10	
Photos were <i>not</i> edited using mobile app software	10	
<b>TOTAL SPECIFICATION POINTS (40 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 240**

## **(V08) Start-up Enterprise Team**

### **Description**

Develop an operating plan and organizational structure to initiate a small business. Teams are to assume they are presenting their products/services to potential buyers. The event may be repeated but previously used business plans may *not* be submitted.

### **Eligibility**

- Any Business Professionals of America student 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.

### **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, “Virtual Event Registration.” 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 deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

### **Entry Fee**

There will be a \$20 fee for each entry (invoiced during event registration).

### **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
- In addition, an analysis of the necessary financial data required to establish their business

### **Specifications**

- Submit the [Team Entry Form](#) along with the Business Plan and supporting documentation in a combined PDF file to <http://www.bpa.org/submit>, no later than 11:59 p.m., on February 16, 2018.
- Note: Member ID will be required for all submissions.
- Information in the business plan must be authentic; however, team may choose to use a fictitious address and telephone number.
- Teams will demonstrate oral communication skills.
- Entries outlining the purchase of a franchise 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, and 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:
  - Title Page and Table of Contents  
**(excluded from 15 page maximum)**
  - Executive Summary
  - Description of proposed business
  - Objectives of the business
  - Proposed business strategies
  - Product(s) and/or service(s) to be provided
  - Management and ownership of the business
  - Marketing analysis
  - Financial analysis
  - Supporting documentation (excluded from 15 page maximum)
    - Financial analysis (include income statement, balance sheet, cash flow statement, and other analyses)
    - Supporting documents (research, charts, brochures, résumés, etc.)
- 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.
- No changes can be made to the project after the date of submission.
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top teams may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

**Method of evaluation**

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

**Length of event**

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions



## (V08) Start-up Enterprise Team

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

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

### Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Written Business Plan Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li><a href="#">Team Entry Form</a> - PDF format (must be keyed but does <i>not</i> have to be signed for pre-submission)</li> <li>Business Plan and supporting documentation - PDF format</li> </ul> <i>All points or none are awarded by the technical judge.</i>				10	
Executive summary for business	1-5	6-10	11-15	16-20	
Description of proposed business	1-5	6-10	11-15	16-20	
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 and ownership of the business	1-5	6-10	11-15	16-20	
Marketing analysis	1-5	6-10	11-15	16-20	
Financial Analysis Includes 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 TECHNICAL POINTS (190 points maximum)</b>					

## (V08) Start-up Enterprise Team

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

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

### Presentation Scoring Rubric

<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 PRESENTATION POINTS (100 points maximum)</b>					

### Specification Scoring Rubric

<b>SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.</b>	<b>Points Awarded</b>
Set-up lasted no longer than three (3) minutes - 5 points Presentation lasted no longer than ten (10) minutes - 5 points	10
Plan used the correct format for Title Page, Table of Contents, and Business Plan according to the <a href="#"><i>Style &amp; Reference Manual</i></a>	10
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>	

**TOTAL MAXIMUM POINTS = 310**

# FINANCE EVENTS

- (100) [Fundamental Accounting \(S\)](#)
- (105) [College Accounting \(PS\)](#)
- (110) [Advanced Accounting \(S\)](#)
- (115) [Advanced College Accounting \(PS\)](#)
- (125) [Payroll Accounting \(S\)](#)
- (130) [College Payroll Accounting \(PS\)](#)
- (135) [Managerial Accounting \(PS\)](#)
- (140) [Federal Income Tax Accounting \(PS\)](#)
- (145) [Banking & Finance](#)
- (150) [Financial Analyst Team](#)
- (155) [Economic Research Individual \(S\)](#)
- (160) [Economic Research Team \(S\)](#)
- (165) [Personal Financial Management](#)
- (190) [Financial Math & Analysis Concepts — Open Event](#)

## **(100) Fundamental Accounting (S)**

### **Description**

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

### **Eligibility**

Limited to secondary student members 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 non-electronic 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
- Demonstrate an understanding of the fundamental accounting equation
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Define accounting terms and concepts, and explain the purpose of the accounting system
- Analyze and record transactions affecting assets, liabilities, equity, revenues, and expenses
- Prepare financial statements and reports
- Calculate and record end-of-period adjustments
- Update accounts through adjusting and closing entries
- Prepare corporate equity transactions
- Differentiate between forms of business ownership
- Differentiate between a service and a merchandising business
- Analyze transactions relating to perpetual and periodic inventories
- Calculate and determine inventory valuation
- Calculate depreciation using various methods

### **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

## **(105) College Accounting (PS)**

### **Description**

Assessment of entry-level basic accounting principles utilizing manual procedures. Contestants analyze, journalize, and update accounts in order to prepare financial reports/statements.

### **Eligibility**

Limited to post-secondary student members enrolled in the first year of accounting or who have *not* completed a semester of second year college accounting. Contestant may *not* enter College Accounting and Advanced College 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 non-electronic 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 and reports for service and merchandising businesses
- Analyze and record cash and accounts receivable and payable transactions
- Determine and record uncollectible accounts receivable
- Determine interest and maturity value of a promissory note
- Calculate inventory valuation using various methods
- Classify assets and liabilities
- Analyze and record transactions affecting assets, liabilities, equity, revenues, and expenses
- Update accounts through adjusting and closing entries
- Calculate financial ratios
- Implement procedures including revenue, costs, and income statements for departmental accounting
- 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

## **(110) Advanced Accounting (S)**

### **Description**

Assessment of intermediate and advanced accounting principles utilizing manual procedure. Contestants analyze, journalize, and update accounts in order to prepare financial reports/statements for partnerships and corporations.

### **Eligibility**

Any secondary student member 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 non-electronic 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 and reports for service and merchandising businesses
- Analyze and record cash and accounts receivable and payable transactions
- Determine and record uncollectible accounts receivable
- Determine interest and maturity value of a promissory note
- Calculate inventory valuation using various methods
- Classify assets and liabilities
- Analyze and record transactions affecting assets, liabilities, equity, revenues, and expenses
- Update accounts through adjusting and closing entries
- Calculate financial ratios
- Implement procedures including revenue, costs, and income statements for departmental accounting
- 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

This event is sponsored by:



## **(115) Advanced College Accounting (PS)**

### **Description**

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

### **Eligibility**

Any post-secondary student member may enter this event. Contestant may *not* enter College Accounting and Advanced College 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 non-electronic 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 equity
- Prepare, interpret, and analyze financial statements and reports for service and merchandising businesses
- Analyze and record financial transactions
- Determine and record the net realizable value of accounts receivable
- Determine interest and maturity value of notes and bonds
- Calculate inventory valuations using perpetual and periodic methods
- Calculate and record depreciation, depletion, and amortization of fixed and intangible assets
- Analyze and record equity transactions
- Calculate and analyze financial ratios
- 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

## **(125) Payroll Accounting (S)**

### **Description**

Process payroll data using manual payroll procedures. Contestants calculate earnings, complete payroll registers, update employee records, journalize payroll entries, 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 secondary student member 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 non-electronic 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**

- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities and owner's equity
- Apply appropriate accounting principles to payroll and earnings taxation
- Complete new employee personnel forms
- Apply various methods used to determine gross earnings
- Explain the purpose of withholdings and other deductions
- Calculate employee's payroll taxes and other payroll deductions to determine net pay
- Calculate employer's payroll taxes as well as other employee benefits paid by the employer
- Prepare payroll reports
- Identify laws and regulations relating to payroll procedures
- Analyze and record payroll transactions
- Prepare payroll forms and reports
- Analyze and prepare IRS tax forms

### **Method of evaluation**

Application and Objective Test

### **Length of event**

No more than ten (10) minutes orientation

No more than sixty (60) minutes testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries



## **(130) College Payroll Accounting (PS)**

### **Description**

Process payroll data using manual payroll procedures. Contestants 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 post-secondary student member 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 non-electronic 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 and payroll reports
- Calculate employer's payroll taxes as well as other employee benefits paid by the employer
- Identify laws and regulations relating to payroll and human resources procedures
- Journalize and post transactions associated with payroll activities
- Analyze and complete IRS tax forms
- Calculate tax liabilities and payment
- Determine tax liabilities using earnings cap limits

### **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

## **(135) Managerial Accounting (PS)**

### **Description**

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

### **Eligibility**

Any post-secondary student member 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 non-electronic 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**

- 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 equivalent units of production under the FIFO or Weighted Average method
- Prepare a Cost of Production Report
- Classify costs by behavior
- Perform break-even analysis
- Prepare a variable costing Income Statement
- Prepare an absorption costing Income Statement
- Describe and prepare the basic types of budgets
- Describe and calculate standard costing and variances
- Describe responsibility accounting
- Use differential analysis for making decisions
- Determine selling price, total cost, and product cost using variable cost concepts
- Explain and calculate capital investment analysis
- Apply methods for allocating overhead
- Calculate and evaluate contribution margin

### **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

This event is sponsored by:



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

### **Description**

Contestants will demonstrate knowledge of the Internal Revenue Code as presented by the Department of the Treasury.

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 post-secondary student member 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 non-electronic 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**

- Categorize filing status of taxpayers
- Determine personal and dependency exemptions
- Calculate as any/all taxable and non-taxable items using associated IRS Schedules, Forms, and Worksheets
- Calculate allowable deductions
- Determine Adjusted Gross Income (AGI)
- Determine standard deduction (including additional amounts) or (Schedule A) itemized deductions as allowed by IRS regulations
- Determine and calculate allowable personal/dependency exemptions as allowed by IRS regulations
- Calculate Taxable Income
- Determine the taxpayer's tax liability utilizing the Tax Tables and/or Percentage Method
- Determine eligible credit usage and most advantageous tax usage of credits within the guidelines of IRS regulations
- Calculate tax refund or amount due using the IRS regulations
- Perform calculation and allowable entries on any individual or sole proprietorship tax return as allowed by IRS regulations
- Calculate deductible amounts for business and rental depreciation of assets including the determination of allocated amounts allowable by the IRS Code

### **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

## **(145) Banking & Finance**

### **Description**

Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the contestant's knowledge of bank operations, bank services, loans, credit administration, and customer service. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive a certification regardless of their overall event placement.* The certification offered will be the Banking and Finance Precision Exams Certification. This certification will be optional. For more information on the exam, visit:

<https://www.precisionexams.com/exams/finance/>

### **Eligibility**

Any student member 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 non-electronic 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
- Describe the FDIC's role in the banking industry
- Describe procedures for electronic banking
- Define practices related to the use of checks and other negotiable instruments
- Perform the steps needed to open, maintain and reconcile a checking account
- Describe types of loans and practices related to obtaining a loan
- Define and calculate interest
- Describe the advantages and disadvantages of different savings and investing plans
- Identify government regulations in banking
- Identify procedures for prevention of bank fraud and/or identity theft
- Define the roles and purposes of the Federal Reserve

### **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

This event is sponsored by:



## **(150) Financial Analyst Team**

### **Description**

Use analytical and problem solving skills to make decisions and recommendations using financial reports, both internal and external. The team analyzes and interprets reports from a business case study. 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 member may enter this event. A team will consist of 2-4 members. At least one (1) member should have an accounting background. Contestants 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**

- Pencils or pens
- Computer (optional)
- Presentation device (optional)
- Projection equipment (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**

- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Prepare, interpret, and analyze financial statements for various types of businesses
- Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decisions
- Use mathematical procedures to analyze and solve business problems
- Complete and analyze comparative financial statements including ratio analysis
- Prepare and analyze budgets
- Identify risks that affect business decisions
- Enter and edit data using spreadsheet software
- Prepare a technical written report
- Present findings in a formal presentation using supporting materials

### **Specifications**

- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- All materials other than the required submission may *not* be left with judges.
- Team will present before a panel of judges and timekeeper. No audience will be allowed.
- One (1) copy of the [Team Entry Form](#), including signatures, must be presented at NLC at both the Preliminary and Final Competition.
- No advisor contact will be allowed between the time of receiving the topic and the delivery of the presentation.
- Cell phones may *not* be used in the preparation room.

**Initial Case Study Topic:**

PBA Bookstore is an independent bookstore located in historic downtown Columbus, OH. On December 31, 2017, the firm's general ledger contained the accounts and balances below. All account balances are normal, and the income tax rate is 30%.

Since PBA Bookstore wants to expand its operations, management is interested in partnering with the local colleges and universities to stock their required textbooks for three years. Management estimates that partnering with the local colleges and universities would require PBA to make an initial investment of \$5,000 in upgrades. They estimate that they will need to increase their inventory by \$20,000, but they expect to sell the textbooks at a 50% markup. PBA would also need to hire another part-time (20 hours per week) employee to keep the store open longer hours to meet the needs of the new student population.

PBA Bookstore has hired you to prepare their financials and make a presentation to PBA Bookstore's management with your recommendation. Your presentation should include, but is not limited to:

1. Preparation of a classified income statement and balance sheet for PBA Bookstore for the year ended December 31, 2017.
2. In depth analysis of the financial statements, including but not limited to key ratios (such as current ratio, debit ratio, profit margin, and gross profit percentage), trend analysis, and industry analysis.
3. Appropriate capital analysis of the investment opportunity
4. A recommendation as to how PBA Bookstore should proceed. Do you have other investment ideas for management to consider?

PBA Bookstore					
Trial Balance					
(in thousands)					
	2013	2014	2015	2016	2017
Cash	22,169	21,061	19,587	18,216	17,487
Accounts Receivable	0	0	435	671	1,438
Inventory	15,000	15,036	15,487	17,036	15,332
Prepaid Expenses	5,240	5,245	5,255	5,413	5,343
Supplies	352	208	411	331	298
Building	75,000	75,000	75,000	75,000	75,000
Accumulated Depreciation-Building	1,000	2,000	3,000	4,000	5,000
Equipment	5,000	5,000	5,000	6,234	6,234
Accumulated Depreciation—Equipment	500	500	500	623	623
Accounts Payable	821	1,147	1,301	1,397	1,346
Wages Payable	1,242	1,242	1,242	1,350	1,350
Mortgage Payable	50,000	47,500	45,125	42,869	40,726
Notes Payable (due in 2020)	30,338	31,575	34,155	38,259	38,423
V. Thomas, Capital	40,000	39,860	39,586	38,852	38,403
V. Thomas, Drawing	0	0	0	0	0
Sales	47,527	48,002	46,082	43,087	40,933
Cost of Goods Sold	34,704	34,788	33,744	30,707	27,943
Operating Expenses	2,471	2,620	2,554	2,452	2,287
Selling & Administrative Expenses	7,061	7,485	7,298	7,006	6,726
Depreciation Expense	1,524	1,554	1,585	1,604	1,626
Interest Expense	1,967	1,947	1,949	1,959	1,979

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**

Judge's Scoring Rubric

**Length of event**

No more than five (5) minutes proctor orientation for state and national levels

No more than thirty (30) minutes preparation time for state and national levels

No more than three (3) 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

**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 (1) 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. 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 judges before judging takes place.**

**(150) Financial Analyst Team**

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

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

**Presentation Scoring Rubric**

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

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 financial concepts	1-5	6-10	11-15	16-20	
Analysis of data	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>					

\***Note:** this item will only be evaluated at the state and national level competition; modification scenario is *not* provided at the regional level.



**(150) Financial Analyst Team**

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

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

**Specification Scoring Rubric**

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per team, <i>not</i> per judge.	<b>Possible Points</b>	<b>Points Awarded</b>
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
All registered team members in attendance for entire event	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 170**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## **(155) Economic Research Individual (S)**

### **Description**

One economic research topic is selected by the National Center and provided at the beginning of the school year. The contestant 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. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive a certification regardless of their overall event placement.* The certification offered will be the Economics Precision Exams Certification. This certification will be optional. For more information on the exam, visit: <https://www.precisionexams.com/exams/finance/>

### **Eligibility**

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

### **Topic**

Recently, many localities have used public funds to build new single sport or multipurpose stadiums. These stadiums can cost the tax payers millions, if *not* billions, of dollars. Discuss the economic impact of building a new stadium in the community, and whether the economic benefits of a new stadium would outweigh the costs?

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

### **Contestant must supply**

One envelope containing the materials as listed in the specifications section

Notes or note cards for oral presentation (optional)

Presentation device

Presentation software

Sound cards (optional)

External speakers (optional)

Projection system (optional)

Digital presentation tools (no videos will be allowed) (optional)

No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges

Contestants 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 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 basic economic concepts by exploring and analyzing global and domestic economic issues
- Evaluate research and communicate findings both orally and in writing
- 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

## Specifications

- This is a pre-submitted event. See instructions for submissions.
- The completed research paper and an [Individual Entry Form](#) must be uploaded to the National Center at <http://www.bpa.org/submit> in PDF format no later than 11:59 p.m. Eastern Time on April 1, 2018.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Note: Member ID will be required for all submissions.
- 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.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline *cannot* be accepted.
- The research paper must follow the Report format located in the [Style & Reference Manual](#). (Note: no title page is required.) Header information on the first page of the report should be as follows: Contestant ID Number (Sender's ID Number – XX-XXXX-XXXX), Harvey Rosen (Recipient's Name), Financial Services Department (Recipient's Department), and Current Date.
- Length of document is limited to seven (7) double-spaced, single-sided, numbered pages with one-inch margins. The Works Cited page(s) is/are *not* included in the seven pages; however any graphs, tables or charts included will be included in the seven page limit. Judges will *not* read additional pages beyond the seven (7) allowed pages.
- Each research paper must reflect the contestant's own research, writing, and original thinking.
- Contestant may use one laptop/notebook computer and projection equipment for presentation. Those who want to use computer/projection equipment for presentation *must* provide their own equipment.
- The research paper and entry form must be keyed/word-processed.
- No changes can be made to the paper after the date of submission.
- Each paper must include word-processed Works Cited page(s) which follows the [Style & Reference Manual](#) format.
- One (1) copy of the completed research paper, including Works Cited, and the [Individual Entry Form](#), including signatures, must be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minute, followed by no more than five (5) minutes of judges' questions.
- Notes or note cards may be used.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.

## Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

**Length of event**

No more than three (3) minutes set-up time

No more than seven (7) minutes presentation time

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 judges before judging takes place.**

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

**(155) Economic Research Individual (S)**

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

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

**Technical Scoring Rubric**

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

Items to Evaluate <b>RESEARCH PAPER</b>	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li><a href="#">Individual Entry Form</a> – PDF format (must be keyed, but does <i>not</i> have to be signed for pre-submission)</li> <li>Research Paper – PDF format</li> </ul> <p align="center"><i>All points or none are awarded by the technical judge.</i></p>				10	
<b>Comprehension of Topic</b> Demonstrates understanding of subject matter	1-5	6-10	11-15	16-20	
<b>Organization and Expansion of Ideas</b> Argument follows logical progression	1-5	6-10	11-15	16-20	
<b>Introduction/Summary</b> Logical argument, evidence to support conclusions, compelling summary	1-5	6-10	11-15	16-20	
<b>Creativity</b> Diverse resources, creative angle on the issue, originality, inventiveness	1-5	6-10	11-15	16-20	
<b>Writing Skills</b> Correct grammar, spelling, punctuation, concise language, sentence structure	1-5	6-10	11-15	16-20	
<b>Overall Effectiveness of Research</b>	1-5	6-10	11-15	16-20	
<b>TOTAL TECHNICAL POINTS (130 points maximum)</b>					

(155) Economic Research Individual (S)

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

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

**Presentation Scoring Rubric**

<b>Evaluation of Oral Presentation</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: Voice projection, transitions, flow, stage presence, etc.	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (80 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

**Specification Points Rubric**

<b>SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.</b>		<b>Points Awarded</b>
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than seven (7) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy) and Research Paper (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
Word-processed research paper and Works Cited page(s) followed the <a href="#">Style &amp; Reference Manual</a>	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 240**

**PRESENTATION WILL BE STOPPED AT SEVEN MINUTES**

## **(160) Economic Research Team (S)**

### **Description**

One economic research topic is selected by the 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 member may enter this team event. A team will consist of 2-4 members. Each team may submit only one (1) research paper. Contestants 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.

### **Topic**

The U.S. Federal Government has offered agricultural subsidies since the time of the Great Depression. Proponents of agricultural subsidies state that they are necessary to stabilize agricultural market forces to protect the nation's food supply. Opponents argue that they do *not* achieve the desired market stability and are an expensive tax burden.

Note: Research the forms of agricultural subsidies that are provided and the costs and benefits to providing those subsidies and take a position on whether or *not* agricultural subsidies should continue. Be sure to include the economic impact of your decision to continue or to remove agricultural subsidies.

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

### **Team must supply**

One envelope containing the materials as listed in the specifications section

Notes or note cards for oral presentation (optional)

Presentation device

Presentation software

Sound cards (optional)

External speakers (optional)

Projection system (optional)

Digital presentation tools (no videos will be allowed) (optional)

No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges

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**

- Demonstrate knowledge and understanding of basic economic concepts by exploring and analyzing global and domestic economic issues
- Evaluate research and communicate findings both orally and in writing
- 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

## Specifications

- This is a pre-submitted event. See instructions for submissions.
- The completed research paper and a [Team Entry Form](#) must be submitted to the National Center at <http://www.bpa.org/submit> in PDF format no later than 11:59 p.m. Eastern Time on April 1, 2018.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Note: Member ID will be required for all submissions.
- 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.
- Materials from non-registered contestants, those missing chapter 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](#). (Note: no title page is required.) Header information on the first page of the report should be as follows: Contestant ID Number (Only one Sender's ID – XX-XXXX-XXXX), Harvey Rosen (Recipient's Name), Financial Services Department (Recipient's Department), and Current Date.
- Length of document is limited to seven (7) double-spaced, single-sided, numbered pages with one-inch margins. The Works Cited page(s) is/are *not* included in the seven pages; however any graphs, tables or charts included will be included in the seven page limit. Judges will *not* read additional pages beyond the seven (7) allowed pages.
- Each research paper must reflect the team's own research, writing, and original thinking.
- Team may use one laptop/notebook computer and projection equipment for presentation. Those who want to use computer/projection equipment for presentation must provide their own equipment.
- The research paper and entry form must be keyed/word-processed.
- No changes can be made to the paper after the date of submission.
- Each paper must include a word-processed Works Cited page(s) which follows the [Style & Reference Manual](#) format.
- One (1) copy of the completed research paper, including word-processed Works Cited, and [Team Entry Form](#), including signatures, must be submitted at the time of presentation at NLC at both the Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minutes, followed by no more than five (5) minutes of judges' questions.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.

## Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric



**Length of event**

No more than three (3) minutes set-up time

No more than seven (7) minutes presentation time

No more than five (5) minutes of 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 judges before judging takes place.**

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

**(160) Economic Research Team (S)**

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

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

**Technical Scoring Rubric**

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

Items to Evaluate <b>RESEARCH PAPER</b>	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>• <a href="#">Team Entry Form</a> – PDF format (must be keyed, but does <i>not</i> have to be signed for pre-submission)</li> <li>• Research Paper – PDF format</li> </ul> <p align="center"><i>All points or none are awarded by the technical judge.</i></p>				10	
<b>Comprehension of Topic</b> Demonstrates understanding of subject matter	1-5	6-10	11-15	16-20	
<b>Organization and Expansion of Ideas</b> Argument follows logical progression	1-5	6-10	11-15	16-20	
<b>Introduction/Summary</b> Logical argument, evidence to support conclusions, compelling summary	1-5	6-10	11-15	16-20	
<b>Creativity</b> Diverse resources, creative angle on the issue, originality, inventiveness	1-5	6-10	11-15	16-20	
<b>Writing Skills</b> Correct grammar, spelling, punctuation, concise language, sentence structure	1-5	6-10	11-15	16-20	
<b>Overall Effectiveness of Research</b>	1-5	6-10	11-15	16-20	
<b>TOTAL TECHNICAL POINTS (130 points maximum)</b>					

(160) Economic Research Team (S)

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

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

**Presentation Scoring Rubric**

<b>Evaluation of Oral Presentation</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: Voice projection, transitions, flow, stage presence, etc.	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (80 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

**Specification Points Rubric**

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		<b>Points Awarded</b>
Set-up lasted no longer than three (3) minutes – 5 points	10	
Presentation lasted no longer than seven (7) minutes – 5 points		
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy) and Research Paper (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
All registered team members in attendance for entire event	10	
Word-processed research paper and Works Cited page(s) followed the <a href="#">Style &amp; Reference Manual</a>	10	
<b>TOTAL SPECIFICATION POINTS (40 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 250**

**PRESENTATION WILL BE STOPPED AT SEVEN MINUTES**

## **(165) Personal Financial Management**

### **Description**

In this contest contestants will answer objective questions dealing with concepts and perform calculations related to the financial topics of credit, savings, budgeting, investing, personal income tax, risk management and insurance, and retirement planning. Contestants will analyze financial scenarios to predict outcomes, advise use of financial instruments and determine the proper financial planning.

### **Eligibility**

Any student member 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 non-electronic 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**

- Identify government agencies charged with regulating financial institutions and investments and explain their role in doing so
- Identify the terms, cost of and regulation of credit
- Calculate interest on loans using both simple and compound methods
- Explain concepts related to personal income tax
- Identify agencies that produce credit scores and the factors used to determine the score
- Explain costs of bankruptcy
- Compare different types of retirement plans
- Analyze the need for retirement planning during different life phases
- Identify the four major types of insurances most people have during their lives
- List examples of events for which individuals will self-insure
- Determine factors that affect the cost of insurance and predict the effect of those factors
- Given different scenarios, calculate benefits received from an insurance policy
- Analyze advantages and disadvantages of different types of investments
- Calculate rates of return on different investments taking into account interest, dividends, and expected appreciation over time, and speculate on the amount of risk each of the investments entails.
- Identify differences in preferred and common stock and calculate dividends for each
- Explain and predict movement of stock prices
- Identify and compare different types and categories of mutual funds
- Identify and compare types of both corporate and government bonds
- Given a set interest rate, explain how markets will determine the rates of return for short-term and long-term bonds
- Explain diversification as it relates to investing
- Identify ways that identity thieves can obtain someone's personal information and list actions an individual can take to protect personal information

### **Method of evaluation**

Application and Objective Test

### **Length of event**

No more than sixty (60) minutes testing time

This event is sponsored by:

### **Entries**

Each state is allowed five (5) entries



## **(190) Financial Math & Analysis Concepts – Open Event**

### **Description**

This competition assesses knowledge of math concepts. Contestants solve practical math problems related to work and consumer issues.

### **Eligibility**

Any student member 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**

- Demonstrate knowledge of business and financial math concepts
- Apply mathematical skills to consumer and work-related problems
- Calculate averages, simple ratios, and proportions using whole numbers and decimals
- Read and interpret simple graphs and charts to solve problems
- 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

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Unlimited

### **Reference materials may *not* be used for any Open Event**

# BUSINESS ADMINISTRATION EVENTS

- (200) [Fundamental Word Processing](#)
- (205) [Intermediate Word Processing](#)
- (210) [Advanced Word Processing](#)
- (215) [Integrated Office Applications](#)
- (220) [Basic Office Systems & Procedures](#)
- (225) [Advanced Office Systems & Procedures](#)
- (230) [Fundamental Spreadsheet Applications](#)
- (235) [Advanced Spreadsheet Applications](#)
- (240) [Database Applications](#)
- (245) [Legal Office Procedures](#)
- (250) [Medical Office Procedures](#)
- (255) [Administrative Support Team](#)
- (260) [Administrative Support Research Project \(S\)](#)
- (265) [Business Law & Ethics](#)
- (270) [ICD-10-CM Diagnostic Coding-Pilot](#)
- (290) [Administrative Support Concepts — Open](#)

## **(200) Fundamental Word Processing**

### **Description**

Evaluate entry-level skills in keyboarding and document production.

### **Eligibility**

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

**Post-secondary** student members 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 member who has previously competed in Secondary/Post-Secondary Keyboarding, Fundamental Word Processing, Intermediate Word Processing or Advanced Word Processing. Contestants may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing.

### **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 non-electronic 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**

- 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)
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, reference manual, dictionary)

### **Equipment/supplies provided**

Computer, 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 testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

This event is sponsored by:



## **(205) Intermediate Word Processing**

### **Description**

Evaluate intermediate skills in word processing and document production.

### **Eligibility**

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

### **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 non-electronic 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**

- 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, itineraries 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**

Computer, 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 testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

This event is sponsored by:





## **(210) Advanced Word Processing**

### **Description**

Evaluate advanced-level skills in word processing and document production. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Word 2016 and will count as 25% of the final score. All persons planning to take a certification test **MUST** register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com/Portal/desktopdefault.aspx?tabid=664&roleid=101>

### **Eligibility**

Student members may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing. 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 non-electronic 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**

- 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**

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

**Method of evaluation**

Application  
Certification test taken per conference schedule at NLC

**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

## **(215) Integrated Office Applications**

### **Description**

Evaluate advanced-level skills in information technologies and the integration of software applications. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS PowerPoint 2016 and will count as 25% of the final score. All persons planning to take a certification test **MUST** register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com/Portal/desktopdefault.aspx?tabid=664&roleid=101>

### **Eligibility**

Any student member 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 non-electronic 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**

- 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
- Integrate word processing, presentation, database, and/or spreadsheet files to produce business documents

### **Equipment/supplies provided**

Computer, printer, and paper

Software as designated for this event

### **Method of evaluation**

Application Test

Certification test taken per conference schedule at NLC

**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

This event is sponsored by:



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

### **Description**

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

### **Eligibility**

Contestants may *not* compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. A student member who has previously competed in Advanced Office Systems & Procedures may *not* enter this event. 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 non-electronic 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**

- Demonstrate knowledge of office procedures, records and file management, and office technologies
- Apply technical skills to manage information and produce business documents
- Proofread 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**

Computer, 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 testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

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

### **Description**

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

### **Eligibility**

Student members may *not* compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. Contestants 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 non-electronic 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**

- 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**

Computer, 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 testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **(230) Fundamental Spreadsheet Applications**

### **Description**

Create and design spreadsheet applications that include variables, reports, and formats. Contestants enter and format data, enter and copy formulas, and print full documents or cell contents.

### **Eligibility**

Any student member may enter this contest. Contestants 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 non-electronic 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
- Create formulas appropriate for the task at hand
- Display formulas
- Modify print options

### **Equipment/supplies provided**

Computer, 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

This event is sponsored by:



**(235) Advanced Spreadsheet Applications**

**Description**

Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Excel 2016 and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=664&roleid=101>

**Eligibility**

Any student member may enter this event. A contestant may *not* compete in both Fundamental Spreadsheet Applications and Advanced Spreadsheet Applications in the same year. This event may 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 non-electronic 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**

Computer, printer, and paper  
Software as designated for this event  
Flash drive

**Method of evaluation**

Application  
Certification test taken per conference schedule at NLC



**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

## **(240) Database Applications**

### **Description**

Demonstrate database development skills to include: object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Access 2016 and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com/Portal/desktopdefault.aspx?tabid=664&roleid=101>

### **Eligibility**

Any student member 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 non-electronic 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**

- 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 in the report)
- Analyze data in reports

### **Equipment/supplies provided**

Computer, printer, and paper

Software as designated for this event

Flash drive

### **Method of evaluation**

Application

Certification test taken per conference schedule at NLC

**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

## **(245) Legal Office Procedures**

### **Description**

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

### **Eligibility**

Any student member 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 non-electronic 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**

- Demonstrate knowledge of the basic terminology and office procedures needed to work effectively in a legal environment
- 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**

Computer, 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 testing time

No more than ten (10) minutes wrap-up

**Entries**

Each state is allowed five (5) entries

## **(250) Medical Office Procedures**

### **Description**

Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office. Tests are written using AHDI guidelines and Taber's or Dorland's medical dictionaries.

### **Eligibility**

Any student member 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 non-electronic 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**

- 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
- 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
- Apply formatting and place information in correct SOAP and HPIP format

### **Equipment/supplies provided**

Computer, 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 testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **(255) Administrative Support Team**

*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 member 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 non-electronic 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**

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

Software as designated for this event

Flash 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 testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed two (2) entries

## **(260) Administrative Support Research Project (S)**

### **Description**

One administrative support topic is selected by the National Center and provided at the beginning of the school year. Contestants 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 member may enter this event. Each contestant may submit only one (1) research paper. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

### **Topic**

With limited financial resources available in businesses today, how or what can a business professional do to stay current with changing technology and business trends? How can they support and share information and training with co-workers while achieving their own professional development goals?

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

### **Contestant must supply**

One envelope containing the materials as listed in the specifications section

Notes or note cards for oral presentation (optional)

Presentation device

Presentation software

Sound cards (optional)

External speakers (optional)

Projection system (optional)

Digital presentation tools (no videos will be allowed) (optional)

No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges

Contestants 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 and understanding of basic administrative support concepts by 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

- This is a pre-submitted event. See instructions for submissions.
- The completed research paper and an [Individual Entry Form](#) must be submitted to the National Center website at <http://www.bpa.org/submit> in PDF format no later than 11:59 p.m. Eastern Time on April 1, 2018.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Note: Member ID will be required for all submissions.
- 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.
- 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](#).** (Note: no title page is required.) Header information on the first page of the report should be as follows: Contestant ID Number (Sender's ID Number – XX-XXXX-XXXX ), Edna Renick (Recipient's Name), Administrative Support Department (Recipient's Department), and Current Date.
- Length of document is limited to seven (7) double-spaced, single-sided, numbered pages with one-inch margins. The Works Cited page(s) is/are *not* included in the seven pages; however any graphs, tables or charts included will be included in the seven page limit. Judges will *not* read additional pages beyond the seven (7) allowed pages.
- Each research paper must reflect the contestant's own research, writing, and original thinking.
- Contestant may use one laptop/notebook computer and projection equipment for presentation. Those who want to use computer/projection equipment for presentation *must* provide their own equipment.
- The research paper and entry form must be keyed/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.
- One (1) copy of the completed research paper including word-processed Works Cited, and [Individual Entry Form](#), including signatures, must be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minutes, followed by no more than five (5) minutes of judges' questions.
- Notes or note cards may be used.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.

## Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

**Length of event**

No more than three (3) minutes set-up time

No more than seven (7) minutes presentation time

No more than five (5) minutes of 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 judges before judging takes place.**

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

**(260) Administrative Support Research Project (S)**

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

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

**Technical Scoring Rubric**

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes ( <i>Disqualification</i> )	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No ( <i>Disqualification</i> )

Items to Evaluate <b>RESEARCH PAPER</b>	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>• <a href="#">Individual Entry Form</a> – PFD format (must be keyed, but does <i>not</i> have to be signed for pre-submission)</li> <li>• Research Paper – PFD format</li> </ul> <p align="center"><i>All points or none are awarded by the technical judge.</i></p>				10	
<b>Comprehension of topic</b> Demonstrates understanding of subject matter	1-5	6-10	11-15	16-20	
<b>Organization and expansion of ideas</b> Argument follows logical progression	1-5	6-10	11-15	16-20	
<b>Introduction/Summary</b> Logical argument, evidence to support conclusions, compelling summary	1-5	6-10	11-15	16-20	
<b>Creativity</b> Diverse resources, creative angle on the issue, originality, inventiveness	1-5	6-10	11-15	16-20	
<b>Writing Skills</b> Correct grammar, spelling, and punctuation, concise language, sentence structure	1-5	6-10	11-15	16-20	
<b>TOTAL TECHNICAL POINTS (110 points maximum)</b>					

**(260) Administrative Support Research Project (S)**

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

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

**Presentation Scoring Rubric**

<b>Evaluation of Oral Presentation</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: 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>					

*Props and/or additional items shall not be used as a basis for scoring.*

**Specification Points Rubric**

<b>SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.</b>	<b>Points Awarded</b>	
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than seven (7) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy) and Research Paper, including Works Cited (1 copies) <i>Must have copies for preliminaries and finals</i>	10	
Word-processed research paper and Works Cited page followed the <a href="#">Style &amp; Reference Manual</a>	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 240**

**PRESENTATION WILL BE STOPPED AT SEVEN MINUTES**

## **(265) Business Law & Ethics**

### **Description**

This contest will test the student's knowledge and skills in the areas of ethics, law, business law, and personal law.

### **Eligibility**

Any student member 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 non-electronic 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 the basic terminology and office procedures needed to work effectively in a legal environment
- Demonstrate understanding of legal terminology and Latin words pertaining to legal terminology
- Demonstrate knowledge of federal, state, and local court structures and proceedings
- Identify ethical responsibilities of the legal profession
- Deals effectively with a diverse workforce.
- Understand yourself and are conscious of the implications of your interactions with others.
- Demonstrates sound judgment to meet or exceed workplace guidelines, standards and expectations in a business setting.

### **Method of evaluation**

Objective Test

### **Length of event**

No more than ten (10) minutes orientation

No more than sixty (60) minutes testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

## **(270) ICD-10-CM Diagnostic Coding-Pilot**

### **Description**

This contest will test the student's knowledge and skills in the area of medical coding.

### **Eligibility**

Any student member 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 non-electronic written reference materials

Must supply latest release of medical coding reference manual

**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 coding skills to a variety of medical diagnoses/conditions
- Demonstrate knowledge of coding guidelines
- Differentiate between ICD-10-CM and ICD-10-PCS code numbers
- Explain what code numbers are used in various healthcare settings
- Recognize the coding method by the number assigned
- Assign codes accurately using appropriate coding guidelines
- Accurately define coding terms, abbreviations, and symbols
- Determine coding sequence based on diagnoses provided

### **Method of evaluation**

Objective Test

### **Length of event**

No more than ten (10) minutes orientation

No more than sixty (60) minutes testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries

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

### **Description**

Evaluate knowledge of basic administrative support concepts.

### **Eligibility**

Any student member 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*.

**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 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

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Unlimited

**Reference materials may *not* be used for any Open Event**

# MANAGEMENT INFORMATION SYSTEMS EVENTS

- (300) [Computer Network Technology](#)
- (305) [PC Servicing & Troubleshooting](#)
- (310) [Network Administration Using Microsoft®](#)
- (315) [Systems Administration Using Cisco®](#)
- (320) [Computer Security](#)
- (325) [Network Design Team](#)
- (330) [Visual Basic/C# Programming](#)
- (335) [C++ Programming](#)
- (340) [Java Programming](#)
- (345) [SQL Database Fundamentals](#)
- (390) [Computer Programming Concepts – Open](#)
- (391) [Information Technology Concepts – Open](#)



## **(300) Computer Network Technology**

### **Description**

Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Networking Fundamentals and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

### **Eligibility**

Any student member 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 non-electronic 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 OSI model
- Demonstrate knowledge of IPv4
- 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 IPv6
- 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

Certification test taken per conference schedule at NLC

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Each state is allowed five (5) entries

## **(305) PC Servicing & Troubleshooting**

### **Description**

Demonstrate knowledge of PC configuration, maintenance, and management as a computer technician. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Windows OS Fundamentals and will count as 25% of the final score. All persons planning to take a certification test **MUST** register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

### **Eligibility**

Any student member 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 non-electronic written reference materials, this includes hands-on tasks

**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, SATA & SCSI devices
- Utilize peripheral devices
- 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 of 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
- Replace system components

### **Equipment/supplies provided**

Toolkit for hands-on component at national level

**Method of evaluation**

Objective Test

Certification test taken per conference schedule at NLC

Application: Top 10 contestants at national level only. Reference materials are allowed for the application portion.

At the national level, scores from the preliminary round and objective test do *not* advance with contestant to finals. Final contest score is based solely on hands-on component.

**Length of event**

**Preliminaries** - No more than sixty (60) minutes for objective test

**Finals** - No more than sixty (60) minutes for hands-on tasks

**Entries**

Each state is allowed five (5) entries

**(310) Network Administration Using Microsoft®**

**Description**

Demonstrate knowledge of fundamental network management and maintenance tasks in a Windows® network. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Networking Fundamentals and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

**Eligibility**

Any student member 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 non-electronic 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**

- Troubleshooting Windows® 7, Windows® 8, Windows® 10, Windows® Server 2008, 2008 R2, Windows® Server 2012 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)
- Monitor, configure, troubleshoot, and control access to websites
- 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 auditing, local security policy, and policies in a Windows® environment

**Method of evaluation**

Objective Test

Certification test taken per conference schedule at NLC

**Length of event**

No more than sixty (60) minutes for objective test

**Entries**

Each state is allowed five (5) entries

## **(315) Systems Administration Using Cisco®**

### **Description**

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

### **Eligibility**

Any student member 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 non-electronic written reference materials, this includes hands-on tasks

**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 IPv4
- 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 IPv6
- Demonstrate knowledge of LAN/WAN switching theory and VLANS

### **Method of evaluation**

Objective Test

Application: Top 10 contestants at national level only (PacketTracer Simulation software provided by Cisco® be utilized). Reference materials are allowed for the application portion.

At the national level, scores from the preliminary round and objective test do *not* advance with contestant to finals. Final contest score is based solely on hands-on component.

### **Length of event**

**Preliminaries** - No more than sixty (60) minutes for objective test

**Finals** - No more than sixty (60) minutes for hands-on tasks

### **Entries**

Each state is allowed five (5) entries

## **(320) Computer Security**

### **Description**

Demonstrate knowledge of fundamental security management tasks in Windows® and Linux® networking environments. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Security Fundamentals and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

### **Eligibility**

Any student member 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 non-electronic written reference materials, this includes hands-on tasks

**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

Certification test taken per conference schedule at NLC

Application: Top 10 contestants at national level only. Reference materials are allowed for the application portion.

At the national level, scores from the preliminary round and objective test do *not* advance with contestant to finals. Final contest score is based solely on hands-on component.

**Length of event**

**Preliminaries** - No more than sixty (60) minutes for objective test

**Finals** - No more than sixty (60) minutes for hands-on tasks

**Entries**

Each state is allowed five (5) entries



## **(325) Network Design Team**

### **Description**

Analyze existing and planned business environments and develop a strategy for the implementation of a network infrastructure that addresses the business needs of 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 member may enter this event. A team will consist of 2-4 members. Contestants 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**

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 non-electronic written reference materials

Projector/Props (Optional)

**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 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

## Specifications

- This is a pre-submitted event. See instructions for submissions.
- The completed written proposal and a [Team Entry Form](#) must be uploaded to the National Center at <http://www.bpa.org/submit> in PDF format no later than 11:59 p.m. Eastern Time on April 1, 2018. The written proposal must follow the Report Format located in the [Style & Reference Manual](#).
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Note: Member ID will be required for all submissions.
- 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.
- Use each member's full membership number (all 10 digits, i.e., 02-1234-0001) in the header.
- Materials from non-registered contestants and those missing contestant number and/or projects received after the deadline *cannot* be accepted.
- *Not* any changes can be made to the project after the date of submission.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- One (1) copy of the completed written proposal and [Team Entry Form](#) must be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- The length of the presentations will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- Notes or note cards may be used.

## Topic

Code4Life is a 501(c) non-profit organization that works towards exposing students from low-income areas in the United States to computer programming. Originally started in the back of a mobile phone store in Chicago, IL, Code4Life has grown rapidly, and now has locations throughout twenty US states. The rapid growth is due in large part to the staff employed by Code4Life. The organization is extremely selective in their hiring process, and only accepts candidates that meet their strict requirements for personality and work ethic. This selective hiring has led Code4Life to be one of the fastest growing extra-curricular education providers in the nation, and has set them on the fast track to becoming a national sensation.

To compensate for the rate of growth, Code4Life is seeking help with its information technology infrastructure. With education and student success being the most important objectives, the infrastructure that supports the learning environment has taken a backseat to the curriculum development and staff enrichment programs. The organization is accepting proposals for technology infrastructure plans and is open to ideas both large and small. The burgeoning organization, despite its wealth of skilled technology professionals spurring its growth, is unable to accomplish the task of overhauling their infrastructure by themselves.

The facilities that the organization is looking to address are the main office where management operates from, the premier site that acts as their showcase, the high performance and talented San Francisco location, and small satellite campuses in New York City and Austin. Each facility operates as a silo of sorts when it comes to technology. As such, there are no specialized connections between the locations, nor are there any shared network management policies and methodologies. The locations' network

infrastructures, or lack thereof, are managed by onsite support technicians dedicated to each facility. These technicians have varying degrees of experience, and Code4Life wants to do a lateral movement within the company for these positions so that they can have their resources reallocated. One of the goals of the technology infrastructure redesign is to create a centrally managed system capable of being maintained by a singular department.

Below is a description of the current physical layout of the organization as well as the infrastructure that is already in place.

### **Main Office**

The organization currently occupies a small two story building in Chicago, IL as its main office. This office is home to the executives in the organization such as the chief executive officer, chief financial officer, and chief information officer. In most organizations and companies, executives usually request reports and updates from vice presidents, assistants, and receptionists. However, the executives of Code4Life prefer direct interaction with all employees and volunteers in order to maintain a warm atmosphere of trust. As such, a fast and secure connection between this office and the other sites is extremely important.

In addition to housing the executives, the main office is also home to several departments that are integral to everyday operation. The departments include: accounting, customer support, human resources, curriculum development, and strategic planning. Each of these departments will require a dedicated method of file storage, as well as their own segmented networks to keep IP addressing schemes clean. Each department occupies its own room partitioned off using standard office cubicles. Here are the layouts for each department:

- **Accounting:**
  - Five cubicles each equipped with a single workstation and single monitor.
  - 10/100/1000 Mbps switch in a small network closet at the back of the room. Switch sits on an old coffee table with no external cooling. The switch is unmanaged.
- **Customer Support:**
  - Eight cubicles each equipped with a single workstation and dual monitors.
  - Each cubicle has a VOIP phone connected to a PBX and SIP trunk dedicated to customer support. The organization wants to implement an IVR (interactive voice response system) for customer support.
  - 10/100/1000 Mbps switch at the back of the room in a dedicated network rack with two fans for cooling. The switch is unmanaged.
- **Human Resources/Curriculum Development/Strategic Planning** (all share similar layout):
  - Six cubicles each equipped with a single workstation and single monitor.
  - 10/100/1000 Mbps switch is at the back of the room in a dedicated network rack. Fan motors for external cooling are *not* functioning. The switch is unmanaged.

Each department will require its own updates, upgrades, and implementations concerning the network and technology. These will need to be provided in the proposal.

### **Austin, Texas:**

Since Austin, TX is a hub for technology and progressive thought, Code4Life has naturally decided to place one of their main locations in the blossoming city. This location is their premier educational facility and acts as their “masterpiece” or “showcase” facility. As such, the facility is currently outfitted with three computer labs with thirty desktop workstations in each lab. The desktops are currently unmanaged and Code4Life is requesting a solution to implement virtual desktop infrastructure (VDI) to improve the efficiency, maintainability, and “cool” factor of the computer labs. Code4Life has approved the upgrade of all desktop workstations in the computer labs to state-of-the-art thin client machines that work with the proposed VDI solution.

In addition to the computer labs, there are two conference rooms and several offices for staff and faculty. The conference rooms are currently set-up as traditional conference rooms with a large table and a speakerphone in the middle of the table. These set-ups have worked thus far; however, Code4Life wants to upgrade the conference rooms to teleconference-capable rooms with video and multimedia capability. For the rest of the facility, wireless connectivity should exist for both employees, students, and guests. These groups of people should be segmented on the network for QoS (quality of service). Wireless connectivity is provided by a distributed system of access points and is managed by a central controller in a network closet off the main hallway. All users of the wireless and wired network are lumped into a single subnet.

### **San Francisco, California:**

The San Francisco facility is at the heart of technology and in close proximity to major players in the tech industry. While the Austin, TX office is seen as the “visual masterpiece” of the organization, the San Francisco office is seen as the “intelligence masterpiece.” This unofficial designation has evolved out of the raw talent present in the nearby areas, most notably Silicon Valley. While Austin is aimed at creating an enriching environment to capture the eyes of the public, the San Francisco office is all about performance, speed, and power.

The San Francisco office occupies an old factory warehouse and is focused on “open concept” and collaborative learning. There are no computer labs, and instead learning is done in an immersive environment where mentors and students gather in an open space. Code4Life has noticed that students and employees have been complaining of wireless connectivity issues and they are wanting to upgrade the connection. Currently powered by 500 mbps fiber line, the organization is looking to upgrade the WAN (wide area network) connection as well as the internal connections. Wireless connectivity is provided by three unmanaged Wireless N access points, but the set-up is not providing enough throughput. Upgrades to the wireless network are the main concern and pain point with this location.

In addition to the wireless connection, Code4Life wants to add a small server rack complete with a storage array, VM (virtual machine) hosting capabilities, and low-traffic web hosting. There is currently no infrastructure to support these wants, so Code4Life is leaving it up to the network design contractors to implement a solution from scratch.

### **New York City, New York:**

The New York City office closely resembles the set-up of the majority of Code4Life's locations. It is a single main room with a small office off to the back, single occupancy bathrooms, and a reception area at the front. The layout is similar to an extracurricular tutoring center or a small boutique fitness studio.

The walls are lined with economy-class desktop workstations outfitted with the different applications that support Code4Life's innovative curriculum. Code4Life wants to be able to manage all of the desktops workstations throughout its many facilities, and to be able to deploy updates and software when needed. New York City will be the first satellite site where this will be implemented, and more will follow depending on the success of the proposed solution.

Filling the center of the room are tables with surge protectors running down the middle. These tables are intended for students who wish to use their own devices instead of the ones the site provides. Wireless connectivity issues have been a problem recently, as more and more students are able to afford their own devices as prices lower due to advancing technology. The only method of wireless connection is a single SOHO (small office home office) integrated wireless router and modem. The modem has a 100Mbps connection to the WAN (wide area network) which does not provide enough throughput for the usage of the facility. Wireless connectivity and Internet connectivity will need to be addressed in the proposal.

