Secondary and Post-secondary
2016-17
Workplace Skills Assessment Program

2016-17 Competitive Events
What's New!!

Finance
- ❖ **Economic Research Individual and Economic Research Team** - students may use digital presentation tools to present their data. No other props or videos will be allowed.
- ❖ **Financial Analyst Team** topic/initial case study is now provided prior to the contest and listed in the WSAP; please see the guidelines for further information.
- ❖ **Financial Analyst 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.
- ❖ **Accounting Mathematics Concepts-Open** will be piloted.
- ❖ The 10 minutes orientation and 10 minutes wrap-up time for **Banking & Finance** and **Personal Financial Management** have been dropped.

Business Administration
- ❖ **Administrative Support Research Project** - students may use digital presentation tools to present their data. No other props or videos will be allowed.
- ❖ **Business Law & Ethics** will be piloted.
- ❖ **ICD-10-CM Diagnostic Coding** will be piloted at the Post-secondary level.

Digital Communication & Design
- ❖ Microsoft Publisher may no longer be used in **Digital Publishing.** .
- ❖ There will be a new format for the Finals round of **Video Production Team**; please see the WSAP for details.
- ❖ **Graphic Design Promotion** - Students may use digital presentation tools to present their data. No other props or videos will be allowed.
- ❖ **Broadcast News Production** – wording within the guidelines was clarified to have the promo/tease a separate component of the submission, and not as a part of the full production; see the WSAP for complete details.

Management, Marketing & Communication
- ❖ The portfolio used during **Advanced Interview Skills** may be either hard-copy or electronic; the portfolio is used to enhance the interview. No Internet will be provided to access an online portfolio.
- ❖ The rubric for **Parliamentary Procedure Team** has been updated; please refer to the WSAP for more information.

Virtual
- ❖ The **Fair Trade Challenge (V07)** has been deleted from the event offerings.
- ❖ **Start-up Enterprise Team (V08)** will be piloted.
- ❖ **Promotional Photography (V06)** has been adopted as a regular Virtual event.

Workplace Skills Assessment Program Documents
- ❖ The *Style & Reference Manual*, *Human Resources Manual* and *Ethics & Professionalism Resources Manual* will be posted on September 1, 2016

General Information

❖ New Copyright Guidelines have been adopted; please review carefully in the *Style & Reference Manual*.

❖ **All** events that require a written report will be required to submit a Works Cited page; see the guidelines for specific events.

❖ The set-up/wrap-up time of five (5) minutes for Judged Events has been reduced to three (3) minutes.

❖ For the Secondary, Post-secondary and Middle Level Divisions, only one copy of the Individual/Team Entry Form will be required at check-in for all events where these forms are currently required.

❖ In the graded events, the grading scale for errors has been adjusted. Students will be assessed as follows: 0 errors – 100% of points, 1 error – 90% of points, 2 errors – 70% of points, and 3 errors – 50% of points. 4+ errors – 0%

❖ **NLC Industry Certification** - Contestants who have certified in the linked Microsoft Technology Associate (MTA) exam may choose from one of two options. Full details about Business Professionals of America's policy are outlined in the NLC 2017 Industry Certification section of this document.

❖ **Cloud Storage Reference Guide** has been added to help contestants set the right permission settings for entries. See page 15 for complete details.

❖ Entry forms, Release Forms, and other event documentation will be submitted at the time of check-in to the event proctor.

❖ The score to earn the BPA Merit Scholar has increased from 85% to 90%.

Coming Attractions - 2018

❖ Beginning with the 2017-18 Membership Year, Microsoft Office 2016 will be offered.

❖ Beginning with the 2017-18 Membership Year, **Payroll Accounting (S)** will be changed from 90 minutes to 60 minutes.

❖ Beginning with the 2017-18 Membership Year, **Parliamentary Procedure Concepts – Open** will use the *Dunbar's Manual of Parliamentary Procedure Team* questions to prepare for the event.

Table of Contents

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
October 15, 2016   Page | 5

Business Administration (200's)

Management Information Systems (300's)

Digital Communication & Design (400's)

Management, Marketing & Communication (500's)

INTRODUCTION

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

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

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

Content of the Guidelines
The 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. You are urged to check with your state association for any changes they may make at the regional or state levels.

Authors, administrators, proctors, and 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 the NLC. All entries for Workplace Skills Assessment events must be registered for the NLC through the state association. In order to compete in an event at the NLC, the individual or team must have competed in that event at the State Leadership Conference (SLC). Substitutions for team members are left to the discretion of the State Advisor. Any special eligibility requirements are indicated in the event guidelines.

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

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.

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, 2017). The "Events At A Glance" chart and each event guideline page lists the equipment that may be used.

Note: Office 2016 will be used beginning with the 2017-18 membership year for all competitions.

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 the NLC may take this test on the activities, history, and programs of Business Professionals of America. Recognition is provided to all that achieve at least **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, 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 site. Only advisors serving as administrators or proctors will be admitted. Contestants may be disqualified if their advisor is in the event room and the advisor is not an administrator, proctor, or authorized competitive events personnel.

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, but utilized during set up only.

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

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.

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 rounds. Please 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

Printing for Judged Events
Printing on site of previously submitted judged events may be in black/white or color.

Judges' Comments
Judges' comments will be returned for those contestants providing a stamped envelope(s) addressed to the local advisor, with the contestant ID number, 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 Finals. The Finals are conducted as a new contest. Technical scores from the Preliminary round will carry forward into Finals.

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 settings and privacy settings on files sharing sites can 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, but include the most popular. Contestants may choose any product or service to share submissions.

YouTube®

Setting	Description	Recommended
Public Videos	Show for everyone, and in search results	No
Unlisted Videos	Do not 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 by seen by users selected by the owner and added by e-mail address, invisible to other users, does not show up on channels, or in searches.	No

Vimeo®

Setting	Description	Recommended
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; *be sure to include the password on the entry form*	Yes

Dropbox® - *settings may be different depending on if the Dropbox has active subscription

Setting	Description	Recommended
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 to not use Get shareable link option.

Setting	Description	Recommended
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.

Setting	Description	Recommended
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.)
Date:

EVENTS AT A GLANCE

Event	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
Virtual															
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	10	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Web Application Team	3		10	10	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-Pilot	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Finance															
(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	90		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	
(193) Accounting Mathematics Concepts — Open Event-Pilot			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 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
Business Administration															
(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-Pilot	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	PS		
(290) Admin. Support Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	
Management Information Systems															
(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	

*Rating sheets are provided in the guidelines.

Y = Yes   N = No   S = Secondary   PS = Post-secondary   U = Unlimited

EVENTS AT A GLANCE

Event	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
Digital Communication & Design															
(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		10	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		
Management, Marketing & Communication															
(500) Global Marketing Team	3		10	5	Y	N	N	N	Y	Y	2	2	S		
(505) Entrepreneurship	3		10	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.

Y = Yes   N = No   S = Secondary   PS = Post-secondary   U = Unlimited

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.