### **Customer needs:**

- Propose a reasonable and thorough network design for the Chicago, Austin, San Francisco, and New York City locations
- Use subnets and VLANs to efficiently segment the entire network and provide for easier maintainability
- Address the updates needed in the main office so that the departments can function to their fullest potential
- Show a solution, or a set of possible solutions, that can solve the need for an IVR for customer support
- Propose an innovative and state-of-the-art VDI solution for the computer labs at the Austin location
- Provide a solution for a faster WAN connection as well as internal network connections, mainly wireless connectivity, in the San Francisco location
- Design a simple, yet effective, plan to support the VM hosting, web hosting, and file storage goals of the San Francisco location
- Present a solution to allow for the management of workstations that belong to Code4Life
- Show how a telepresence-capable system can be created at the Austin location

### **Method of evaluation**

Judge's Scoring Rubric

### **Length of event**

No more than thirty (30) minutes preparation time at State and National Level Only

No more than three (3) 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 judges before judging takes place.**

## (325) Network Design Team

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

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

### Technical Scoring Rubric

Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No ( <i>Disqualification</i> )
If no, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>• <a href="#">Team Entry Form</a> - PDF format (must be keyed but does <i>not</i> have to be signed for pre-submission)</li> <li>• Written proposal in Report Format - PDF format</li> </ul> <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>				10	

#### TECHNICAL POINTS

##### Written Proposal

Customer profile	1-5	6-10	11-15	16-20	
Objectives	1-5	6-10	11-15	16-20	
Abstract of implementation	1-5	6-10	11-15	16-20	
Explanation of products and/or services provided	1-5	6-10	11-15	16-20	
Clarity of message <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	
Short- and long-range goals defined	1-5	6-10	11-15	16-20	
Financial Analysis	1-5	6-10	11-15	16-20	
Supporting Documentation	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage <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)	

**Total Written Proposal Points (180 points maximum)**

##### Creativity

Solution is innovative <ul style="list-style-type: none"> <li>• Fresh ideas, unique</li> </ul>	1-5	6-10	11-15	16-20	
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**Total Creativity Points (20 points maximum)**

##### Specific Technical Recommendations

<ul style="list-style-type: none"> <li>• Fast WAN connections</li> <li>• Connections between facilities</li> <li>• Internal network updates</li> </ul>	1-5	6-10	11-15	16-20	
Effective use of subnets and VLANs	1-5	6-10	11-15	16-20	
Addresses the updates/features requested for the main office	1-5	6-10	11-15	16-20	
VDI solution is proposed for Austin, TX facility	1-5	6-10	11-15	16-20	
Onsite VM hosting, web hosting, and file storage infrastructure for San Francisco office	1-5	6-10	11-15	16-20	
Teleconference/Telephony systems: <ul style="list-style-type: none"> <li>• Teleconference capability in Austin, TX</li> </ul> IVR implementation for customer support	1-5	6-10	11-15	16-20	
Wireless connectivity issues are addressed	1-5	6-10	11-15	16-20	
Desktop management system for New York City and other satellite sites	1-5	6-10	11-15	16-20	

**Total Specific Technical Recommendation Points (160 points maximum)**

**TOTAL TECHNICAL POINTS (370 points maximum)**

## (325) Network Design Team

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

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

### Presentation Scoring Rubric

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

*Props and/or additional items shall not be used as a basis for scoring.*

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per team, <i>not</i> per judge.	Points Awarded
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10
All registered team members in attendance for entire event	10
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy), Written Proposal in Report Format (1 copy) <i>Must have copies for preliminaries and finals</i>	10
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>	

**TOTAL MAXIMUM POINTS = 540**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## **(330) Visual Basic/C# Programming**

### **Description**

Evaluate knowledge of working with Visual Basic/C# syntax, programming logic, program development, system design concepts, database, designers and objects. This contest will be graded on the Windows operating system; therefore Unix/Linux should *not* be used. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Software Development Fundamentals - VB Exam or MTA Software Development Fundamentals - C# Exam and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

### **Eligibility**

Any student member may enter this event.

### **Contestant must supply**

Computer or laptop/notebook; a full-size keyboard may be used (no printer is needed)

Visual Studio 2008 or higher

Carry-in and set-up of equipment must be done solely by the contestant

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 non-electronic 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**

- Demonstrate knowledge of object oriented concepts and techniques
- Demonstrate understanding of general computer concepts and computer language
- Use structured design techniques, algorithms, and object-oriented concepts
- Create a program/GUI using variables, looping, controls, logical operations, calculations, classes, totals, sequence, data structures, selection, and I/O operations

### **Method of evaluation**

Application

Certification test taken per conference schedule at NLC

### **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



## **(335) C++ Programming**

### **Description**

Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the C++ language. This contest can only be done in C++, if you want to use C#, you must take the Visual Basic/C# contest. This contest will be graded on the Windows operating system; therefore Unix/Linux should *not* be used.

### **Eligibility**

Any student member may enter this event.

### **Contestant must supply**

Computer or laptop/notebook; a full-size keyboard may be used (no printer is needed)

Carry-in and set-up of equipment must be done solely by the contestant

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 non-electronic 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**

- 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, loops, methods, arrays, and data structures (linked lists, structures, etc.)

### **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

This event is sponsored by:



## **(340) Java Programming**

### **Description**

Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the Java Programming language. This contest will be graded on the Windows operating system; therefore Unix/Linux should *not* be used.

### **Eligibility**

Any student member may enter this event.

### **Contestant must supply**

Computer or laptop/notebook; a full-size keyboard may be used (no printer is needed)

Carry-in and set-up of equipment must be done solely by the contestant

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 non-electronic 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**

- Demonstrate knowledge of Java computer language
- Use Java computer language concepts and syntax
- Use structured design techniques and object-oriented concepts
- Apply programming concepts such as classes, operators, loops, control breaks, sequential file access, data structures, error handling, and I/O operations
- Understand and implement UML diagrams
- Demonstrate knowledge of error handling techniques

### **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

This event is sponsored by:



## **(345) SQL Database Fundamentals**

### **Description**

Demonstrate knowledge of fundamental database development and administrative concepts including SQL scripting. Competencies addressed in this event will mandate the contestant use a high-end database product such as MS SQL Server®, the focus of this event, in order to acquire the necessary skills; however, skills sets addressed are transferable to any database product such as Oracle® or MySQL™.

### **Eligibility**

Any student member 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 non-electronic 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**

- Identify various types of databases
- Create and employ tables, rows, columns
- Create and understand roll of keys
- Understand and create indexes
- Identify relationship types
- Define relational integrity
- Understand and employ the role of constraints
- Determine data relationships
- Identify normal forms and normalize to 3NF
- Understand and employ SQL syntax
- Understand the importance of data types and when to use them
- Understand SQL Server™ schemas and data dictionaries
- Understand/use DDL commands such as CREATE, DROP, ALTER database
- Add primary and foreign key constraints
- Understand/use DML commands such as INSERT, SELECT, UPDATE, DELETE
- Select data from multiple tables using the WHERE clause
- Use different JOIN types
- Use SQL UNION and INTERSECT
- Use aggregate and scalar functions
- Create and use views
- Use and understand transactions
- Understand database security concepts
- Understand how to back up databases
- Understand the use Stored Procedures

### **Method of evaluation**

Objective Test

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Each state is allowed five (5) entries

## **(390) Computer Programming Concepts – Open Event**

### **Description**

Demonstrate general knowledge of the computer programming industry.

### **Eligibility**

Any student member 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*.

**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 general programming concepts
- Demonstrate knowledge of computer languages
- Demonstrate knowledge of program logic (algorithms, structured design)
- Demonstrate knowledge of structural design techniques and object-oriented concepts
- Demonstrate knowledge of selection, logical operators, classes, sequential file access, I/O operations, data structures, and loops
- Demonstrate knowledge of the software development process
- Demonstrate knowledge of software design tools (UML, flowcharts, pseudo code)
- Demonstrate knowledge of structured query language
- Demonstrate knowledge of strings and arrays

### **Method of evaluation**

Objective Test

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Unlimited

**Reference materials may *not* be used for any Open Event**

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

### **Description**

Demonstrate general knowledge of the information technology industry.

### **Eligibility**

Any student member 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*.

**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 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

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Unlimited

**Reference materials may *not* be used for any Open Event**

# DIGITAL COMMUNICATION & DESIGN EVENTS

- (400) [Fundamental Desktop Publishing](#)
- (405) [Fundamentals of Web Design](#)
- (410) [Graphic Design Promotion](#)
- (415) [Digital Publishing](#)
- (420) [Digital Media Production](#)
- (425) [Computer Modeling \(S\)](#)
- (430) [Video Production Team](#)
- (435) [Website Design Team](#)
- (440) [Computer Animation Team \(S\)](#)
- (445) [Broadcast New Production Team \(S\)](#)

## **(400) Fundamental Desktop Publishing**

### **Description**

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

### **Eligibility**

Any student member may enter this event.

### **Contestant may supply**

Contestants may bring a Mac computer, if desired. Those contestants using Mac computers must also bring printer, software, paper, extension cords, power supply (must bring all). Color printing is permitted.

Carry-in and set-up of equipment must be done solely by the contestant and must take place within the time allotted

Published and/or unpublished non-electronic 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**

- 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:** *Contestants may use software templates, but creativity points may be reduced. Color printers will be available at NLC.*

### **Equipment/supplies provided**

Computer, printer, and paper  
Software as designated for this event  
Graphics files  
Flash drive

### **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

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

### **Description**

Demonstrate knowledge of fundamental web design coding and syntax to include CSS. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA HTML5 Application Developer Fundamentals and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

### **Eligibility**

Any student member may enter this event.

### **Contestant must supply**

Sharpened No. 2 pencils, pens

Published and/or unpublished non-electronic 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**

- Demonstrate a knowledge of tags
- Demonstrate knowledge of format and font (CSS)
- Demonstrate knowledge of XHTML, HTML5, CSS2 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 with browser, **Notepad** only (*Contestants are not permitted to utilize Notepad++*), printer, and paper

Flash drive for saving files

### **Method of evaluation**

Application and Objective Test

Certification test taken per conference schedule at NLC

### **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



## **(410) Graphic Design Promotion**

### **Description**

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

The output of this competition is to be produced as the basis for NLC theme and advertising for 2019.

### **Eligibility**

Any student member may enter this event. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

### **Topic**

Develop a flyer and logo promoting the Business Professionals of America National Leadership Conference in Anaheim, California, May 1-5, 2019.

### **Contestant must supply**

Two (2) plastic sheet protectors (8½" x 11") each containing four (4) documents—one flyer, one contestant-generated logo (4" x 4"), one pin-sized logo (2" x 2") and one [Individual Entry Form](#)  
Additional copies of flyer, logo, pin-sized logo and [Individual Entry Form](#), and other forms for finals  
Visual display technology in the form of, but *not* limited to, a desktop/laptop/tablet with internal or external speakers, projector

Video projector (optional)

Digital presentation tools are to be used (no videos will be allowed; including poster boards)

Carry-in and set-up of equipment must be done solely by the contestant and must take place within the time allotted

Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

**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**

- This is a pre-submitted event. See instructions for submissions.
- Contestant may select any theme that promotes the Business Professionals of America National Leadership Conference in Anaheim, California, May 1-5, 2019.
- Theme needs to be 25 characters or less including spaces.
- Dimensions of flyer must be 8½" x 11" either landscape or portrait. It is recommended that you use at least 300 dpi.
- Dimensions of the contestant-generated logo must *not* exceed 4" x 4". It is recommended that you use at least 300 dpi. Contestant-generated logo must be submitted on a separate 8½" x 11" paper.

- Dimensions of the contestant-generated logo in pin-size print must *not* exceed 2" x 2". It is recommended that you use at least 300 dpi. Contestant-generated pin-sized logo must be submitted on a separate 8½" x 11" paper.
- One (1) original flyer, one (1) contestant-generated 4" x 4" logo, one (1) contestant-generated 2" x 2" pin-sized logo, shall be produced at home/school. The graphics must *not* be professionally or commercially produced or printed.
- The flyer, logos and entry information must be submitted to the National Center in JPG, PNG, or PDF formats at <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Standard Time on April 1, 2018.
- Confirmation of receipt will be provided when project is submitted.
- Individual confirmation of receipt *cannot* be provided by National Center.
- Note: Member ID will be required for all submissions.
- No fax or mailed copies will be accepted.
- 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.
- One (1) copy of the completed copy of the flyer and contestant-generated logo, and [Individual Entry Form](#), including signatures, *must* be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- The contestant will give a presentation on how the graphic was developed and produced. A question-and-answer session will follow.
- The flyers, logos, pin-sized logo and forms will *not* be returned.
- Appropriate use of grammar, spelling and punctuation.
- Contestant-generated logo is effective when reduced to trading pin size.
- The length of the presentation will be no more than six (6) minutes, followed by no more than five (5) minutes of judges' questions.
- All graphics must be computer generated. Only contestant-prepared graphics may be used in the design. Originality and effectiveness will be given greater consideration.
- Business Professionals of America logo, name, and tagline must appear on the flyer.
- 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.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America *grants permission* for the use of the copyrighted logo and tagline.
- 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.
- All materials, other than the required submission materials may *not* be left with judges.

**Method of evaluation**

Technical Scoring Rubric  
Presentation Scoring Rubric

**Length of event**

No more than three (3) minutes for set-up  
No more than six (6) minutes for the presentation  
No more than five (5) minutes for judges' questions  
Finals may be included at regional, 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 judges before judging takes place.**

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

## (410) Graphic Design Promotion

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

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

### Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li><a href="#">Individual Entry Form</a> – PDF format (must be keyed, but does <i>not</i> have to be signed for pre-submission)</li> <li>Flyer – PDF, JPG or PNG Format</li> <li>Logo (4” x 4”) – PDF, JPG or PNG Format</li> <li>Logo (2” x 2” pin size) – PDF, JPG or PNG Format</li> </ul> <p style="text-align: center;"><b><i>All points or none are awarded by the technical judge.</i></b></p>				10	
Design shows imagination, creativity, and originality	1-5	6-10	11-15	16-20	
Contestant-generated logo shows imagination, creativity and originality	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	
Consistency in graphic and theme	1-5	6-10	11-15	16-20	
BPA logo and tagline appear on flyer – 10 points <b>(all or nothing)</b>				10	
BPA logo and tagline meet the <a href="#">Graphic Standards</a> as outlined in the <a href="#">Style &amp; Reference Manual</a> – 10 points <b>(all or nothing)</b>				10	
<b>TOTAL TECHNICAL POINTS (150 points maximum)</b>					

## (410) Graphic Design Promotion

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

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

### Presentation Scoring Rubric

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	
Answers to judges' questions	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (80 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.	Points Awarded
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than six (6) minutes – 5 points	10
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy), flyer (1 copy), logo (1 copy), pin-size logo (1 copy) <i>Must have for preliminaries and finals</i>	10
Contestant name does <i>not</i> appear on submitted output	10
Appropriate use of grammar, spelling and punctuation	10
Contestant-generated logo is effective when reduced to trading pin size	10
Dimensions of contestant-generated logo do <i>not</i> exceed 4" x 4" and 2" x 2"	10
<b>TOTAL SPECIFICATION POINTS (60 points maximum)</b>	

**TOTAL MAXIMUM POINTS = 290**

**PRESENTATION WILL BE STOPPED AT SIX MINUTES**

## **(415) Digital Publishing**

### **Description**

Evaluate knowledge and skills utilizing Illustrator<sup>®</sup>, or InDesign<sup>®</sup>, software to create a variety of interactive documents.

### **Eligibility**

Any student member may enter this event.

### **Contestant may supply**

Contestants may bring a Mac computer, if desired. Those contestants using Mac computers must also bring printer, software, paper, extension cords, power supply (must bring all). Color printing is permitted

Carry-in and set-up of equipment must be done solely by the contestant and must take place within the time allowed

Published and/or unpublished non-electronic 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**

- Demonstrate expertise in using desktop publishing software to create a variety of business publications for web, print, and mobile devices
- Apply principles of design and rules for proper layout in developing business publications for multiple screens and printing situations
- Create and edit documents using Illustrator<sup>®</sup> and/or InDesign<sup>®</sup>
- Demonstrate color management
- Use principles of design, layout, and typography in presentation of text
- Demonstrate an in-depth knowledge of typography such as leading, kerning, tracking, and appropriate font choice
- Create multipage and multicolumn documents
- Create a desktop publication that includes graphics in the form of illustrations, shapes, shading, and layers
- Create interactive documents that can be viewed on devices and/or a PDF file
- Incorporate video into desktop publishing documents for devices and multiple screens
- Generate a variety of documents including flyers, bulletins, proposals, business cards, brochures, digital publications, interactive documents, presentation handouts, etc.

### **Equipment/supplies provided**

Computer

Flash drive

Software as designated for this event

Graphics files

**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

## **(420) Digital Media Production**

### **Description**

Create a one to two (1:00-2:00) minute digital media production based on the assigned topic.

### **Eligibility**

Any student member may enter this individual event. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

### **Topic**

Create a digital promotional piece explaining the Business Professionals of America Torch Award system.

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

### **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 set-up of equipment must be done solely by the contestant and must take place within the time allotted

No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges

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 an understanding of developing for a target audience
- Demonstrate utilization of various software applications
- Demonstrate knowledge of digital media
- Demonstrate knowledge of graphic design including color, animation, audio, and video

### **Specifications**

- This is a pre-submitted event. See instructions for submissions.
- The contestant will develop a visual communication tool utilizing various software applications related to digital production.
- The contestant must develop a consistent theme and slogan to be used throughout the digital production.
- Completed projects may be uploaded to a video/file-sharing site (Vimeo, YouTube, or Dropbox, etc.) It is recommended that you set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Individual Entry Form](#) including the URL to the project and [Release Form](#)(s) in one combined PDF file to: <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on April 1, 2018.
- Individual confirmation of receipt *cannot* be provided by National Center.



- Note: Member ID will be required for all submissions.
- 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 will *not* be accepted.
- 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.
- One (1) copy of the [Individual Entry Form](#), including signatures, [Release Form](#)(s) and any concept art/prototypes must be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- The contestant 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 for any person involved in the video production.
- The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- 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 law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America *grants permission* for the use of the copyrighted logo and tagline.
- The top three places in the 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.
- All materials, other than the required submission materials may *not* be left with judges.

### **Method of evaluation**

Technical Scoring Rubric

Presentation Scoring Rubric

### **Length of event**

No more than three (3) minutes for set-up/wrap-up

No more than ten (10) minutes for presentation, which includes one to two (1:00-2:00) minute demonstration of digital media production

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

Finals may be included at regional, 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 judges before judging takes place.**

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

This event is sponsored by:

The image shows the logo for Cybis, which consists of the word "CYBIS" in a bold, sans-serif font. To the right of "CYBIS" is the tagline "creative media & event productions" in a smaller, lowercase, sans-serif font. The background of the image is a blurred photograph of an event space with people and tables.

BPA graciously thanks Cybis Communications who generously provides scholarships.

## (420) Digital Media Production

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

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

### Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes ( <i>Disqualification</i> )	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No ( <i>Disqualification</i> )

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>• <a href="#">Individual Entry Form</a> (must be keyed but does <i>not</i> have to be signed for pre-submission) AND <a href="#">Release Form</a> (must be keyed but does <i>not</i> have to be signed for pre-submission) in one combined PDF file</li> </ul> <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>				10	
<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 Production Layout (60 points maximum)</b>					
<b>Graphics/Media Use</b>					
Enhances theme	1–5	6–10	11–15	16–20	
Creativity through use of graphic design and digital assets	1–5	6–10	11–15	16–20	
Effective use of audio	1–5	6–10	11–15	16–20	
Effective use of innovative technology	1–5	6–10	11–15	16–20	
Effective use of lighting and special effects	1–5	6–10	11–15	16–20	
<b>Total Graphics/Media Use (100 points maximum)</b>					
<b>Content</b>					
Video is generated for target audience	1–5	6–10	11–15	16–20	
Well developed and portrays theme	1–5	6–10	11–15	16–20	
<b>Total Content (40 points maximum)</b>					
<b>TECHNICAL POINTS (210 points maximum)</b>					

## (420) Digital Media Production

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

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

### Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<b>Presentation</b>					
Ability to explain the development and design process (Pre-Production Phase)	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, special effects, lighting, etc.)	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (60 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

### Specification Scoring Rubric

SPECIFICATION POINTS:	Points Awarded
All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.	
Set-up/wrap-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy) and <a href="#">Release Form</a> (s) (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>	

**TOTAL MAXIMUM POINTS = 290**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## **(425) Computer Modeling (S)**

### **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<sup>®</sup> 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 member may enter this event. Contestants participating in the national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

### **Topic**

Design a new locomotive for the Grapevine Vintage Railroad that can be used for web based marketing. For information on the Grapevine Vintage Railroad, please visit:

<https://www.grapevinetexasusa.com/grapevine-vintage-railroad/>

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

### **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 set-up of equipment must be done solely by the individual and must take place within the time allotted

No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges

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 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 3D Artist.

## Specifications

- This is a pre-submitted event. See instructions for submissions.
- 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 produce 3-D 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 project components, including, but *not* limited to, concept art, the profile, screenshots, and model project files, should be compressed in zip format and uploaded to a video/file sharing site (e.g. Dropbox, etc.).
- For completed projects uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.), it is recommended to set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Individual Entry Form](#) including the URL to the project and [Release Form\(s\)](#) in a combined PDF file to: <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on April 1, 2018.
- Note: Member ID will be required for all submissions.
- 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.
- Materials from non-registered contestants and/or those missing contestant numbers *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of the [Individual Entry Form](#), including signatures, [Release Form\(s\)](#) and any concept art/prototypes must be submitted at the time of the presentation at NLC at both the 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, 3-D modeling applications. (Note: hand-drawings and sketches should be scanned to attain a digital format.)
- The length of the presentation will be not more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- 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](#).)
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.

- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All materials, other than the required submission materials may *not* be left with judges.

**Method of evaluation**

Judge's Scoring Rubric

**Length of event**

No more than three (3) minutes for set-up/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 regional, state and national levels

**Entries**

Each state is allowed three (3) entries

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

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

## (425) Computer Modeling (S)

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

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

### Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes ( <i>Disqualification</i> )	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No ( <i>Disqualification</i> )

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>• <a href="#">Individual Entry Form</a> (must be keyed but does <i>not</i> have to be signed for pre-submission) AND <a href="#">Release Form(s)</a> (must be keyed but does <i>not</i> have to be signed for pre-submission) in one combined PDF file <b><i>All points or none are awarded by the technical judge.</i></b></li> </ul>				10	
<b>Complexity/Craftsmanship</b>					
Profile ( <i>not</i> 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	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	
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>Total Complexity/Craftsmanship (180 points maximum)</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>Total Composition Points (40 points maximum)</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	
<b>Total Creativity Points (80 points maximum)</b>					
<b>TOTAL TECHNICAL POINTS (310 points maximum)</b>					



## (425) Computer Modeling (S)

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

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

### Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Ability to explain the development process	1-5	6-10	11-15	16-20	
Ability to explain the 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>TOTAL PRESENTATION POINTS (100 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

### Specification Scoring Rubric

SPECIFICATION POINTS: All points or no points per item are awarded by the proctor per contestant, <i>not</i> per judge.	Points Awarded
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy), Concept Art/Prototypes (1 copy), and <a href="#">Release Form(s)</a> (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>	

**TOTAL MAXIMUM POINTS = 430**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## **(430) Video Production Team**

### **Description**

Create a three to five (3:00-5:00) minute video production, based upon the assigned topic.

### **Eligibility**

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

### **Topic**

Make a video promoting the Tread Wisely Ambassador program.

Learn more at <http://www.TreadWisely.org> and <https://noys.org/tread-wisely-challenge/>.

### **Summary**

Tread Wisely, a tire safety program of Cooper Tire & Rubber Company and the National Organizations for Youth Safety (NOYS), hires a team of youth ambassadors each year. Ambassadors (ages 18-24) travel to national conferences, promote a school-based challenge, and share the Tread Wisely campaign with local partners. Ambassadors earn a \$1,000 stipend for their work, gain valuable real-world experience in marketing & communications while working with a global company, and get to travel while promoting a meaningful social cause.

### **What your video should include:**

- 1) The Tread Wisely campaign name and website (TreadWisely.org).
- 2) A brief summary of the campaign.

### **What your video should avoid:**

- 1) Negative tone, references to death, injury, car crashes, etc. While it's true this campaign is all about avoiding those things, we want the Tread Wisely brand to be upbeat, positive, and motivating.
- 2) Tread Wisely is a program of the Cooper Tire & Rubber Foundation and the National Organizations for Youth Safety (NOYS). Please avoid reference to other tire companies.

Final thought: Be creative! We like wit, clever humor, a good pun. The Ambassador program offers professional development and leadership experience. Consider the aspect of the Ambassador program that most appeals to you and focus your narrative around that.

Get more info at <http://www.TreadWisely.org> and <https://noys.org/tread-wisely-challenge/>.

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

### **Team must supply**

Visual display technology in the form of, but *not* limited to, a desktop/laptop/tablet with internal or external speakers, projector, TV or DVD player

Video projector (optional)

Props (optional)

Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted

No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges

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 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:

- This is a pre-submitted event. See instructions for submissions.
- The team will develop a video using various software applications related to video production.
- The final project components, including, but *not* limited to, storyboard (8.5" x 11"), script, and video should be compressed in Zip format and uploaded to a video/file sharing site (Dropbox, etc.)
- For completed projects uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.), it is recommended to set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in a combined PDF file to: <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on April 1, 2018.
- Note: Member ID will be required for all submissions.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Note: Member ID will be required for all submissions.
- 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 will *not* be accepted.
- 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.
- One (1) copy of a well-developed storyboard, script, the [Team Entry Form](#), including signatures, and [Release Form](#)(s) must be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- The contestant 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.
- The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- No presentation will be performed at the National Level Finals Competition. The video will be judged on technical merit only.
- 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](#).)
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at

<http://www.copyright.gov/title17/circ92.pdf>. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.

- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All materials, other than the required submission materials may *not* be left with judges.

### **Method of evaluation**

Technical Scoring Rubric

Presentation Scoring Rubric

### **Length of event**

No more than three (3) minutes for set-up/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 regional, state and national levels

### **Length of Final event (National only)**

No more than three (3) hours to plan, produce, and export production

### **Details for Final event (National only)**

- The teams will have no more than three (3) hours to plan the storyline and complete all production phases including, exporting of video.
- The teams will go out and film their production on site.
- During this time, students may communicate with members of their team via telephone, but may *not* communicate with others concerning the production of their video. This includes communicating with their advisor. Teams will be *disqualified* for violating this rule.
- After filming is complete, teams will return to the contest room to edit and complete all production and post-production elements in their video.
- The video must be one-minute in length, rendered and exported into a MOV, MP4, AVI, or MPG format and submitted using the flash drive provided. If *not* in the appropriate format, it may *not* be judged.
- Scoring from the preliminary round will *not* be included in the finals scoring. The finals will use a separate rubric.
- All materials, other than the required submission materials may *not* be left with judges.

### **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 judges before judging takes place.**

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

This event is sponsored by:



## (430) Video Production Team

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

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

### Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

Items to Evaluate					Points Awarded
<b>Required Elements</b>					
• Included more than one camera angle	<input type="checkbox"/> Y   <input type="checkbox"/> N	10			
• Included at least one interview	<input type="checkbox"/> Y   <input type="checkbox"/> N	10			
• Included one voice over	<input type="checkbox"/> Y   <input type="checkbox"/> N	10			
• Included ending credits	<input type="checkbox"/> Y   <input type="checkbox"/> N	10			
<b>Total Required Elements (40 points maximum)</b>					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<b>Content</b>					
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>• <a href="#">Team Entry Form</a> (must be keyed but does <i>not</i> have to be signed for pre-submission) AND <a href="#">Release Form</a>(s) (must be keyed but does <i>not</i> have to be signed for pre-submission) in one combined PDF file</li> </ul> <i>All points or none are awarded by the technical judge.</i>					10
• Originality of content (at least 50% of video must be footage created by the team)	1-5	6-10	11-15	16-20	
• Developed and portrayed theme (to include, but <i>not</i> limited to: a logo, taglines, and color usage)	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 Content (90 points maximum)</b>					
<b>Quality</b>					
• Focus/Steadiness	1-5	6-10	11-15	16-20	
• Lighting	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 Quality (80 points maximum)</b>					
<b>TOTAL TECHNICAL POINTS (210 points maximum)</b>					

## (430) Video Production Team

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

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

### Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
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, special effects, video, audio, etc.)	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (60 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b>		Points Awarded
All points or none per item are awarded by the proctor per team, <i>not</i> per judge.		
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy), Storyboard (1 copy), Script (1 copy), and <a href="#">Release Form</a> (s) (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
All registered team members in attendance for entire event	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 300**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

**(430) Video Production Team – NLC Finals Rubric**

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

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

**Technical Scoring Rubric – FINAL (Nationals Only)**

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per team, <i>not</i> per judge.		<b>Points Awarded</b>
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
<b>TOTAL SPECIFICATION POINTS (10 points maximum)</b>		

Items to Evaluate					Points Awarded
<b>Required Elements</b>	<b>Select One</b>		<b>Award all or none</b>		
Included more than one camera angle	<input type="checkbox"/> Y   <input type="checkbox"/> N		10		
Video is exactly 1-minute in length	<input type="checkbox"/> Y   <input type="checkbox"/> N		10		
Final Export met timed event deadline	<input type="checkbox"/> Y   <input type="checkbox"/> N		50		
Exported in correct format	<input type="checkbox"/> Y   <input type="checkbox"/> N		20		
<b>Total Required Elements (90 points maximum)</b>					
<b>Items to Evaluate</b>	<b>Below Averag</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
<b>Content</b>					
Originality of content (All video should be shot on-site)	1-5	6-10	11-15	16-20	
Developed storyline	1-5	6-10	11-15	16-20	
Effectiveness of production	1-5	6-10	11-15	16-20	
Developed and portrayed common theme	1-5	6-10	11-15	16-20	
<b>Total Content (80 points maximum)</b>					
<b>Quality</b>					
Videos were in focus/steadiness	1-5	6-10	11-15	16-20	
Lighting quality	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 Quality (80 points maximum)</b>					
<b>TOTAL TECHNICAL POINTS (250 points maximum)</b>					

**TOTAL MAXIMUM POINTS = 260**

## **(435) Website Design Team**

### **Description**

The team will work together to create a website based on the assigned topic.

### **Eligibility**

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

### **Topic**

Business Professionals of America would like to create a one stop interactive website explaining all the different BPA Cares Awards that local chapters can apply for, and what they need to do to earn them. Each BPA Cares Award should be listed on its own webpage. Visitors should be able to navigate the entire website from any webpage.

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

### **Team must supply**

Team must supply one computer loaded with their website for presentation to the judges

No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges

Team must bring all supporting devices (e.g., extension cords, power supply, etc.)

Projector (Optional)

Props (Optional)

**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 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 web languages
- 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

- This is a pre-submitted event. See instructions for submissions.
- Submit the [Team Entry Form](#) including the URL to the project (including any necessary login credentials if necessary) and [Release Form\(s\)](#) in one combined PDF file to: <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on April 1, 2018.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Note: Member ID will be required for all submissions.
- 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.
- Materials from non-registered contestants and/or those mission contestant numbers *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of the [Team Entry Form](#), including signatures, and [Release Form\(s\)](#) must be presented at the time of presentation at NLC at both the Preliminary and Final Competition.
- The team is responsible for securing a [Release Form](#) from any individual whose name, photograph, and/or other information that is included on the website.
- The website must be available for viewing on the Internet on April 1, 2018. 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.
- The team will administer and present their website at 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](#).)
- The length of the presentation will be no more than ten (10) minutes, followed by not more than five (5) minutes of judges' questions.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- Team members will specifically identify their roles in the development of the website and be prepared to address questions pertaining to those roles (i.e., page layout, navigational scheme, graphics, media, compatibility, and content).
- Previously submitted websites used in BPA competition may *not* be submitted.
- Contestants are permitted to use any web development technology or CMS desired by the team in order to complete the event. Examples of these are, but *not* limited to, Visual Studio, Dreamweaver, JQuery, WordPress, Joomla, Drupal, Wix, Weebly, or any templates.
  - Contestants should be able to understand and explain the utilized code and/or technology used by a selected web development technology, CMS, or template.
- All materials, other than the required submission materials may *not* be left with judges.

**Method of evaluation**

Technical Scoring Rubric  
Presentation Scoring Rubric

**Length of event**

No more than three (3) minutes set-up time  
No more than ten (10) minutes oral presentation  
No more than five (5) minutes for judges' questions  
Finals may be included at regional, 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 judges before judging takes place.**

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

This event is sponsored by:



## (435) Website Design Team

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

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

### Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes ( <i>Disqualification</i> )	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No ( <i>Disqualification</i> )

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>• <a href="#">Team Entry Form</a> (must be keyed but does <i>not</i> have to be signed for pre-submission) AND <a href="#">Release Form(s)</a> (must be keyed but does <i>not</i> have to be signed for pre-submission) in one combined PDF file</li> </ul> <i>All points or none are awarded by the technical judge.</i>				10	
<b>Page 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 page to page	1-5	6-10	11-15	16-20	
<b>Navigational Theme</b>					
Links present and working	1-5	6-10	11-15	16-20	
Links show consistent formatting	1-5	6-10	11-15	16-20	
Navigational path is clear and logical	1-5	6-10	11-15	16-20	
<b>Graphic Media Use</b>					
Enhances topic	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	1-5	6-10	11-15	16-20	
<b>Content</b>					
Well developed	1-5	6-10	11-15	16-20	
Portrays the topic	1-5	6-10	11-15	16-20	
Effectiveness of site	1-5	6-10	11-15	16-20	
<b>Technical</b>					
Cross-browser compatibility	1-5	6-10	11-15	16-20	
Source Code is well organized and meets validation	1-5	6-10	11-15	16-20	
<b>Grammar, Spelling, Punctuation, and Usage</b>	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
<b>TOTAL TECHNICAL POINTS (330 points maximum)</b>					

## (435) Website Design Team

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

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

### Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Ability to explain their use and the development using web languages (source code)	1-5	6-10	11-15	16-20	
Ability to explain their use and development of media elements (graphics, video, audio, etc.)	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 presentation questions	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (80 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b>		Points Awarded
All points or none per item are awarded by the proctor per team, <i>not</i> per judge.		
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy) and <a href="#">Release Form</a> (s) (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
All registered team members in attendance for entire event	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 440**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## **(440) Computer Animation Team (S)**

### **Description**

Create a computer-generated visualization animation, *not* to exceed two (2) minutes, based upon the assigned topic provided.

### **Eligibility**

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

### **Topic**

Hockey is a growing sport. Create a Hockey Stadium and animate a hockey game going on inside the stadium you design. Make sure to show all the hidden parts of a sports stadium that the average fan never sees (for example: team locker room, training rooms, etc).