Item	Deadline	Websites
Administrative Support Research Project (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Advanced Interview Skills	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Broadcast News Production Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Computer Animation Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Computer Modeling (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Digital Media Production	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Economic Research Individual (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Economic Research Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Entrepreneurship	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Global Marketing Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Graphic Design Promotion	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Interview Skills	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Network Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Video Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Website Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2017	http://www.bpa.org/submit
Virtual Events	See individual event for specifications	http://www.bpa.org/submit
NLC Competitive Events Registration	Online registration by April 1, 2017	www.bpa.org
NLC Registration	Early registration: 2/28-4/1/2017 Late registration: 4/2-4/6/2017	www.bpa.org

NLC Hotel Reservations	Online by April 1, 2017	www.bpa.org
NLC Registration Refund Requests	Submitted by April 15, 2017	www.bpa.org
National Officer Candidate Application	Postmarked by April 1, 2017	Submit as outlined in the BPA National Officer Candidate Handbook
BPA Cares Awards	Submitted by April 1, 2017	Submit as outlined in BPA Cares Handbook
Ambassador Torch Award	Submitted by April 1, 2017	http://www.bpa.org/awards/torchsystem

FUTURE NLC SITES

Year	Location	Date
2018	Dallas/Fort Worth, TX	May 9-13
2019	Anaheim, CA	May 1-5
2020	Washington, DC	May 6-10
2021	Orlando, FL	May 5-9

National Leadership Conference 2017

**Orlando, FL
May 10-14**

NATIONAL BPA PRE-SUBMISSION GUIDELINES

National Leadership Conference 2017

Submission Deadline: April 1, 2017 by 11:59 p.m. Eastern Time

Event	What to Submit at http://www.bpa.org/submit	Saved File Name	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
Finance (100's)			
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
Business Administration (200's)			
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
Management Information System (300's)			
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
Digital Communication & Design (400's)			
Graphic Design Promotion (410)	1) Flyer - PDF or JPG or PNG Format 2) Logo - PDF or JPG or PNG Format 3) Logo - 2x2 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, **including URL** to project AND Release Form(s) in one combined PDF document.	Digital Media Forms	1 copy of signed Individual Entry Form 1 copy of signed Release Form(s)

Computer Modeling (425)	1) Individual Entry Form, **including URL** to project AND Release Form(s) in one combined PDF document.	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, **including URL** to project AND Release Form(s) in one combined PDF document.	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, **including URL** to project (including any necessary login credentials, if necessary) AND Release Form(s) in one combined PDF document.	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, **including URL** to project AND Release Form(s) in one combined PDF document.	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, **including URL** to project AND Release Form(s) in one combined PDF document.	Broadcast News Forms	1 copy of signed Team Entry Form 1 copy of signed Release Form(s)

Management, Marketing & Communication (500's)			
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) Resume - PDF format 3) Application - Contestant MUST Complete ONLINE 4) Individual Entry Form - PDF format	Interview Cover Letter Interview Resume 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) Resume - PDF format 3) Application - Contestant MUST Complete ONLINE 4) Individual Entry Form - PDF format	Adv. Interview Cover Letter Adv. Interview Resume Individual Entry Form	1 copy of Cover Letter 1 copy of Résumé 1 copy of Portfolio (*must NOT be left with judges*) 1 copy of signed Individual Entry Form

NLC 2017 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

Event	*Software Packages*
Administrative Support Team	MS Office 2013
Advanced Office Systems & Procedures	MS Office 2013
Advanced Spreadsheet Applications	MS Excel 2013
Advanced Word Processing	MS Office 2013
Basic Office Systems & Procedures	MS Office 2013
Database Applications	MS Access 2013
Digital Publishing	Adobe InDesign® CS6, Adobe Illustrator® CS6
Fundamental Desktop Publishing	MS Office 2013, MS Publisher 2013, Adobe InDesign® CS6
Fundamental Spreadsheet Applications	MS Excel 2013
Fundamental Word Processing	MS Office 2013
Fundamentals of Web Design	NotePad
Integrated Office Applications	MS Office 2013
Intermediate Word Processing	MS Office 2013
Legal Office Procedures	MS Office 2013
Medical Office Procedures	MS Office 2013

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.

Beginning in the 2017-18 Membership Year Business Professionals of America contests will be offered using 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 2017 Industry Certification

Provided at national level competition. 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

BPA Competitive Event Name	Industry Certification Offered by Certiport
Advanced Spreadsheet Applications	MOS Excel Exam 2013 (Core)
Advanced Word Processing	MOS Word Exam 2013 (Core)
*Computer Network Technology	MTA Networking Fundamentals
*Computer Security	MTA Security Fundamentals
Database Applications	MOS Access 2013
*Fundamentals of Web Design	MTA HTML5 Application Developer Fundamentals
Integrated Office Applications	MOS PowerPoint 2013
*Network Administration Using Microsoft®	MTA Networking Fundamentals
*PC Servicing and Troubleshooting	MTA Windows OS Fundamentals
*Visual Basic/C# Programming	MTA Software Development Fundamentals – VB Exam **OR** 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 earn 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.

Learn, Practice, Certify
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 or contact Certiport for additional details.

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, 2016, BPA members may enjoy access to the industry's best certification test preparation materials for an amazingly low price of $25 per user. That's a total savings of over 65%. To learn more, visit Certiport.com/BPA or contact Certiport for additional details.

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ALPHABETICAL LISTING OF WORKPLACE SKILLS ASSESSMENTS

Accounting Mathematics Concepts – Open-Pilot (193)
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-Pilot (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 (PS) (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-Pilot (V06)
Small Business Management Team (510)
Software Engineering Team (V03)
SQL Database Fundamentals (345)
Start-up Enterprise Team-Pilot (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)

Business Professionals of America Workplace Skills Assessment Program
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September 1, 2016   Page | 28

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.

BUSINESS professionals OF AMERICA	Arts, A/V Technology & Communications	Business, Management & Administration	Finance	Government & Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections & Security	Marketing, Sales & Service
Virtual								
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
Finance								
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					
Accounting Mathematics Concepts-Open		x	x					
Business Administration								
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						

	Arts, A/V Technology & Communications	Business, Management & Administration	Finance	Government & Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections & Security	Marketing, Sales & Service
Management Information Systems								
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		
Digital Communication & Design								
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		
Management, Marketing & Communication								
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 & Communication (*continued*)								
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		

Business Professionals of America Workplace Skills Assessment Program
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September 1, 2016   Page | 32

VIRTUAL COMPETITIVE EVENTS

These events are offered only at the national level. All members may register and submit entries. There are no limits. All entries are judged technically and via an online presentation. Top ten winners will be decided without consideration for division.

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-Pilot

Virtual Multimedia and Promotion - Individual (V01)

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.

Topic
A new business has come to town and needs to make a presence. This company is looking for strategies to grow and expand. Develop materials to promote this company successfully in the area.

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 16, 2016.

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

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.

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
- 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 pe*rmission for the use of the copyrighted logo and tagline.
- 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 document to: http://www.bpa.org/submit, no later than 11:59 pm, on February 22, 2017.
  - o **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.
- National Business Professionals of America *grants pe*rmission for the use of the copyrighted logo and tagline.
- The contestant is responsible for securin*g* 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' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to contestants that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will 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 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.
- The top ten contestants may participate in the Virtual Event Forum for all participants and advisors.

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.

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

Judge Number _____   **Contestant Number** _____

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification 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)	
TECHNICAL SCORE (255 points maximum)					

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
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	
TOTAL PRESENTATION POINTS (80 points maximum)					

SPECIFICATION POINTS: All points or none per item are awarded.	Points 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 Graphic Standards. Logo and tagline must be used together. Color could be the same either in black, navy, or the official colors.	10
TOTAL SPECIFICATION POINTS (50 points maximum)	

TOTAL MAXIMUM POINTS = 385

Virtual Multimedia and Promotion - Team (V02)

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.

Topic
Professional Business Associates, who will be hosting an upcoming conference, has requested a corporate training video that helps train employees to properly use social media to market and promote the conference. Also, they would like to include a segment on professional use of personal social media as you represent their company and conference.

Event Registration
- Advisors register teams for the event using the Membership Registration System, accessible at **http://www.bpa.org/membership/regsystem**.
- The event can be added to your invoice using step 4, "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 16, 2016.

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

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.

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
- 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 *pe*rmission for the use of the copyrighted logo and tagline.
- 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 document to: http://www.bpa.org/submit, no later than 11:59 pm, on February 22, 2017.
  - **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' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to teams that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will 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 ten 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 ten teams may participate in the Virtual Event Forum for all participants and advisors.

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.