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

### **Team 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 set-up of equipment must be done solely by the team and must take place within the time allotted

No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges

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 storyboard
- 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**

- This is a pre-submitted event. See instructions for submissions.
- 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 final project components, including, but limited to, storyboard (8.5" x 11") and rendered video should be compressed in Zip format and uploaded to a file-sharing site (Dropbox, etc.)

- For completed projects uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.), it is recommended to set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in one combined PDF file to: <http://www.bpa.org/submit>, no later than 11:59 p.m. Eastern Time, on April 1, 2018.
- 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.
- Note: Member ID will be required for all submissions.
- 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.
- The team is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- One (1) copy of the [Team Entry Form](#), including signatures, the storyboard, and all [Release Form](#)(s) must be presented at the time of the presentation at the NLC at both the Preliminary and Final Competition.
- Teams may also bring one storyboard (*not* to exceed 22" x 28") for their use during the presentation.
- The team must utilize audio, text, video, graphics, and 3-D 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](#).)
- The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All materials, other than the required submission materials may *not* be left with judges.

### **Method of evaluation**

Judge's Scoring Rubric

### **Length of event**

No more than three (3) minutes for set-up/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 judges before judging takes place.**

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

## (440) Computer Animation Team (S)

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

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

### Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team used 3-D animation software	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format, <ul style="list-style-type: none"> <li>• <a href="#">Team Entry Form</a> (must be keyed but does <i>not</i> have to be signed for pre-submission) AND <a href="#">Release Form(s)</a> (must be keyed but does <i>not</i> have to be signed for pre-submission) in one combined PDF file</li> </ul> <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>				10	
<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>Total Complexity/Craftsmanship (100 points maximum)</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>Total Animation (100 points maximum)</b>					

## (440) Computer Animation Team (S)

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

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

<b>Technical Scoring Rubric (Continued)</b>					
<b>Items to Evaluate</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
<b>Composition</b>					
<b>Execution of Plan:</b> Concept Art/Storyboard/Script/Goals established for animation	1-5	6-10	11-15	16-20	
<b>Artistic Layout/Design Principles:</b> Aesthetic, consistent use of colors and fonts and layout	1-5	6-10	11-15	16-20	
<b>Clarity of Message:</b> 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	
<b>Entertainment Value:</b> 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>Total Composition (100 points maximum)</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>Total Creativity (100 points maximum)</b>					
<b>TOTAL TECHNICAL POINTS (410 points maximum)</b>					



**(440) Computer Animation Team (S)**

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

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

**Presentation Scoring Rubric**

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<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>TOTAL PRESENTATION POINTS (100 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

**Specification Scoring Rubric**

<b>SPECIFICATION POINTS:</b>		Points Awarded
All points or none per item are awarded by the proctor per team, <i>not</i> per judge.		
Set-up lasted no longer than three (3) minutes – 5 points	10	
Presentation lasted no longer than ten (10) minutes – 5 points		
Documentation submitted at time of presentation: keyed and signed <a href="#">Team Entry Form</a> (1 copy), Storyboard (1 copy), and <a href="#">Release Form</a> (s) at time of presentation (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
All registered team members in attendance for entire event	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 540**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## **(445) Broadcast News Production Team (S)**

### **Description**

Create a three to five (3-5) minute news broadcast, containing two (2) different segments (news stories). One news segment should be a live feature story and the other news segment on a human interest story; a separate video file containing a 15-20 second promo/tease should also be created.

### **Eligibility**

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

### **Topic**

One news segment should be a live feature story and the other news segment on a human interest story.

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

### **Teams must supply**

Visual display technology in the form of, but *not* limited to, a desktop/laptop/tablet with internal or external speakers, and projector

Video projector (optional)

No props will be allowed

Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted

Team must bring all supporting devices (e.g., extension cords, power supply, etc.).

For National Finals, team must supply a desktop/laptop for editing, camera(s), and tripod(s). Optional items may include: lighting, microphone, and backdrops, 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**

- 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**

- This is a pre-submitted event. See instructions for submissions.
- No presentation will be performed for Finals at the National Level.

- Team has the option of being the talent themselves or having other students participate in the process. Professional and non-profit talent is *not* permitted. Talent refers to individuals who produce the broadcast. Therefore, only students are allowed to do any work involved in the actual production of the video. However, teams may interview professionals, experts, adults, etc. for various news segments. Professional or non-student individuals who are being only interviewed are *not* considered talent.
- 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)
  - Teams must research actual events
  - Fictional news stories are *not* permitted
  - An outro music with credits
- The team will also develop a separate 15-20 second promo or tease.
- The team may utilize audio, text, video, graphics, and animation.
- Continuity must exist in the news production.
- Completed projects must be uploaded to a video/file-sharing site (Vimeo, YouTube, or Dropbox, etc.)
- For completed projects uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.), it is recommended to set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- The final project uploaded must include: final news production, promo/tease, and script.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in one combined PDF file to: <http://www.bpa.org/submit>, no later than 11:59 p.m. Eastern Time, on April 1, 2018.
- Student must pre-submit and submit a signed [Release Form](#) for their own work.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt *cannot* be provided by the National Center.
- Note: Member ID will be required for all submissions.
- 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 will *not* be accepted.
- The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- One (1) [Team Entry Form](#), including signatures, and [Release Form](#)(s) must be presented at the time of presentation at NLC at both the Preliminary and Final Competition.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All materials, other than the required submission materials may *not* be left with judges.
- No presentation will be performed at the National Level Finals Competition. The broadcast will be judged on technical merit only.

### **Method of evaluation**

Technical Scoring Rubric

Presentation Scoring Rubric

**Length of Preliminary event**

No more than three (3) 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 regional, state and national levels

**Length of Final event (National only)**

No more than three (3) hours to plan, produce, and export production

**Details for Final event (National only)**

- The teams will have no more than three (3) hours to plan the storyline and complete all production phases including exporting video.
- Teams will each be provided a flash drive containing a graphics file, which must be included in the spot.
- The teams will go out and film their production on site.
- During this time, students may communicate with members of their team via telephone, but may *not* communicate with others concerning the production of their video. This includes communicating with their advisor. Teams will be *disqualified* for violating this rule.
- After filming is complete, teams will return to the contest room to edit and complete all production and post-production elements in their video.
- The video must be one (1) minute in length, rendered and exported into a .mov, .mp4, .avi, or .mpg format and submitted using the flash drive provided. If *not* in the appropriate format, it may *not* be judged.
- Scoring from the preliminary round will *not* be included in the finals scoring. The finals will use a separate rubric.
- All materials, other than the required submission materials may *not* be left with judges.

**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 judges before judging takes place.**

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

This event is sponsored by the Journalism Education Association (JEA).



**(445) Broadcast News Production Team (S)**

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

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

**Technical Scoring Rubric**

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

Items to Evaluate	Select One		Points Possible	Points Awarded	
<b>Required Elements</b>					
Includes 2 news stories	<input type="checkbox"/> Yes   <input type="checkbox"/> No		10		
Includes an introduction	<input type="checkbox"/> Yes   <input type="checkbox"/> No		10		
Includes a segue [seg-way] between the news stories	<input type="checkbox"/> Yes   <input type="checkbox"/> No		10		
Includes outro (music) with credits	<input type="checkbox"/> Yes   <input type="checkbox"/> No		10		
Includes 15-20 second promo/tease	<input type="checkbox"/> Yes   <input type="checkbox"/> No		10		
Script provided	<input type="checkbox"/> Yes   <input type="checkbox"/> No		10		
Exported in correct format	<input type="checkbox"/> Yes   <input type="checkbox"/> No		20		
<b>Total Required Elements (80) points maximum)</b>					
Team submitted the correct information and in the correct format.			10		
<ul style="list-style-type: none"> <li><a href="#">Team Entry Form</a> (must be keyed but does <i>not</i> have to be signed for pre-submission) AND <a href="#">Release Form</a>(s) (must be keyed but do <i>not</i> have to be signed for pre-submission) in one combined PDF file</li> </ul> <p align="center"><i>All points or none are awarded by the technical judge.</i></p>					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<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 Content (80) points maximum)</b>					
<b>Quality</b>					
Videos were in focus/steadiness	1-5	6-10	11-15	16-20	
Lighting quality	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 Quality (80) points maximum)</b>					
<b>TOTAL TECHNICAL POINTS (250) points maximum)</b>					

(445) Broadcast News Production Team (S)

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

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

**Presentation Scoring Rubric**

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
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, special effects, video, audio, etc.)	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (60 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

**Specification Scoring Rubric**

<b>SPECIFICATION POINTS:</b>		Points Awarded
All points or none per item, are awarded by the proctor per team, <i>not</i> per judge		
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy) and <a href="#">Release Form(s)</a> (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
All registered team members in attendance for entire event	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 340**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## Broadcast News Production Team (S) (445) – NLC Finals Rubric

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

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

### Technical Scoring Rubric – FINAL (Nationals Only)

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per team, <i>not</i> per judge.		<b>Points Awarded</b>
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
<b>TOTAL SPECIFICATION POINTS (10 points maximum)</b>		

Items to Evaluate	Select One		Points Possible		Points Awarded
<b>Required Elements</b>					
Contains at least one (1) interview	<input type="checkbox"/> Yes   <input type="checkbox"/> No		10		
Contains BPA provided graphics	<input type="checkbox"/> Yes   <input type="checkbox"/> No		10		
Appropriate use of B-roll	<input type="checkbox"/> Yes   <input type="checkbox"/> No		10		
Video is exactly 1-minute in length	<input type="checkbox"/> Yes   <input type="checkbox"/> No		10		
Final Export met timed event deadline	<input type="checkbox"/> Yes   <input type="checkbox"/> No		50		
Exported in correct format	<input type="checkbox"/> Yes   <input type="checkbox"/> No		20		
<b>Total Required Elements (110 points maximum)</b>					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<b>Content</b>					
Originality of content (All video should be shot on-site)	1-5	6-10	11-15	16-20	
Developed storyline	1-5	6-10	11-15	16-20	
Effectiveness of production	1-5	6-10	11-15	16-20	
Appropriate usage of existing graphics/audio	1-5	6-10	11-15	16-20	
<b>Total Content (80 points maximum)</b>					
<b>Quality</b>					
Videos were in focus/steadiness	1-5	6-10	11-15	16-20	
Lighting quality	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 Quality (80 points maximum)</b>					
<b>TOTAL TECHNICAL POINTS (280 points maximum)</b>					

# MANAGEMENT, MARKETING, & COMMUNICATION EVENTS

- (500) [Global Marketing Team \(S\)](#)
- (505) [Entrepreneurship](#)
- (510) [Small Business Management Team](#)
- (515) [Interview Skills](#)
- (520) [Advanced Interview Skills](#)
- (525) [Extemporaneous Speech \(S\)](#)
- (530) [Contemporary Issues \(PS\)](#)
- (535) [Human Resource Management](#)
- (540) [Ethics & Professionalism \(PS\)](#)
- (545) [Prepared Speech](#)
- (550) [Parliamentary Procedure Team \(S\)](#)
- (555) [Presentation Management Individual](#)
- (560) [Presentation Management Team](#)
- (590) [Business Meeting Management Concepts – Open](#)
- (591) [Management, Marketing and Human Resources Concepts – Open](#)
- (592) [Parliamentary Procedure Concepts – Open](#)
- (593) [Project Management Concepts – Open \(PS\)](#)



## **(500) Global Marketing Team (S)**

### **Description**

Develop a marketing plan, following the guidelines outlined in the [Style & Reference Manual](#), 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
- Works Cited
- Supporting documentation (research, charts, brochures, etc.)
- [Team Entry Form](#)

### **Eligibility**

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

### **Topic**

The appeal of tiny homes has experienced significant growth, as evidenced by such popular television shows as “Tiny House, Big Living” on HGTV. To capitalize on this emerging trend, a local construction company has tasked your marketing team with identifying expansion opportunities into a domestic (United States) city of your choice with a vision for future international expansion. Be prepared to defend your recommendations 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*.

### **Team must supply**

Team may use a presentation device, projection equipment, product displays and props (product samples and promotional item), 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

Team must bring all supporting devices (e.g., extension cords, power supply, etc.)

No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges

**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, including the reasoning and method(s) used in determining the price
- 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
- Identify and utilize internal and external resources

## Specifications

- This is a pre-submitted event. See instructions for submissions.
- 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, Works Cited, supporting documentation, and signed [Team Entry Form](#)) The marketing plan must follow the Marketing Plan format in the [Style & Reference Manual](#).
- Any marketing plan submitted beyond the maximum number of pages will be *disqualified*.
- Only the completed plan with Works Cited (do *not* submit supporting documentation as listed above) and [Team Entry Form](#) *must* be submitted to the National Center at <http://www.bpa.org/submit> in PDF format no later than 11:59 p.m. Eastern Time on April 1, 2018.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Note: Member ID will be required for all submissions.
- No fax or mailed copies will be accepted.
- Multiple submissions will *not* be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- 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.
- One (1) copy of the completed plan, Works Cited, [Team Entry Form](#), including signatures, must be presented at the time of the presentation at NLC at both the Preliminary and Final Competition.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

## Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

**Length of event**

No more than three (3) 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

**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 judges before judging takes place.**

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

**(500) Global Marketing Team (S)**

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

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

**Technical Scoring Rubric**

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Evaluation of written marketing plan	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li><a href="#">Team Entry Form</a> - PDF format (must be keyed but does <i>not</i> have to be signed for pre-submission)</li> <li>Marketing Plan with Works Cited - PDF format</li> </ul> <i>All points or none are awarded by the technical judge.</i>				10	
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 TECHNICAL POINTS (230 points maximum)</b>					

**ANY MARKETING PLAN SUBMITTED BEYOND THE MAXIMUM NUMBER OF PAGES (10) WILL BE *DISQUALIFIED***

(500) Global Marketing Team (S)

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

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

**Presentation Scoring Rubric**

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>					

**Specification Scoring Rubric**

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per team, <i>not</i> per judge	Points Awarded
Set-up lasted no longer than three (3) minutes - 5 points Presentation lasted no longer than ten (10) minutes - 5 points	10
Plan used the correct format for Title Page, Table of Contents, Marketing Plan, and Works Cited according to the <a href="#"><i>Style &amp; Reference Manual</i></a>	10
All registered team members in attendance for entire event	10
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy) and Marketing Plan including Title Page, Table of Contents, and Works Cited (1 copy) <i>Must have copies for preliminaries and finals</i>	10
<b>TOTAL SPECIFICATION POINTS (40 points maximum)</b>	

**TOTAL MAXIMUM POINTS = 410**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## **(505) Entrepreneurship**

### **Description**

Develop an operating plan and organizational structure to initiate a small business. Competitors are to assume they are presenting/pitching their business plan to potential investors with the objective of securing financing for their business venture.

### **Eligibility**

Any student member may enter this event. This business plan must reflect a new business, *not* an expansion of a current business, subsidiary business, or franchise. If a contestant repeats this event, he/she may *not* submit any previously used business plan. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

### **Contestant must supply**

Contestant may use a computer, projection equipment, product displays and 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 time allotted

No Internet access will be provided on-site at the NLC; however, contestants may provide their own access to be used only for their presentation to the judges

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
- Competitors will provide the reasoning and justification for the loan amount being requested to establish their business
- In addition, an analysis of the necessary financial data required to establish their business

### **Specifications**

- This is a pre-submitted event. See instructions for submissions.
- The contestant will develop a business plan for a start-up (*not* existing or expanded) business in his/her community or local area.
- Information in the business plan must be authentic; however, contestants may choose to use a fictitious address and telephone number.
- The contestant will demonstrate oral communication skills.

- 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, and 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:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>○ Title Page and Table of Contents<br/><b>(excluded from 15 page maximum)</b></li> <li>○ Executive Summary</li> <li>○ Description of proposed business</li> <li>○ Objectives of the business</li> <li>○ Proposed business strategies</li> <li>○ Product(s) and/or service(s) to be provided</li> <li>○ Management and ownership of the business</li> <li>○ Marketing analysis</li> </ul> | <ul style="list-style-type: none"> <li>○ Financial analysis</li> <li>○ Supporting documentation <b>(excluded from 15 page maximum)</b> <ul style="list-style-type: none"> <li>○ Financial analysis (include requested loan amount, income statement, balance sheet, cash flow statement, and other analyses)</li> <li>○ Supporting documents (research, charts, brochures, résumés, etc.)</li> </ul> </li> </ul> |
|---|--|
- Only the completed plan (do *not* submit supporting documentation as listed above) and [Individual Entry Form](#), as a PDF file, must be submitted to the National Center at <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on April 1, 2018.
  - Contestants will receive an automated response confirmation at the time of submission.
  - Individual confirmation of receipt *cannot* be provided by the National Center.
  - Note: Member ID will be required for all submissions.
  - 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.
  - Materials from non-registered contestants and/or those missing contestant numbers *cannot* be accepted.
  - No changes can be made to the project after the date of submission.
  - One (1) copy of the plan, the [Individual Entry Form](#), including signatures, must be provided at the time of the presentation at NLC at both the Preliminary and Final Competition.
  - The length of the presentation will be no less than five (5) minutes and no more than seven (7) minutes, followed by no more than five (5) minutes of judges' questions.
  - No materials (props, displays, samples, gifts, etc.), other than the required submission, may be left with judges.
  - It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
  - National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

### Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

**Length of event**

No more than three (3) minutes set-up

No less than five (5) and no more than seven (7) minutes oral presentation, including the pitch to the investors

No more than five (5) 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 judges before judging takes place.**

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



## (505) Entrepreneurship

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

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

### Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

Written Business Plan Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li><a href="#">Individual Entry Form</a> - PDF format (must be keyed but does <i>not</i> have to be signed for pre-submission)</li> <li>Business Plan - PDF format</li> </ul> <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>				10	
Executive summary for business	1-5	6-10	11-15	16-20	
Description of proposed business	1-5	6-10	11-15	16-20	
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 and ownership of the business	1-5	6-10	11-15	16-20	
Marketing analysis	1-5	6-10	11-15	16-20	
Financial Analysis Included 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 TECHNICAL POINTS (190 points maximum)</b>					

**ANY BUSINESS PLAN SUBMITTED BEYOND THE MAXIMUM NUMBER OF PAGES (15) WILL BE *DISQUALIFIED***

Business Professionals of America Workplace Skills Assessment Program

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## (505) Entrepreneurship

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

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

### Presentation Scoring Rubric

Oral Presentation Evaluation	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	
Supporting documentation	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>					

*Props and/or additional items shall not be used as a basis for scoring.*

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Set-up lasted no longer than three (3) minutes - 5 points Presentation lasted no less than five (5) minutes or no more than seven (7) minutes - 5 points	10	
Plan used the correct format for Title Page, Table of Contents, and Business Plan according to the <a href="#"><i>Style &amp; Reference Manual</i></a>	10	
Documentation submitted at time of check-in: keyed and signed <a href="#"><u>Individual Entry Form</u></a> (1 copy) and Business Plan including Title Page and Table of Contents (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 320**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

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

### **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 member may enter this event. A team will consist of 2-4 members. Teams must participate in both parts of the competition in order to be ranked.

### **Team must supply**

- Pencils or pens
- Computer (optional)
- Portable printer w/paper (optional)
- Presentation device (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

- All materials (props, displays, samples, gifts, etc.) other than the required submission, may *not* be left with judges.
- Team will present before a panel of judges and timekeeper. No audience will be allowed.
- One (1) copy of the [Team Entry Form](#), including signatures, must be presented at NLC at both the Preliminary and Final Competition.
- Cell phones may *not* be used in the preparation room.
- No advisor contact will be allowed between the time of the receiving the topic and the delivery.
- The length of the presentation will be no more than ten (10) minutes, followed by no more than ten (10) minutes of judges' questions.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

## Initial Case Study Topic:

Your team has been hired by Scott Jensen, owner of Downtown Auto, to provide strategies that help the company with its overall strength and profitability. Downtown Auto is a one-location used car lot located in a town of about 70,000 people. Their lot is an 80-vehicle lot and employs four full-time sales people and an administrative assistant/title clerk. About a year ago, the company identified that the profit margin of each sale was a little low, so Mr. Jensen determined that they needed to pay the sales people on a flat commission; each salesman now makes \$300 a sale instead of a percentage commission which was 25% of each sale. This was *not* received well by the sales staff. While profit margin did increase eight months after the decision was made, overall sales and revenues decreased dramatically. Each vehicle sold has three expenses: the purchase price, the administrative fees, and the commission. All operation costs are figured into the purchase price of the car (reconditioning costs) and the administrative fees (wages for the title clerk and business expenses). The following information shows the average dollar amounts for each vehicle. These numbers reflect what is known in the car sales industry as Front End Gross (F.E.G.), or the gross profit from the sale of the vehicle.

<u>Sell Price</u>	<u>Purchase Price</u>	<u>Administrative Fees</u>	<u>Commission</u>	<u>Gross Profit</u>
\$12,000	\$9,400	\$1,000	\$300	\$1,300

While the above numbers are average, they can fluctuate to both extremes. For example, it is important in the car sales industry to *not* keep a car on the lot for too long, so sometimes it is beneficial for the company to take a loss on one car so they can get different cars on the lot that might be more profitable. The industry standard is to buy and sell a car in 90 days. Lately, Downtown Auto has been averaging 120 days and only selling 20-30 cars in a month.

Another important aspect of the car industry is how a customer finances their vehicle. Many dealerships become direct lenders of financial institutions. This means the dealership can approve the customer for financing through programs that those financial institutions offer. This can also benefit a dealership because they can sell add-ons like GAP Insurance and Warranties. They can also earn points off the interest in the financing (5% rate could mean that the institution earns 3% while the dealership earns the other 2%). The profits of these revenue streams are referred to as Back End Gross (B.E.G.). Downtown Auto is *not* a direct lender because the upfront costs are around \$85,000; this means that customers must find their own financing by contacting their financial institution.

**Internal Challenges:**

- Slow Return on Investment (cars *not* being sold fast enough)
- Motivation of sales staff
- Lower revenue

**External Challenges:**

- More foot traffic at other dealerships due to heavy advertising
- Low rate of customer financing approval

As per Mr. Jensen's request, develop a plan with different strategies he might employ to help his company be more profitable. While developing your plan, consider the following questions:

1. How does a flat commission work versus percentage commission including the effect of each on the morale of staff?
2. How can you increase profit margin (increase revenue/decrease expense)?
3. How can you increase the ROI (return on investment)?
4. How can you increase the inventory turnover ratio?
5. Would the benefits of being a direct lender outweigh the high starting costs?

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

**Method of evaluation**

Judge's Scoring Rubric

**Length of event**

No more than five (5) minutes orientation for state and national levels

No more than thirty (30) minutes preparation time for state and national levels

No more than three (3) 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

**Preparation room**

If desired, team may bring one (1) laptop/notebook computer, portable printer with paper, projection equipment, software, poster board, and markers for use in the preparation room.

**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.

**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 judges before judging takes place.**

**(510) Small Business Management Team**

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

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

**Presentation Scoring Rubric**

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

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>					

***Props and/or additional items shall not be used as a basis for scoring.***

## (510) Small Business Management Team

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

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

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per team, <i>not</i> per judge.	<b>Possible Points</b>	<b>Points Awarded</b>
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
All registered team members in attendance for entire event	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 170**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## **(515) Interview Skills**

### **Description**

Assess proficiency in job search and interview situations.

### **Eligibility**

Contestant may *not* enter both Interview Skills and Advanced Interview Skills in the same year. This event may *not* be repeated. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants *must* participate in both parts of the competition in order to be ranked.

### **Contestant must supply**

One (1) copy of their résumé and cover letter at both the 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**

- Apply technical writing skills to produce cover letter and résumé
- Demonstrate knowledge of employability search
- Apply research to determine qualifications for jobs
- Produce cover letter and résumé
- Demonstrate quality grooming through proper dress
- Describe knowledge of job advancement
- Demonstrate interpersonal skills

### **Specifications**

- This is a pre-submitted event. See instructions for submissions.
- 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\*](#).
- 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 [Individual Entry Form](#), résumé and cover letter must be uploaded as three separate PDF files by 11:59 p.m. Eastern Time on April 1, 2018, to the National Center at <http://www.bpa.org/submit>.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Note: Member ID will be required for submissions.
- 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.
- Due to the nature of the pre-submitted materials, no late registrations/move-ups for Interview Skills can be accepted after April 1, 2018.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline *cannot* be accepted.
- No changes can be made after the date of submission.
- The cover letter must be addressed as follows:

Business Professionals of America Workplace Skills Assessment Program

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Ms. Julie Smith, Manager  
Human Resources Department  
Professional Business Associates  
5454 Cleveland Avenue  
Columbus, OH 43231-4021

- One (1) 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.
- One (1) copy of the résumé, cover letter, and [Individual Entry Form](#), including signatures, must be submitted at the time of the interview at NLC at both the 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 Scoring Rubric

Interview Scoring Rubric

### **Length of event**

No more than fifteen (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 judges before judging takes place.**

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

This event is sponsored by:



*Check out the **Interviewing Skills** module in preparation for this event.*

## (515) Interview Skills

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

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

### Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>• <a href="#">Individual Entry Form</a> - PDF format (must be keyed but does <i>not</i> have to be signed for pre-submission)</li> <li>• Cover Letter - PDF format</li> <li>• Résumé - PDF format</li> </ul> <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>				10	
<b>Cover Letter</b> (Does <i>not</i> need to follow the <a href="#">Style and Reference Manual</a> , but should be business letter format)					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills relevant to position	1-5	6-10	11-15	16-20	
Closing	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
<b>Résumé</b>					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Reverse chronological order of work history (all paid and unpaid work experiences)	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
<b>TOTAL TECHNICAL POINTS (170 points maximum)</b>					

## (515) Interview Skills

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

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

### Interview Scoring Rubric

	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</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 Volunteered information Demonstrated initiative and enthusiasm Asked appropriate questions	1-5 1-5 1-5 1-5 1-5 1-5	6-10 6-10 6-10 6-10 6-10 6-10	11-15 11-15 11-15 11-15 11-15 11-15	16-20 16-20 16-20 16-20 16-20 16-20	
<b>Showed evidence of the following skills:</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 (240 points maximum)</b>					

## (515) Interview Skills

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

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

### Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy), Cover Letter (1 copy) and Résumé (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
<b>TOTAL SPECIFICATION POINTS (10 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 420**

## **(520) Advanced Interview Skills**

### **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. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

### **Contestant must supply**

One (1) copy of résumé and cover letter for both Preliminary and Final judges.

One (1) copy of portfolio, hardcopy or digital.

**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 interpersonal skills
- 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
- Complete job application form
- Demonstrate quality grooming through proper dress
- Discuss understanding of work ethics and work environments
- Describe knowledge of job advancement
- Apply research to determine qualifications for jobs

### **Specifications**

- This is a pre-submitted event. See instructions for submissions.
- 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\*](#).
- 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 [Individual Entry Form](#), résumé and cover letter must be uploaded as three separate PDF files by 11:59 p.m. Eastern Time on April 1, 2018, to the National Center at <http://www.bpa.org/submit>.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Note: Member ID will be required for all submissions.
- 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.

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- Due to the nature of the pre-submitted materials, no late registrations/move-ups for Advanced Interview Skills can be accepted after April 1, 2018.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline *cannot* be accepted.
- No changes can be made after the date of submission.
- The cover letter must be addressed as follows:
  - Ms. Julie Smith, Manager
  - Human Resources Department
  - Professional Business Associates
  - 5454 Cleveland Avenue
  - Columbus, OH 43231-4021
- Contestant *may* choose to use a paper portfolio or an electronic portfolio.
  - Paper portfolios may *not* be larger than 8 ½” x 11”
  - Paper portfolio pages must be placed in plastic sheet protectors
  - Electronic portfolios may be displayed on a notebook/laptop computer or tablet.
- 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.**
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for access to and their presentation of their portfolio.
- Contestants may access the Internet through a mobile hotspot or a hotspot on a cellular phone. If a contestant chooses to use their own device(s) to access the Internet, the device(s) must be set up prior to entering the presentation room. The cellular phone may *only* provide Internet access when used as a hotspot or be the sole source used to display the portfolio. Contestants may *not* use the device for any other purpose during their presentation.
- No time will be given for set-up of equipment. If notebook/laptop or tablet is used it can only be set up by contestant.
- Contestants may *not* use any type of projection device. (Table-top projection screens, TVs, or other types of displays will *not* be allowed.)
- One (1) 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.
- One (1) copy of the résumé, cover letter, and [Individual Entry Form](#), including signatures, must be submitted at the time of the interview at NLC at both the Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank-you notes, etc.) during the remainder of the Advanced Interview Skills contest.

### **Method of evaluation**

Technical Scoring Rubric

Interview Scoring Rubric

### **Length of event**

No more than fifteen (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 judges’ comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.**

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

## (520) Advanced Interview Skills

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

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

### Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>• <a href="#">Individual Entry Form</a> - PDF form (must be keyed but does <i>not</i> have to be signed for pre-submission)</li> <li>• Cover Letter - PDF format</li> <li>• Résumé - PDF format</li> </ul> <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>				10	
<b>Cover Letter (Does not need to follow the <a href="#">Style &amp; Reference Manual</a>, but should be business letter format)</b>					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills relevant to position	1-5	6-10	11-15	16-20	
Closing	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
<b>Résumé</b>					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Reverse chronological order of work history (all paid and unpaid work experiences)	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
<b>TOTAL TECHNICAL POINTS (170 points maximum)</b>					

## (520) Advanced Interview Skills

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

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

### Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
<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 Volunteered information Demonstrated initiative and enthusiasm Asked appropriate questions	1-5 1-5 1-5 1-5 1-5 1-5	6-10 6-10 6-10 6-10 6-10 6-10	11-15 11-15 11-15 11-15 11-15 11-15	16-20 16-20 16-20 16-20 16-20 16-20	
<b>Showed evidence of the following skills:</b> Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
<b>Portfolio:</b> 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 (260 points maximum)</b>					



**(520) Advanced Interview Skills**

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

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

**Specification Scoring Rubric**

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		<b>Points Awarded</b>
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy), Cover Letter (1 copy) and Résumé (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
<b>TOTAL SPECIFICATION POINTS (10 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 440**

## **(525) Extemporaneous Speech (S)**

### **Description**

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

### **Eligibility**

Any secondary student member may enter this contest. The event may be repeated. Contestant may *not* enter both Extemporaneous Speech and Human Resource Management in the same year.

### **Contestant must supply**

Sharpened No. 2 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 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. Three (3) note cards will be provided by the event proctor. Notes can only be made on the note cards provided.
- 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.
- Cell phones may *not* be used in the preparation room.
- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed.
- The length of the speech will be no less than two (2) minutes and no more than four (4) 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.
- **The speech will be stopped at four (4) minutes.**

### **Method of evaluation**

Judge's Scoring Rubric

### **Length of event**

No more than ten (10) minutes preparation

No less than two (2) and no more than four (4) minutes oral presentation

No time is allotted for judges' questions

Finals may be included at state and national levels

**Equipment/Supplies provided**

Three (3) note cards 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 judges before judging takes place.**

(525) Extemporaneous Speech (S)

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

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

**Presentation Scoring Rubric**

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>					

**Specification Scoring Rubric**

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Presentation lasted no less than two (2) and no more than four (4) minutes	10	
Did <i>not</i> use any materials other than those specified for the event	10	
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 160**

**SPEECH WILL BE STOPPED AT FOUR MINUTES**

## **(530) Contemporary Issues (PS)**

### **Description**

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

### **Eligibility**

Any post-secondary student member may enter this contest. The event may be repeated. Contestant may *not* enter both Contemporary Issues and Human Resource Management in the same year.

### **Contestant must supply**

Sharpened No. 2 pencils, r 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. Three (3) note cards will be provided by the event proctor. Notes can only be made on the note cards provided.
- 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.
- Cell phones may *not* be used in the preparation room.
- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed.
- 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.**

### **Method of evaluation**

Judge's Scoring 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

No time is allotted for judges' questions

Finals may be included at state and national levels

### **Equipment/supplies provided**

Three (3) note cards 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 judges before judging takes place.**

(530) Contemporary Issues (PS)

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

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

**Presentation Scoring Rubric**

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>					

**Specification Scoring Rubric**

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

**TOTAL MAXIMUM POINTS = 160**

**SPEECH WILL BE STOPPED AT FIVE MINUTES**

## **(535) Human Resource Management**

### **Description**

Assess interpretation of personnel policies and knowledge of human resource management.

### **Eligibility**

Contestant may *not* enter Human Resource Management, Extemporaneous Speech (S), and/or Contemporary Issues (PS) 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.

Sharpened No. 2 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 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
- Model behaviors that demonstrate support for the organization's mission and ensure quality service in order to provide quality human services to clients
- Describe, assess, and demonstrate rules and laws which should be followed in a human services setting to promote occupational safety and health
- Model ethical and legal conduct while working in the human services industry
- Demonstrate actions that comply with legal requirements for personal liability to guide personal conduct in the human services setting
- Describe and apply technical knowledge and skills required in the human services area
- Select and employ available human resources to accomplish team objectives in the human services setting

### **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 twenty (20) minutes to develop the presentation. Three (3) note cards will be provided by the event proctor. Notes can only be made on the note cards provided.
- No advisor contact will be allowed between the time of receiving the topic and the delivery of the presentation.
- Only the [Human Resources Manual](#), along with three (3) note cards for note taking, may be used in the preparation room.
- Cell phones may *not* be used in the preparation room.
- Only the three (3) note cards may be used in the presentation room. The [Human Resources Manual](#) may *not* be used during the presentation.
- The contestant will speak before a panel of judges and a timekeeper.
- 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 five (5) minutes.**

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**Method of evaluation**

Judge's Scoring Rubric

**Length of event**

No more than twenty (20) minutes preparation time

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

Three (3) note cards

**Entries**

Each state is allowed three (3) entries

**Contestants are encouraged to bring the [Human Resources Manual](#) with them for reference in the preparation room.**

**Contestants are expected to familiarize themselves with the manual prior to competition. It is permissible to write notes in the manual prior to preparation time.**

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

This event is sponsored by:



*Check out the **Careers in Human Resources & Communication Skills** modules in preparation for this event.*

**(535) Human Resource Management**

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

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

**Presentation Scoring Rubric**

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<b>Opening:</b> Introduction of case study	1-5	6-10	11-15	16-20	
<b>Effectiveness of presentation:</b> Purpose achieved, logically organized, clearly understood	1-5	6-10	11-15	16-20	
<b>Mechanics:</b> Diction, grammar, pronunciation, gestures, poise, eye contact	1-5	6-10	11-15	16-20	
<b>Closing:</b> Summary and conclusion	1-5	6-10	11-15	16-20	
<b>Solution to case study:</b> Quality of solution Development of subject matter Depth of research	1-5	6-10	11-15	16-20	
<b>Problem solving skills</b>	1-5	6-10	11-15	16-20	
<b>Response to Judges' questions</b>	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (140 points maximum)</b>					

**Specification Scoring Rubric**

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

**TOTAL MAXIMUM POINTS = 160**

**PRESENTATION WILL BE STOPPED AT FIVE MINUTES**

## **(540) Ethics & Professionalism (PS)**

### **Description**

Explore the application of ethical frameworks to various aspects used in business today.