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

Judge Number _____   **Contestant Number** _____

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification 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)	
TECHNICAL SCORE (255 points maximum)					

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
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	
TOTAL PRESENTATION POINTS (80 points maximum)					

SPECIFICATION POINTS: All points or none per item are awarded.	Points 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 Graphic Standards. Logo and tagline must be used together. Color could be the same either in black, navy, or the official colors.	10
TOTAL SPECIFICATION POINTS (50 points maximum)	

TOTAL MAXIMUM POINTS = 385

Business Professionals of America Workplace Skills Assessment Program
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September 1, 2016   Page | 43

Software Engineering Team (V03)

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.

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 16, 2016.

Teams must also register their participation at the event website at 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.

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.

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 (server technologies such as node.js only; clients must not be web-based)
- Python 2.6+
- Ruby 1.8.6+
- Microsoft C#
- Objective-C / Cocoa

The following database systems are permitted (but are optional):
- Oracle Express 11g
- Microsoft SQL Server
- Oracle MySQL
- PostgreSQL
- SQLite
- JavaDB (Derby)

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.

Event Specifications

- Event registration shall open on September 1, 2016 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 16, 2016 at 11:59 p.m. Eastern Time.
- The final project submission deadline will be February 22, 2017 at 11:59 p.m. Eastern Time.
- All projects will be submitted via www.bpatechnical.org. **See Note on Final Project Submission for more details.**
- Teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to contestants that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via the event website and e-mail notification.
- 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.
- 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 pe*rmission for the use of the copyrighted logo and tagline.
- The ten 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 ten teams may participate in the Virtual Event Forum for all participants and advisors.

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

Topic

After another successful year in the game publishing industry, Cognitive Thought Media is now looking to make a new addition to their game lineup. The Palo Alto, CA based publisher has decided that in order to get ahead in the entertainment industry, they need to create a new intellectual property.

Your executive producer at Cognitive Thought Media has asked you to produce an original RPG (Role-Playing Game). You are encouraged to not create a clone of existing games, but instead take what makes the games in the Pokemon®, Final Fantasy, Gauntlet, The Legend of Zelda, Diablo, and The Elder Scrolls series entertaining and create a unique game using your own themes. Titles can be either 2D or 3D, or a mix. Be creative!

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.

Software Engineering Team (V03)

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
Object-Oriented Programming (100 points)					
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	
Design Analysis (40 points)					
Data Flow Diagram(s)	1 – 4	5 – 20	21 – 36	37 – 40	
Code Documentation (70 points)					
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	

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Crash Reporting (50 points)					
Generation of crash reports (via text file or dialog box) on application failure	1 – 3	4 – 15	16 – 27	28 – 30	
Option to email crash report on application failure	1 – 2	3 – 10	11 – 18	19 – 20	
Data Driven Design (90 points)					
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	
Error Handling (65 points)					
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	
Logging (60 points)					
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	

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	

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	
TOTAL (1,000 points maximum)		

Web Application Team (V04)

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 16, 2016.

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

Topic
Where in the World Do You Want to Go?
You are developing a website for a travel company. Your mission is to create a travel website. This website will be a mashup of technology from various sources providing information to a prospective traveler about a location of their choosing. The site should inform the visitor about your travel company, types of services your company will provide, allow the visitor to select a travel location and present information about that location. The site may include the information of your choosing such as current local weather, activities, travel conditions, popular attractions, lodging and transportation information and special offers.
In addition, think about what types of features a travel site should include such as:
- Reservation application
- Photo gallery
- Videos gallery
- Currency converter
- Contact information
- Trip planning calendar

The project should be documented, easy for the visitor to navigate and understand. Create a clever name for your travel company, be creative and imaginative! Most of all have fun with the project!

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 document to http://www.bpa.org/submit no later than 11:59 p.m. Eastern Time on February 22, 2017.
- 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 22, 2017. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the website after this date. Technical judging of the website will be conducted prior to the NLC.
- The 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 competition guidelines will aid in the selection of development technologies. The source code that powers each team's web application will be scrutinized; therefore, it is imperative that team members are capable of answering questions regarding this aspect of the application.
- It is the policy of Business Professionals of America to comply with 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 pe*rmission for the use of the copyrighted logo and tagline.

- The event tests the team's ability to write code and incorporate database. As such, application frameworks, such as Drupal, Joomla, DotNetNukes 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' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to teams that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will 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 ten 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 ten teams may participate in the Virtual Event Forum for all participants and advisors.

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 ten (10) 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:

Web Application Team (V04)

Judge Number _____   **Team Number** _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
TECHNICAL POINTS					
Page Design					
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	
Total Page Design Points (100 points maximum)					
Customer Functionality					
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	
Total Customer Functionality Points (80 points maximum)					
Database Development					
A relational database is employed (*as opposed to flat file*)	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	
Total Database Development Points (120 points maximum)					
Application Design					
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	
Total Application Design Points (120 points maximum)					

TECHNICAL POINTS CONTINUED

Administration

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
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	
Total Administration Points (60 points maximum)					
Application functions as indicated (it works)					
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	
Total Application Points (80 points maximum)					
TOTAL TECHNICAL POINTS (560 points maximum)					

Web Application Team (V04)

Judge Number _____   **Team Number** _____

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
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	
TOTAL PRESENTATION POINTS (140 points maximum)					

SPECIFICATION POINTS: 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	
TOTAL PRESENTATION SPECIFICATION POINTS (20 points)		

TOTAL MAXIMUM POINTS = 720

Mobile Applications (V05)

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 16, 2016.

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

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 document to http://www.bpa.org/submit no later than 11:59 p.m. Eastern Time on February 22, 2017.
- 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*.) 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 pe*rmission for the use of the copyrighted logo and tagline.
- Contestants' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to contestants that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will 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 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.
- The top ten contestants may participate in the Virtual Event Forum for all participants and advisors.

Topic
My School App
The mobile device has become and essential device in today's world. Mobile applications allow us to do all types of tasks from our devices. We use the mobile device's GPS and map system to find directions from one place to another. More and more businesses and institutions are building mobile applications to provide information and services to members and customers. Your task in this project is to build a mobile application for your school that will provide information and services that may be used by students, administrators, parents and visitors.
Possible features may include:
- Campus map
  - Evacuation plans
  - WiFi based maps to find locations around campus
  - Accessibility
- Campus news
- Announcements
- Alerts
- Calendar updates

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:

CompTIA.

Mobile Applications (V05)

Judge Number _____   Contestant Number _____

Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
TECHNICAL POINTS					
User Interface					
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	
TOTAL USER INTERFACE (120 points maximum)					
Code and Data					
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	
TOTAL CODE AND DATA (100 points maximum)					
User Functionality					
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	
Total User Functionality (100 points maximum)					
Project Plan					
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	
TOTAL PROJECT PLAN (40 points maximum)					
TOTAL TECHNICAL POINTS (360 points maximum)					

Business Professionals of America Workplace Skills Assessment Program
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September 15, 2016   Page | 61

Mobile Applications (V05)

Judge Number _____   **Contestant Number** _____

Presentation Scoring Rubric

PRESENTATION POINTS	Below Average	Average	Good	Excellent	Points Awarded
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	
TOTAL PRESENTATION POINTS (160 points maximum)					

SPECIFICATION POINTS: 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	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 540

Promotional Photography (V06)

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 student member may enter this event.

Topic
Professionals Business Associates will be hosting a career fair. They have hired you, as a photographer, to take the photos for their promotional material, 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 career fair.

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 16, 2016.

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

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.

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
- 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
- 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 pe*rmission for the use of the copyrighted logo and tagline.
- Submit the Individual Entry Form, all three (3) final photos and Release Form(s) in a combined PDF document to http://www.bpa.org/submit no later than 11:59 p.m. Eastern Time, on February 8, 2017.
  - **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 edited using mobile app software.
- The contestant is responsible for securing a release form from any person whose image is used in the production.