### **Eligibility**

Any post-secondary student member may enter this contest.

### **Contestant must supply**

Sharpened No. 2 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 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
- Demonstrate problem solving abilities

### **Specifications**

- The contestant will be given a scenario dealing with ethics or professionalism. Please refer to the [\*Ethics & Professionalism Resources Manual\*](#) as a guide when preparing for the event.
- The contestant will be provided twenty (20) minutes to develop the presentation. Three (3) note cards will be provided by the event proctor. Notes can only be made on the note cards provided.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Only the [\*Ethics & Professionalism Resources Manual\*](#), along with three (3) note cards for note taking, may be used in the preparation room.
- Cell phones may *not* be used in the preparation room.
- Only the three (3) note cards may be used in the presentation room. The [\*Ethics & Professionalism Resources Manual\*](#) may *not* be used during the presentation.
- The contestant will speak before a panel of judges and a timekeeper.
- 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**

Judge's Scoring Rubric

### **Length of event**

No more than twenty (20) 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  
Three (3) note cards

**Entries**

Each state is allowed three (3) entries

**Contestants are expected to familiarize themselves with the *Ethics and Professionalism Resources 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 judges before judging takes place.**

This event is sponsored by:



## (540) Ethics & Professionalism (PS)

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

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

### Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
<b>Opening:</b> Introduction of case study	1-5	6-10	11-15	16-20	
<b>Effectiveness of presentation:</b> Purpose achieved, logically organized, clearly understood	1-5	6-10	11-15	16-20	
<b>Mechanics:</b> Diction, grammar, pronunciation, gestures, poise, eye contact	1-5	6-10	11-15	16-20	
<b>Closing:</b> Summary and conclusion	1-5	6-10	11-15	16-20	
<b>Solution to case study:</b> Quality of solution Development of subject matter Depth of research	1-5	6-10	11-15	16-20	
<b>Problem solving skills</b>	1-5	6-10	11-15	16-20	
<b>Response to judges' questions</b>	1-5	6-10	11-15	16-20	
<b>TOTAL PRESENTATION POINTS (140 points maximum)</b>					

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Presentation lasted no less than five (5) and no more than seven (7) minutes	10	
Did <i>not</i> use any materials other than those specified for the event.	10	
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 160**

**PRESENTATION WILL BE STOPPED AT SEVEN MINUTES**

## **(545) Prepared Speech**

### **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 Prepared Speech and either Presentation Management Individual or Presentation Management Team in the same year.

### **Contestant must supply**

Easel (optional)

Props (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.**

### **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.
- Contestant must provide
  - At the time of check-in contestants must submit one (1) copy of the following documentation: keyed and signed [Individual Entry Form](#), including signatures, Works Cited, and speech outline. Use guidelines in the [Style & Reference Manual](#).
  - Contestants must place their Contestant ID in the top-right corner of the header on the Works Cited and speech outline. (This addition is *not* noted in the [Style & Reference Manual](#).)
  - For Finals, at the time of check-in contestants must submit one (1) copy of the following documentation: keyed and signed [Individual Entry Form](#), including signatures, Works Cited, and speech outline. Use the guidelines in the [Style & Reference Manual](#).
  - 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.

- No time warnings will be given.
- The contestant may use notes or note cards. A flip chart, posters, and/or props may be used.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- No electric/electronic equipment may be used.
- A topic may *not* be repeated.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

### **Method of evaluation**

Judge's Scoring 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

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

**Materials submitted for competition will *not* be returned.**

## (545) Prepared Speech

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

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

### Presentation Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes ( <i>Disqualification</i> )	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

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>					

*Props and/or additional items shall not be used as a basis for scoring.*



## (545) Prepared Speech

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

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

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		<b>Points Awarded</b>
Set-up lasted no more than one (1) minute – 5 points Presentation was no less than five (5) minutes and lasted no more than seven (7) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy), Works Cited (1 copy), and Speech Outline (1 copy). <i>Must have copies for preliminaries and finals</i>	10	
Speech Outline and Works Cited were formatted according to the <a href="#">Style &amp; Reference Manual</a> .	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 190**

**SPEECH WILL BE STOPPED AT SEVEN MINUTES**

## **(550) Parliamentary Procedure Team (S)**

### **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 student member may enter this team event. A team consists of 4-8 members.

### **Team must supply**

*Robert's Rules of Order Newly Revised* (current edition)

Sharpened No. 2 pencil or pen for secretary's minutes

Gavel

Hard copy published and/or unpublished reference materials in the **preparation room only**

**Open & Closing a Meeting scripts 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
- Demonstrate ability to process specified motions

### **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 fifteen (15) minutes immediately preceding its appearance for the event. Only team members will be allowed in the preparation room.
- A blank 3" x 5" index card will be provided for each team member.
- No advisor contact from time of preparation to completion of presentation is allowed.
- The team will be expected to conduct the meeting according to correct parliamentary procedure beginning with the opening ceremony.
- Suggested Procedure – officers should be seated at the head table; the Secretary should be seated to the right of the Chairperson and parliamentarian to the left.
- After the opening ceremony, the chairperson must acknowledge a quorum and then 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.

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- The Secretary will be permitted to take the contest agenda into the presentation room. This is to be submitted with the Secretary's notes. Secretary's Notes will be verified for content only.
- Each team will be limited to a maximum of fifteen (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. All team members must test at the same time. 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 (current edition)* will be the authority for this event. Any parliamentary procedure reference materials (published or unpublished) will be allowed in the **preparation room only**. 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](#).)
- A [Team Entry Form](#), including signatures, must be presented at NLC at both the Preliminary and Final presentation.

### Method of evaluation

Judge's Scoring Rubric

Objective Test: Parliamentary Procedure Concepts–Open (Team Average); all team members must test at the 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

Test/Agenda

Blank sheet of paper for Secretary's minutes

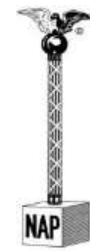
One 3" x 5" index card for each team member

American flag

### Entries

Each state is allowed two (2) entries

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



This event is sponsored by:

**NATIONAL ASSOCIATION OF  
PARLIAMENTARIANS®**

## **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.)*

**(550) Parliamentary Procedure Team**

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

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

**Presentation Scoring Rubric/Criteria**

**Judge 1 Only**

<b>Evaluation Criteria</b>	<b>Non Participation in Subject</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
<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>Clarity and correctness 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 (120 points maximum)</b>						

**Judge 2 Only**

<b>Evaluation Criteria</b>	<b>Non Participation in Subject</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
<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>						
Question #1	0	1-3	4-6	7-9	10	
Question #2	0	1-3	4-6	7-9	10	
Question #3	0	1-3	4-6	7-9	10	
<b>Total Points Awarded by Judge 2 Only (90 points maximum)</b>						

**(550) Parliamentary Procedure Team**

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

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

**Presentation Scoring Rubric/Criteria**

**Judge 3 Only**

Evaluation Criteria	Non Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
<b>General participation by members, including secretary.</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>Quality of discussion and power of expression, communication skills, and poise.</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 (120 points maximum)</b>						

**Total Parliamentary Presentation Points = 330 points maximum**

**Specification Scoring Rubric**

<b>Specification Points:</b> All points or none per item are awarded by Judge 3 only per team.		<b>Points Awarded</b>
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
Included Opening and Closing ceremonies	10	
Followed designated order of business	10	
Secretary's handwritten notes of the meeting prepared in a legible manner	10	
All registered team members in attendance for entire event	10	
<b>TOTAL SPECIFICATION POINTS (50 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 380 + the average of the team members' scores from the Objective Test**

## **(555) Presentation Management Individual**

### **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 and Prepared Speech. A previously used presentation may *not* be used.

### **Topic**

Choose the type of business you work for (e.g. hospital, school district, business office, manufacturer, etc.) Your employer has recently experienced problems with security and employee dishonesty. Some of the problems include arriving late, leaving early, accessing private areas without the proper authorization, and unauthorized entry by outsiders. Your boss has selected you to research and present information on identity and security technologies your company could implement to help in these and other areas. Create a presentation for your Board of Directors about the various types of available technologies.

Things to consider *must* include, but are *not* limited to:

- Various types of technologies
  - wearable ID and/or embeddable tech
  - biometric technology
  - other new technologies
- Advantages and disadvantages of using this technology in your chosen type of business
- Limit your presentation to the products only; *not* to specific companies that provide the products
- Product lifespan
- Use data to support your presentation
- Follow Copyright Guidelines when using company logos and likenesses

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

### **Contestant must supply**

Presentation device

Presentation software

Sound cards (optional)

External speakers (optional)

Projection system (optional)

Props (optional)

No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges

Contestants 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 will enhance the oral presentation

## Specifications

- The contestant shall design a computer-generated multimedia presentation on the assigned topic.
- 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.
- Use of graphics, including charts, is to be a part of the presentation.
- The length of set-up will be no more than three (3) minutes.
- The length of the presentation will be no less than seven (7) minutes and no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- One (1) copy of the [Individual Entry Form](#), including signatures, and Works Cited must be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- Format of Works Cited must be according to [Style & Reference Manual](#).
- 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](#).)
- 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 presentation content must be on the contestant's computer hard drive, a CD-ROM or a DVD.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

## Method of evaluation

Judge's Scoring Rubric

## Length of event

No more than three (3) 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

## Entries

Each state is allowed three (3) entries

**Ideas presented become the property of Business Professionals of America.**

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

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

**(555) Presentation Management Individual**

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

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

**Presentation Scoring Rubric**

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

<b>Items to Evaluate</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	
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 content	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 PRESENTATION POINTS (220 points maximum)</b>					

***Props and/or additional items shall not be used as a basis for scoring.***

**(555) Presentation Management Individual**

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

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

**Specification Scoring Rubric**

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		<b>Points Awarded</b>
Set-up lasted no more than three (3) minutes – 5 points Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy), Works Cited (1 copy), and <a href="#">Release Form</a> (s) (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
Works Cited formatted according to the <a href="#">Style &amp; Reference Manual</a>	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS =250**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## **(560) Presentation Management Team**

### **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 Team and Prepared Speech. A previously used presentation may *not* be used.

### **Topic**

You are an expert in the field of environmental protection. AJT Alternatives has hired you to present to a group of small business owners from your state. The presentation should focus on how to prevent environmental contamination. Prepare a presentation to encourage and demonstrate ways that these small businesses can be environmentally responsible.

Things to consider must include, but are *not* limited to:

- Identify 1-3 major companies in your state and how they show environmental responsibility
- How physical surroundings will impact small business practices regarding environmental responsibility
  - residential, commercial, industrial
  - wooded, waterway, agricultural
- Use data to support your presentation
- Follow Copyright Guidelines when using company logos and likenesses

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

### **Team must supply**

Presentation device

Presentation software

Sound cards (optional)

External speakers (optional)

Projection system (optional)

Props (optional)

No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges.

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 will enhance the oral presentation

## Specifications

- The team shall design a computer-generated multimedia presentation on the assigned topic.
- 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.
- Use of graphics, including charts, is to be a part of the presentation.
- The length of set-up will be no more than three (3) minutes.
- The length of the presentation will be no less than seven (7) minutes and no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- All members of the team must participate in the "live" presentation.
- All team members must participate in order to be ranked.
- All team members may confer on the questions and are encouraged to share in the responses.
- One (1) copy of the [Team Entry Form](#), including signatures, and Works Cited must be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- Format of Works Cited must be according to [Style & Reference Manual](#).
- 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](#).)
- 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 law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.

## Method of evaluation

Judge's Scoring Rubric

### Length of event:

No more than three (3) 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

**Entries**

Each state is allowed two (2) entries

**Ideas presented become the property of Business Professionals of America.**

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

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

**(560) Presentation Management Team**

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

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

**Presentation Scoring Rubric**

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

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 content	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 PRESENTATION POINTS (240 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*



**(560) Presentation Management Team**

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

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

**Specification Scoring Rubric**

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		<b>Points Awarded</b>
Set-up lasted no more than three (3) minutes – 5 points		
Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Team Entry Form</a> (1 copy), Works Cited (1 copy), and <a href="#">Release Form</a> (s) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
Works Cited formatted according to the <a href="#">Style &amp; Reference Manual</a>	10	
All registered team members in attendance for entire event	10	
<b>TOTAL SPECIFICATION POINTS (40 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 280**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**

## **(590) Business Meeting Management Concepts – Open Event**

### **Description**

To provide a general competitive event addressing business meeting 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 member 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*.

**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 and 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 and 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

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Unlimited

### **Reference materials may *not* be used for any Open Event**

## **(591) Management, Marketing & Human Resources Concepts – Open Event**

### **Description**

Assess knowledge of management, marketing, and human resources concepts.

### **Eligibility**

Any student member 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*.

**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

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Unlimited

**Reference materials may *not* be used for any Open Event**

## **(592) Parliamentary Procedure Concepts – Open Event**

### **Description**

Assess knowledge of parliamentary procedure. Test questions are based on the *Dunbar's Manual of Parliamentary Procedure*.

### **Eligibility**

Any student member 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*.

**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

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Unlimited

### **Reference materials may *not* be used for any Open Event**

This event is sponsored by:



## **(593) Project Management Concepts – Open Event (PS)**

### **Description**

To provide a general competitive event addressing contestant's knowledge of basic project management practices and terminology that is used independent of a specific methodology.

### **Eligibility**

Any student member 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*.

**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 basic project phases (initiating, planning, executing, controlling, and closing)
- Demonstrate the use of work breakdown structures and how they are used
- Demonstrate the difference between project management and portfolio management
- Demonstrate the understanding and importance of risk management and levels of risk
- Demonstrate the understanding of break-even costs and calculations

### **Method of evaluation**

Objective Test

### **Length of event**

No more than sixty (60) minutes testing time

### **Entries**

Unlimited

**Reference materials may *not* be used for any Open Event**

# 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.registermychapter.com/bpamem](http://www.registermychapter.com/bpamem) by June 15.
2. Recommendations for all changes in events and specifications must describe suggested wording change in the Secondary/Post-secondary 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. Recommendations, including a clearly stated rationale for all changes, must be completed and keyed with no abbreviations. Please attach all supporting documentation, if applicable. For example: if the recommendation concerns a form, refer to and attach the specific form; if it concerns a pilot test, refer to and attach the specific test.
5. Submitted recommendations must include:
  - a) specific recommendation
  - b) clearly stated rationale
6. Recommendations received after June 15, but prior to the summer CEAC meeting, must be distributed directly to each state advisor, CEAC representative, and the National Center.

## **How Recommendations are Answered:**

1. CEAC will bring the state priority recommendations to the summer meeting for CEAC action as:
  - a) approved as presented
  - b) approved with changes
  - c) rejected
  - d) point of information
  - e) tabled
2. If the recommendation is approved, and it is a major change, it will be taken to the Programs Committee of the Board of Trustees. Other changes will be presented as a “point of information.”
3. Recommendations rejected will be returned to the originating state with an explanation.
4. The Programs Committee will review the CEAC recommendations and submit to the full Board of Trustees for final approval and implementation.

## **WORKPLACE SKILLS ASSESSMENT PROGRAM**

### **PILOT PROCEDURE**

- Step 1 A PROPOSAL FOR WORKPLACE SKILLS NEW EVENT** be completed by the person proposing the event in coordination with their State Advisor and their CEAC representative(s). This form will be located on the Business Professionals of America website and in the Workplace Skills Assessment Guidelines.
- 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.
- 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 to be administered immediately upon completion of the contest. Evaluations should be completed by:
- a. All participants
  - b. Administrators, proctors, graders, judges
  - c. State CEAC representatives
  - d. State Advisors
- Step 6 Spring:** Proposed event is piloted at NLC.
- a. Only students who competed in the pilot event at the state conference may compete in the pilot event at NLC.
  - b. 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:
- a. All participants
  - b. Administrators, proctors, graders, judges
  - c. CEAC members present
  - d. SAAC members present
- Step 9 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 by the BOT, authorship will be assigned by the Director of Education and an addendum to the Guidelines will be sent to all states.