- Contestants' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to contestants that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- Contestants will be assigned to sections prior to their preliminary presentation.
- The top two contestants from each sections will move to a final presentation.
- 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"x10".
- For those students advancing to the National Showcase, photos must meet the following specifications:
  o Display shows original photo on 5 inches by 7 inches and final photo on 8 inches by10 inches photo paper, dry-mounted on a board no larger than 24 inches by 18 inches.
  o Photos can be mounted on the board horizontally or vertically.
  o You may print in glossy or matte
  o All 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.
- 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.
- The top ten contestants may participate in the Virtual Event Forum for all participants and advisors.

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:

Promotional Photography (V06)

Judge Number _____   **Team Number** _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification 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	
TOTAL TECHNICAL POINTS (120 points maximum)					

Promotional Photography (V06)

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	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: 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 not appear on submitted output	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 230

Start-up Enterprise Team-Pilot (V08)

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.

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 16, 2016.

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

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.

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
- 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 above guidelines or of state or Federal copyright law.
- National Business Professionals of America *grants pe*rmission for the use of the copyrighted logo and tagline.

- Submit the Team Entry Form along with the Business Plan and supporting documentation in a combined PDF document to http://www.bpa.org/submit, no later than 11:59 p.m., on February 22, 2017.

NOTE: Member ID will be required for all submissions.

- Teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to contestants that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will sent to those contestants eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- Information in the business plan must be authentic; however, contestants 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.

- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*.
- The ten 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 ten teams may participate in the Virtual Event Forum for all participants and advisors.

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

Start-up Enterprise Team (V08)

Judge Number_____   **Team Number** _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

Written Business Plan Evaluation	Below Average	Average	Good	Excellent	Points Awarde
Team submitted the correct information and in the correct format. • Team Entry Form - .pdf format (must be keyed but does not have to be signed for pre- submission) • Business Plan and supporting documentation - .pdf format ***All points or none are awarded by the technical judge.***				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	
TOTAL TECHNICAL POINTS (190 points maximum)					

Start-up Enterprise Team-Pilot (V08)

Judge Number _____   **Team 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	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not 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, and Business Plan according to the *Style & Reference Manual*	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

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

(193)   Accounting Mathematics Concepts — Open Event

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 73

Fundamental Accounting (S) (100)

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

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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

College Accounting (PS) (105)

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

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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

Advanced Accounting (S) (110)

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

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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. <u>Violation of this rule will result in disqualification.</u>

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:

AICPA®

Advanced College Accounting (PS) (115)

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

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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

Payroll Accounting (S) (125)

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

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

Entries

Each state is allowed five (5) entries

College Payroll Accounting (PS) (130)

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

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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

Managerial Accounting (PS) (135)

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

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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, 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:

Federal Income Tax Accounting (PS) (140)

Description
Contestants will demonstrate knowledge of the Internal Revenue Code as presented by the Department of the Treasury. The exam will encase individual and sole proprietorship tax laws and calculations in a multiple choice question format.

The ability to interpret the material available at the 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

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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 by use of 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 by use of 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
Objective Test

Length of event
No more than 10 minutes orientation
No more than ninety (90) minutes testing time
No more than 10 minutes wrap-up

Entries
Each state is allowed five (5) entries

Banking & Finance (145)

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.

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:

Financial Analyst Team (150)

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.

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.
- A Team Entry Form, including signatures, must be presented at the NLC at both the Preliminary and Final presentation.
- Cell phones may not be used in the preparation room.

Initial Case Study Topic:

PBA Coffee owns a chain of coffee shops across the nation. On December 31, 2016, the firm's general ledger contained the accounts and balances below. All account balances are normal, and in the income tax rate is 30%.

PBA Coffee wants to expand its operations by opening a new store in Columbus, Ohio. PBA Coffee has hired you to prepare their financials and make a presentation to PBA Coffee'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 Coffee for the year ended December 31, 2016.
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. A discussion of the benefits of debt vs. equity financing. Assume there are 11,500,000 shares of common stock outstanding (there is no preferred stock) and the stock is currently trading at $60 per share.
4. A recommendation as to how PBA Coffee should proceed.

PBA Coffee Trial Balance (in thousands)	2012	2013	2014	2015	2016
Cash	23,612	24,887	27,660	26,559	32,389
Accounts Receivable	7,511	8,493	9,002	9,409	10,068
Inventory	14,539	15,101	15,979	16,587	16,329
Prepaid Expenses	3,424	3,733	4,232	3,984	4,891
Supplies	2,869	2,987	3,326	3,678	3,960
Long-term Investments	3,113	3,248	3,289	3,300	4,397
Equipment	40,998	42,548	43,647	45,896	46,486
Accumulated Depreciation–Equipment	4,250	4,400	4,800	5,500	6,000
Accounts Payable	15,023	15,567	16,590	18,879	20,187
Wages Payable	20,437	21,539	22,619	23,789	25,432
Unearned Revenue	2,033	2,239	2,479	2,398	2,548
Notes Payable (due in 2020)	28,000	28,750	30,000	32,000	29,000
Common Stock	8,000	8,000	10,000	10,000	10,000
Retained Earnings	4,344	18,323	20,502	20,647	16,847
Dividends	0	12,398	15,640	20,199	9,939
Sales	93,074	103,994	118,175	132,781	147,534
Cost of Goods Sold	35,927	41,494	47,624	54,307	60,489
Operating Expenses	27,829	30,366	34,271	38,108	41,310
Administrative Expenses	6,701	8,112	9,726	11,618	14,016
Selling Expenses	2,327	2,808	3,309	4,249	4,426
Depreciation Expense–Equipment	125	150	400	700	500
Interest Expense	195	239	295	372	443

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
Projection surface at national competition only

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.

Financial Analyst Team (150)

Judge Number _____   **Team Number** _____

Presentation Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation *Opening and summary*	1-5	6-10	11-15	16-20	
Organization of content *(Presentation flowed in a logical sequence)*	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	
TOTAL PRESENTATION POINTS (140 points maximum)					

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

Financial Analyst Team (150)

Judge Number _____   **Team Number** _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not per judge.	Possible Points	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 Team Entry Form (1 copy) ***Must have copies for preliminaries and finals***	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 170

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Economic Research Individual (S) (155)

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.

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.

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 props or videos will be allowed) (optional)
No Internet access will be provided on-site at the NLC; however, contestants/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 in 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, 2017.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.

- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included as indicated.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- 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. Carry-in and set-up of equipment must be done solely by the contestant and take place within the time allotted.
- 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 one (1) copy of the Individual Entry Form, including signatures, must be submitted at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minutes.
- **The presentation will be stopped at seven (7) minutes and will be followed by judges' questions.**
- Notes or note cards may be used.

Topic

Government officials disagree on how to adjust their local, state, or national economies. Some promote expansionary fiscal policy, while others promote contractionary fiscal policy. Imagine that you are the economic policy advisor for a government official who has asked you to research and determine his/her policy position for an upcoming speech to their constituents. Your research may include, but is not limited to:

- The impact on consumers and producers of instituting a "sin tax".
- The impact on consumers and producers of a tax rebate.
- The impact on consumers and producers of increasing government spending on public goods and services.
- The impact on consumers and producers of reducing two or more department's budgets within the budget.

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

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.

Economic Research Individual (S) (155)

Judge Number _____   **Contestant Number** _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	☐ Yes	☐ No (Disqualification)

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

Contestant is required to format research paper according to the *Style & Reference Manual*.

Economic Research Individual (S) (155)

Judge Number _____   **Contestant 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: 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	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Points Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
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 Individual Entry Form (1 copy) and Research Paper (1 copy) ***Must have copies for preliminaries and finals***	10	
Word processed Research Paper and Works Cited page(s) followed the *Style & Reference Manual*	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 240

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

Economic Research Team (S) (160)

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.

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 props or videos will be allowed) (optional)
No Internet access will be provided on-site at the NLC; however, contestants/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 in 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, 2017.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.

- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Teams must be registered for national level competition prior to submission of materials.
- The team number must be included as indicated.
- Materials from non-registered contestants, those missing chapter number and/or projects received after the deadline cannot be accepted.
- 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 contestant's own research, writing, and original thinking.
- **Contest presentation**
- 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. Carry-in and set-up of equipment must be done solely by the team and take place within the time allotted.
- 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 Works Cited, and one (1) copy of the Team Entry Form, including signatures, must be submitted to the NLC, at both Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minutes.
- **The presentation will be stopped at seven (7) minutes and will be followed by judges' questions.**

Topic
There have been discussions in the most recent presidential race from members of both parties regarding the end of free trade agreements such as the North American Free Trade Agreement (NAFTA). Research the costs and benefits of free trade and the impact on the United States if the discussions come to fruition. Your research may include but is not limited to:
- What is creative destruction and its impact on the U.S. economy?
- Globalization's effects on U.S. manufacturing, both for producers and consumers.
- Trade adjustment assistance and job restructuring/retraining in the U.S.
- What is the impact of becoming isolationists and closing our borders?

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

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.

Economic Research Team (S) (160)

Judge Number _____   **Team Number** _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

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

Team is required to format research paper according to the *Style & Reference Manual*.

Economic Research Team (S) (160)

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: 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	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Points Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
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 Team Entry Form (1 copy) and Research Paper (1 copy) ***Must have copies for preliminaries and finals***	10	
All registered team members in attendance for entire event	10	
Word processed research paper and Works Cited page(s) followed the *Style & Reference Manual*	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

TOTAL MAXIMUM POINTS = 250

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

Personal Financial Management (165)

Description

In this contest contestants will answer objective questions dealing with concepts and perform calculations related to the financial topics of credit, saving, 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

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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

Objective Test

Length of event

No more than sixty (60) minutes testing time allowed

Entries

Each state is allowed five (5) entries

This event is sponsored by:

AICPA®

Financial Math & Analysis Concepts – Open Event (190)

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 allowed.

Entries
Unlimited

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

Accounting Mathematics Concepts – Open Event-Pilot (193)

Description
This competition assesses contestants' knowledge of the application of common calculations in the accounting industry. Contestants will solve mathematical computations based on accounting concepts as they apply to scenarios of accounting in common business practices.

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 accounting mathematics concepts
- Apply mathematical skills to accounting related problems
- Calculate financial statement amounts and ratios
- Perform depreciation under a variety of methods
- Perform computations related to stocks and dividends
- Account for bonds issuances, retirements, and payment of interest
- Solve problems with the time value of money
- Perform computations related to inventories under a variety of inventory methods
- Calculate employee earnings and payroll related items
- Solve problems related to notes payables and notes receivables
- Calculate vertical and horizontal analysis of financial statements
- Solve problems related to operating budgets
- Perform cost-volume profit analysis
- Perform calculations using foreign exchange rates
- Solve problems related to uncollectible accounts
- Perform calculations related to departmentalized accounting

Method of evaluation
Objective Test

Length of event
No more than sixty (60) minutes testing time allowed.

Entries
Unlimited

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

BUSINESS ADMINISTRATION EVENTS

Fundamental Word Processing (200)

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

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

Entries
Each state is allowed five (5) entries

This event is sponsored by:

B.E. Publishing
www.bepublishing.com

Intermediate Word Processing (205)

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

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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. <u>Violation of this rule will result in disqualification</u>.

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

Entries
Each state is allowed five (5) entries

This event is sponsored by:

B.E. Publishing
www.bepublishing.com

Advanced Word Processing (210)

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 2013 Core and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (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?page=common/pagelibrary/mos2013.html

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

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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

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

Entries
Each state is allowed five (5) entries

Integrated Office Applications (215)

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 2013 and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (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?page=common/pagelibrary/mos2013.html

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

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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

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

Entries
Each state is allowed five (5) entries

This event is sponsored by:

B.E. Publishing
www.bepublishing.com

Basic Office Systems & Procedures (220)

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

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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
- Proofreading using edited copy
- Prepare written telephone messages
- Provide customer support and service
- Compose business correspondence
- Key various business documents

- Create and format tables
- Prepare and maintain inventory of equipment and supplies
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Process mail

Equipment/supplies provided
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 actual testing time
No more than ten (10) minutes wrap-up

Entries
Each state is allowed five (5) entries

Advanced Office Systems & Procedures (225)

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

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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. <u>Violation of this rule will result in disqualification.</u>

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

Entries
Each state is allowed five (5) entries

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 109

Fundamental Spreadsheet Applications (230)

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

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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 the 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:

B.E. Publishing
www.bepublishing.com

Advanced Spreadsheet Applications (235)

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 2013 Core and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (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?page=common/pagelibrary/mos2013.html

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.

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

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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 Drives

Method of evaluation
Application
Certification test taken per conference schedule

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

Database Applications (240)

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 2013 and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (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?page=common/pagelibrary/mos2013.html

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.

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

Equipment/supplies provided
Computer, printer, and paper
Software as designated for this event
Flash drives

Method of evaluation
Application
Certification test taken per conference schedule at NLC

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 113

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

Entries
Each state is allowed five (5) entries

Legal Office Procedures (245)

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

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

Entries
Each state is allowed five (5) entries

Medical Office Procedures (250)

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

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

Entries
Each state is allowed five (5) entries

Administrative Support Team (255)
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 actual testing time
No more than ten (10) minutes wrap-up

Entries
Each state is allowed two (2) entries

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October 15, 2016   Page | 118

Administrative Support Research Project (S) (260)

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.

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 props or videos will be allowed) (optional)
No Internet access will be provided on-site at the NLC; however, contestants/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

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

Specifications
- 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, 2017.

- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made to the paper after the date of submission.
- **The research paper must follow the Report format located in the *Style & Reference Manual*. (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. Carry-in and set-up of equipment must be done solely by the team and take place within the time allotted.
- 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 Works Cited, and one (1) copy of the Individual Entry Form, including signatures, must be submitted at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minutes.
- **The presentation will be stopped at seven (7) minutes and will be followed by judges' questions.**
- 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.

Topic

With the onset of technological advances comes the availability of millions of sources at an individual's fingertips. How can a business professional or journalist ensure that the information he or she accesses is valid and reliable?

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

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.

Administrative Support Research Project (S) (260)

Judge Number _____   **Contestant Number**_____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	☐ Yes	☐ No (Disqualification)

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

Contestant is required to format research paper according to the *Style & Reference Manual*.

Administrative Support Research Project (S) (260)

Judge Number _____   **Contestant 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: 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	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Points Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.	Points Awarded	
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 Individual Entry Form (1 copy) and Research Paper, including Works Cited (1 copies) ***Must have copies for preliminaries and finals***	10	
Word processed research paper and Works Cited page followed the *Style & Reference Manual*	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 240

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

Business Law & Ethics-Pilot (265)

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

Entries
Each state is allowed five (5) entries

ICD-10-CM Diagnostic Coding-Pilot (PS) (270)

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

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

Entries
Each state is allowed five (5) entries

Administrative Support Concepts – Open Event (290)

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 actual testing time

Entries
Unlimited

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

MANAGEMENT INFORMATION SYSTEMS EVENTS

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October 15, 2016   Page | 127

Computer Network Technology (300)

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) 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, ruler
Published and/or unpublished non-electronic written reference materials

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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

PC Servicing & Troubleshooting (305)

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) 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, 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, 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 60 minutes for objective test
Finals - No more than 60 minutes for hands-on tasks

Entries
Each state is allowed five (5) entries

Network Administration Using Microsoft® (310)

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) 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, 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

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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. <u>Violation of this rule will result in disqualification</u>.

Competencies
- Troubleshooting Win XP, Win 7, Win 8, Win 10, Win Server 2008, 2008 R2 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 60 minutes for objective test

Entries
Each state is allowed five (5) entries

Systems Administration Using CISCO® (315)

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, 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, 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 60 minutes for objective test
Finals - No more than 60 minutes for hands-on tasks

Entries
Each state is allowed five (5) entries

Computer Security (320)

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) 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, 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, 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.

Compentencies
- 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 polices
- 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 60 minutes for objective test
Finals - No more than 60 minutes for hands-on tasks

Entries
Each state is allowed five (5) entries

Network Design Team (325)

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. 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

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 136

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, 2017. **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.
- 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 one (1) copy of the Team Entry Form must be submitted at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Oral presentations will be limited to ten (10) minutes for presenting conclusions to the panel of judges and ten (10) minutes to answer judges' questions. Notes or note cards may be used.
- **Presentation will be stopped at ten (10) minutes.**

Topic

Elite Quick Freight, Inc. is a commercial shipping company that operates in the United States, specializing in transporting oversized items and hazardous materials. Currently, the company has a fleet of approximately 200 trucks of various capabilities, strategically placed throughout the nation at ten different locations. As a family-owned company, Elite Quick Freight, Inc. is known for its exceptional customer service, sound business ethics, and workplace quality. Elite Quick Freight, Inc. is now becoming a major player among large shipping companies, especially when specialized freight services, such as oversized or hazardous item transport, are required.

By following traditional business practices, and running the company in a consistent manner, Elite Quick Freight, Inc. has fallen victim to a lacking technology infrastructure. In order to "catch-up" with the latest in technology, Elite Quick Freight, Inc. is seeking proposals for a company network redesign. The company is looking to upgrade all desktop, laptop, and tablet devices, redesign and upgrade the network infrastructure, deploy a fleet management software/hardware system, and create a small data center at their main location that will host all needed applications and data. Due to budget constraints and the need for testing, the company is only looking to deploy the new network design to four of their locations, and the rest will follow in a secondary deployment. Below, you can find a detailed description of each location, and its current infrastructure, if any exists.

Headquarters (Birmingham, Alabama):

The main office of Elite Quick Freight, Inc. is in Birmingham, Alabama, in a large remodeled warehouse outside the city limits. The warehouse is sectioned off into a climate-controlled office space and a warehouse area where trucks load and unload freight. In the climate controlled area, there are ten office spaces, and one executive suite containing two office spaces. The company has decided to merge two of the office spaces into a larger room to house a small data center, as they are also interested in

relocating a small number of staff members to a secondary location. Elite Quick Freight, Inc. has asked for a complete design of their data center, including a description of recommended items such as: server racks, server types/brands/models, a core switch, power distribution, cooling, battery backup, secondary power backup, and anything else that might be needed. A server rack already exists in a small closet that contains the security camera server, intra-office communication server, file-share server, and a legacy email server. These existing systems will need to be migrated to the new data center, and the email server will need to be updated to match current industry standards. After the migration of existing systems, the company has requested the following functionalities. The software and/or servers, physical or virtual, need to provide such functionalities: a directory system that provides LDAP (lightweight directory access protocol), a centrally managed hypervisor for virtual machines and appliances, a web server for intra-organizational web applications, and a more robust file sharing/collaboration system. Due to a recent wave of "new hires," in this office location, Elite Quick Freight, Inc. recently went through a less intensive network redesign in this office, and are happy with the current network infrastructure. All that is required is integration with the new data center, and reorganization of the current subnets/VLANs (virtual local area networks) in order to properly segment the network for the following areas: secure communication between servers, office communication, office wireless communication, and visitor wireless communication. It is also required that the servers be protected by a firewall.

South Central Region (San Antonio, TX):
In order to tap the large commercial market available in Texas, Elite Quick Freight, Inc. decided to place their first auxiliary shipping warehouse in San Antonio, TX. This location provides service to the whole state of Texas, as well as select locations in the states of New Mexico, Oklahoma, Arkansas, and Louisiana. Similar in structure to the Birmingham headquarters, this location has a climate controlled office area and a warehouse area used for shipping. However, at this location, there are only four offices. A recent boom in business in this office's region has prompted Elite Quick Freight, Inc. to hire an additional five office employees. Two of the existing offices will be combined into a larger room that will be setup with four cubicles. The other two offices will remain the same, and an additional area will be walled off in the warehouse, configured with climate control, and setup with three cubicles.
The current network infrastructure at this location is considered minimal to non-existent. At most, the infrastructure can be considered a SOHO (small office, home office) network, with a single off-the-shelf wireless all-in-one router/switch/AP (access point). Elite Quick Freight, Inc. is requesting a list of equipment needed for this office to create an appropriate network to connect ten desktop workstations and thirty wireless devices, as well as a method to create a secure connection to the headquarters in Birmingham. Network segmentation for this office will need to match the following areas: office communication, office wireless communication, visitor wireless communication.

Midwestern Region (Cedar Rapids, Iowa):
Providing service to the Midwestern U.S., the Cedar Rapids office is an important location for Elite Quick Freight, Inc. This location has, in similar fashion to the other locations, a climate controlled office space and a warehouse area. This office is smaller in comparison to the other office locations. A single medium sized area with four cubicles, a small walled-off area for the office manager, and a break room for all employees, make up the climate controlled area.
The network infrastructure for this area will need to be kept simple, and does not require segmentation (subnets/VLANs). The infrastructure must be able to support at least eight desktop workstations and 20 wireless devices. A fast connection to the headquarters is required, and it must be secure, due to the probability of confidential data transmission.

Western Region (Fresno, California):
The western region office provides service to the entire state of California, and select areas in bordering states. This office is quite large, and is actually separate from the region's shipping warehouse. While the warehouse is located outside of the city's urban center, the office is located in the middle of the

city, in a two story office building. The first floor of the office building belongs to an accounting firm, and the second floor is occupied by Elite Quick Freight, Inc. Two large rooms separated into eight cubicles each, a lounge area, a receptionist area, three offices, and a one office executive suite makeup the office space. You may notice that this office is quite larger than the headquarters, and the company has considered in the past to make it the main location. The company has ultimately decided that having two key locations has been beneficial to business operations, especially when situated in two disparate geographic regions.

Due to the importance of the office, it has been recommended by the company to create a "hot" disaster recovery data center in this location that will act as a backup for the headquarters. A plan for executing this will need to be included in the final design for the network infrastructure. In addition, this location will require a complete network upgrade. The current infrastructure consists of an outdated wireless access point, a defunct file server, two 32 port 10/100 switches that need to be upgraded, a legacy router that exists at the network perimeter, and deteriorating CAT 5 cabling. Keep in mind that this office space is on the second floor when deciding on appropriate network cabling, and that this infrastructure description does not include the 15 desktop workstations and 20 wireless devices that require network access.

A file server at this location is not needed, and can be retired in the network redesign. To replace the file server, a fast connection will need to be created between this location and the Birmingham data center. The connection will be used extensively, and at times, more so than normal internet traffic. Take this requirement into account when recommending connection methods. To provide security and virtual organization within the office, network segmenting will be needed in this office. It is recommended that the network segmenting match the following: wired office communication and wireless office communication. A visitor's network will not be provided at this location.

Customer's needs:

Birmingham Office:
        -Provide a reasonable proposal for the new data center, taking the following needs into account:
                - server racks, physical organization, and cooling
                -server types/brands/models
                -core switch and networking needs
                -power distribution and backup
                -software application requirements specified in above document
        -Network segmentation (subnets/VLAN)
        -Security requirements

San Antonio Office:
        -Redesign of the network infrastructure from SOHO (small office/home office) to a business-class network
        -Equipment to provide connectivity to at least ten desktop workstations and thirty wireless devices
        -Fast and secure connection to headquarters

Cedar Rapids Office:
        -Intra-office connectivity
        -Fast and secure connection to headquarters

Fresno Office:
        -Complete upgrade of the listed network devices
        -Fast and secure wireless connectivity
        -Fast and secure connection to headquarters
        -"hot" disaster recovery site for the Birmingham office

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 139

Equipment/supplies provided
Projection surface at national competition only

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.

Network Design Team (325)

Judge Number _____   **Team Number** _____

Technical Scoring Rubric

Team followed topic	☐ Yes	☐ No (Disqualification)
If yes, please stop scoring and provide a brief reason for the disqualification below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. • Team Entry Form - .pdf format (must be keyed but does not have to be signed for pre-submission) • Written proposal in Report Format - .pdf format ***All points or none are awarded by the technical judge.***				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 • Message is attention-grabbing, compelling and concise • Message was developed according to topic	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 • Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Total Written Proposal Points (180 points maximum)					
Creativity					
Solution is innovative • Fresh ideas, unique	1-5	6-10	11-15	16-20	
Total Creativity Points (20 points maximum)					
Specific Technical Recommendations					
Network design is in-line with industry standards	1-5	6-10	11-15	16-20	
Network design is reasonably priced	1-5	6-10	11-15	16-20	
Network architecture is fast, secure, and efficient	1-5	6-10	11-15	16-20	
Physical organization and setup of data center is explained	1-5	6-10	11-15	16-20	
Description of data center servers are explained in detail	1-5	6-10	11-15	16-20	
Network requirements are explained in detail	1-5	6-10	11-15	16-20	
Data center design is explained in detail	1-5	6-10	11-15	16-20	
Proposal is simple, but offices are clearly differentiated/explained	1-5	6-10	11-15	16-20	
Security of connections explained in detail	1-5	6-10	11-15	16-20	
Total Specific Technical Recommendation Points (180 points maximum)					
TOTAL TECHNICAL POINTS (390 points maximum)					

Network Design Team (325)

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	
Total Presentation Points (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not 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 Team Entry Form (1 copy), Written Proposal in Report Format (1 copy) *Must have copies for preliminaries and finals*	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 560

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Visual Basic/C# Programming (330)

Description
Evaluate knowledge of working with Visual Basic/C# syntax, programming logic, program development, system design concepts, database, designers and objects. *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) 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

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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

C++ Programming (335)

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

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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. <u>Violation of this rule will result in disqualification</u>.

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

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:

UDRI
UNIVERSITY
of DAYTON
RESEARCH
INSTITUTE

Java Programming (340)

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

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

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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:

SQL Database Fundamentals (345)

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, 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

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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. <u>Violation of this rule will result in disqualification</u>.

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

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 146

Computer Programming Concepts – Open Event (390)

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, ruler
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

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 147

Information Technology Concepts – Open Event (391)

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, ruler
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)

Fundamental Desktop Publishing (400)

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 allowed for orientation/warm-up.

Published and/or unpublished non-electronic written reference materials

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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 for saving files

Method of evaluation
Application

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

Entries
Each state is allowed five (5) entries

Fundamentals of Web Design (405)

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) 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, ruler
Published and/or unpublished non-electronic written reference materials

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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 (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Graphic Design Promotion (410)

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 2018.

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.

Contestant must supply

Two (2) plastic sheet protectors (8½" x 11") each containing four (4) documents—one flyer, one contestant-generated logo (4"X4"), one pin-sized logo (2"x2") 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 (no props or videos will be allowed) (optional)

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

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

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 Dallas/Fort Worth, Texas, May 9-13, 2018.
- 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. Pin-sized logo must be submitted on a separate 8 ½" x 11" paper.

- One (1) original flyer, one (1) contestant-generated 4"x4" logo, one (1) contestant-generated 2"x2" 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, 2017.
- Confirmation of receipt will be provided when project is submitted.
- No fax or mailed copies will be accepted.
- Contestants must be registered for national level competition prior to submission of materials.   The contestant number must be included as indicated. Materials from non-registered contestants and/or those missing contestant number cannot be accepted.
- No changes can be made to the project after the date of submission.
- One additional copy of the flyer, contestant-generated logo, in both sizes, along with one copy of the Individual Entry Form, including signatures, **must** be presented for judges' reference at the time of the presentation for both 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 ten (10) minutes.
- **The presentation will be stopped at ten (10) minutes and will be followed by 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. National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All written materials must follow the organization's Graphic Standards and make proper use of the BPA logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- Contestant's name may *not* appear anywhere on output.
- 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.
- The top three places in the Middle Level, Secondary and Post-secondary national competition will be submitted to the selection committee for consideration to be used as the theme for the following membership year.

Topic

Develop a flyer and logo promoting the Business Professionals of America National Leadership Conference in Dallas/Fort Worth, Texas May 9-13, 2018.

The developed theme of this competition may be used as part of the NLC advertising for 2018.

Method of evaluation
Technical Scoring Rubric
Presentation Scoring Rubric

Length of 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 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.

Graphic Design Promotion (410)

Judge Number _____   **Contestant Number** _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	☐ Yes	☐ No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. - Individual Entry Form – .pdf format (must be keyed, but does not have to be signed for pre-submission) - Flyer – .pdf, .jpg or .png Format - Logo (4"x4") – .pdf, .jpg or .png Format - Logo (2"x2" pin size) – .pdf, .jpg or .png Format ***All points or none are awarded by the technical judge.***				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 **(all or nothing)**				10	
BPA logo and tagline meets the Graphic Standards as outlined in the *Style & Reference Manual* – 10 points **(all or nothing)**				10	
TOTAL TECHNICAL POINTS (150 points maximum)					

Graphic Design Promotion (410)

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	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not 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 Individual Entry Form (1 copy), flyer (1 copy), logo (1 copy), pin-size logo (1 copy) *Must have for preliminaries and finals*	10	
Contestant name does not 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 not exceed 4" x 4" and 2" x 2"	10	
TOTAL SPECIFICATION POINTS (60 points maximum)		

TOTAL MAXIMUM POINTS = 290

PRESENTATION WILL BE STOPPED AT TEN MINUTES

Digital Publishing (415)

Description
Evaluate knowledge and skills utilizing Illustrator®, or InDesign®, 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 for orientation/warm-up.
Published and/or unpublished non-electronic written reference materials

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® and/or InDesign®
- 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 for saving files
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 actual testing time
No more than ten (10) minutes wrap-up

Entries
Each state is allowed five (5) entries

Digital Media Production (420)

Description
Create a one-to-two (1-2) minute digital media production with consistent theme and slogan based on the assigned topic.

The output of this competition is to be produced as the basis for NLC theme and advertising for 2018.

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.

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 for orientation/warm-up
No Internet access will be provided on-site at the NLC; however, contestants/teams 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 document to: http://www.bpa.org/submit no later than 11:59 p.m. Eastern Time on April 1, 2017.
* **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.
- Contestants must be registered for national level competition, prior to submission of materials. The contestant number must be included as indicated.
- Materials from non-registered contestants and/or those missing contestant number cannot be accepted.
- No changes can be made to the project after the date of submission.
- Present a copy of the Individual Entry Form, including signatures and Release Form(s) at the time of the presentation at the NLC, in both 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.
- 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 pe*rmission 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.

Topic
Create a one-to-two (1-2) minute promotional piece with a consistent theme and slogan for the Business Professionals of America National Leadership Conference in Dallas/Fort Worth, Texas, May 9-13, 2018.

The developed theme of this competition may be used as part of the NLC advertising for 2018.

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

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 (1-2) minute demonstration of digital media production
No more than five (5) minutes for judges' questions
Finals may be included at state and national levels

Entries
Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event 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:

BPA graciously thanks Cybis Communications who generously provide scholarships.

Digital Media Production (420)

Judge Number _____   **Contestant Number** _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	☐ Yes	☐ No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. • Individual Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form (must be keyed but does not have to be signed for pre-submission) in one combined .pdf document ***All points or none are awarded by the technical judge.***				10	
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	
Total Production Layout (60 points maximum)					
Graphics/Media Use					
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	
Total Graphics/Media Use (100 points maximum)					
Content					
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	
Total Content (40 points maximum)					
TECHNICAL POINTS (210 points maximum)					

Digital Media Production (420)

Judge Number _____   **Contestant Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Presentation					
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	
TOTAL PRESENTATION POINTS (60 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
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 Individual Entry Form (1 copy) and Release Form(s) (1 copy) at time of presentation *Must have copies for preliminaries and finals*	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 290

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Computer Modeling (S) (425)

Description
Given a scenario or prompt, Computer Modeling will research the topic, create a profile, concept design(s), prototype(s), and final model and/or scene based upon the assigned topic provided. For example – a new Pixar$^©$ type character made of metal (refer to background information supplied about character); an opening scene to support a new sci-fi movie; an office chair designed for the year 2050; an environment for a Mars colony in the year 2075, etc.

Eligibility
Any student member may enter this event. Contestants must participate in both parts of the competition in order to be ranked.

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 for orientation/warm up
No Internet access will be provided on-site at the NLC; however, contestants/teams 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 3D Models.
- The individual will develop a final model and/or scene, including the application of color, textures, lighting, etc.
- Graphics developed should accurately depict and/or increase dramatic or entertainment value of scenario or prompt given.
- The final 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 document to: http://www.bpa.org/submit no later than 11:59 p.m. Eastern Time on April 1, 2017.
- **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.
- No changes can be made to the project after the date of submission.
- One copy of the Individual Entry Form, including signatures, Release Form(s) and one copy of any concept art/prototypes must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Must be viewable on both Windows and Mac platforms.
- The individual may utilize hand-drawings and sketches, computer drawings, text, graphics and/or illustration applications, 3D modeling applications. (Note: hand-drawings and sketches should be scanned to attain a digital format.)
- All text/graphics materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name, if used. (Refer to the Graphic Standards in the *Style & Reference Manual*.) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with state and Federal copyright 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 pe*rmission for the use of the copyrighted logo and tagline.

Topic
A new water park is coming to Orlando and the owners are looking for a mascot for this new park. You will model an original character to represent this new water park..

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

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 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 cannot be returned.

Computer Modeling (S) (425)

Judge Number _____   **Contestant Number** _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)		☐ No	
If yes, please stop scoring and provide a brief reason for the disqualification below:				
Contestant followed topic	☐ Yes		☐ No (Disqualification)	

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. • Individual Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form(s) (must be keyed but does not have to be signed for pre-submission) in one combined .pdf document ***All points or none are awarded by the technical judge.***				10	
Complexity/Craftsmanship					
Profile (not to exceed 1 page) Developed from research following prompt Goals and artistic vision developed for scene/model Provides rationale for submission Portrays personality, era, appropriate details	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage Content without errors	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	
Total Complexity/Craftsmanship (180 points maximum)					
Composition					

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	
Total Composition Points (40 points maximum)					
Creativity					
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	
Total Creativity Points (80 points maximum)					
TOTAL TECHNICAL POINTS (310 points maximum)					

Computer Modeling (S) (425)

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	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not 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 Individual Entry Form (1 copy), Concept Art/Prototypes (1 copy), and Release Form(s) (1 copy) at time of presentation *Must have copies for preliminaries and finals*	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 430

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Video Production Team (430)

Description
Create a three-to-five (3-5) 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.

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 for orientation/warm-up
No Internet access will be provided on-site at the NLC; however, contestants/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 document to: http://www.bpa.org/submit no later than 11:59 p.m. Eastern Time on April 1, 2017.
- **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.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included, as indicated.
- Materials from non-registered contestants and/or those missing contestant number cannot be accepted.
- No changes can be made to the project after the date of submission.
- A copy of a well-developed storyboard, script and Team Entry Form, including signatures, and Release Form(s) must be presented at the time of check-in at the NLC, at both 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.
- 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 pe*rmission for the use of the copyrighted logo and tagline.

Topic
Tire safety is often overlooked, but it's important, little things like checking tire pressure, tread depth, and the overall condition of your tires can help your car perform better and be more responsive to specific actions like braking, Pay attention to your tires and #TreadWisely.

The National Organization of Youth Safety (NOYS) would like you to make an informational video about tire safety to be targeted toward teenage drivers. This video will be used to promote the imporatnce of maintaining your tires to not only help the efficiency of your car, but also to ensure your safety.

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

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 state and national levels

Length of Finals event (National only)
No more than three (3) hours to plan, produce, and export production

Details for Final event (National only)
- The teams will be have <u>no more than</u> three (3) hours to plan the storyline and complete all production phases including, exporting of video.
- The teams will then 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, contestants 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.

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:

Video Production Team (430)

Judge Number _____ **Team Number** _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

Items to Evaluate					Points Awarded
Required Elements					
• Included more than one camera angle	☐ Y | ☐ N			10	
• Included at least one interview	☐ Y | ☐ N			10	
• Included one voice over	☐ Y | ☐ N			10	
• Included ending credits	☐ Y | ☐ N			10	
Total Required Elements (40 points maximum)					

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Content					
Team submitted the correct information and in the correct format. • Team Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form(s) (must be keyed but does not have to be signed for pre-submission) in one combined .pdf document *All points or none are awarded by the technical judge.*				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 not 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	
Total Content (90 points maximum)					
Quality					
• 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	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (210 points maximum)					

Video Production Team (430)

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	
TOTAL PRESENTATION POINTS (60 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not 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 Team Entry Form (1 copy), Storyboard (1 copy), Script (1 copy), and Release Form(s) (1 copy) at time of presentation ***Must have copies for preliminaries and finals***	10	
All registered team members in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 300

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Video Production Team (430) – NLC Finals Rubric

Judge Number _____   **Team Number** _____

Technical Scoring Rubric – FINAL (Nationals Only)

Items to Evaluate					Points Awarded
Required Elements	**Select One**		**Award all or none**		
Included more than one camera angle	☐ Y | ☐ N		10		
Video is exactly 1-minute in length	☐ Y | ☐ N		10		
Final Export met timed event deadline	☐ Y | ☐ N		50		
Exported in correct format	☐ Y | ☐ N		20		
Total Required Elements (90 points maximum)					
Items to Evaluate	**Below Averag**	**Average**	**Good**	**Excellent**	**Points Awarded**
Content					
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	
Total Content (80 points maximum)					
Quality					
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	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (250 points maximum)					

Website Design Team (435)

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.

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 the NLC; however, contestants/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. <u>Violation of this rule will result in disqualification</u>.

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

Specifications

- 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 document to: http://www.bpa.org/submit no later than 11:59 p.m. Eastern Time on April 1, 2017.
- **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.
- No changes can be made to the project after the date of submission.
- A copy of the Team Entry Form, including signatures, and Release Form(s) must be presented at the time of check-in at the NLC at both Preliminary and Final Competition.
- The team is responsible for securing a Release Form from any individual whose name, photograph, and/or other information that is included on the website.
- Topic and theme must remain the same as the team progresses through regional, state and national competition.
- The website must be available for viewing on the Internet on April 1, 2017. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the website after this date. Technical judging of the website will be conducted prior to the NLC.
- The team will administer and present their website at the NLC.
- The following information must be included on the site: name of chapter, team member names, theme, school, city, state, and year. This information can be included in any format and location.
- Attention must be given to cross browser capabilities.
- Attention must be given to monitor capabilities, such as resolution.
- All written material must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- It is the policy of Business Professionals of America to comply with state and Federal copyright 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 pe*rmission 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.

Topic
How To …

You are building a DIY website. The website should contain two or more projects that have provided detailed instructions for site visitors on how to DIY a particular project. The site may contain any information you choose, such as descriptions of the project, suggested time to complete, list of materials, pictures of step or video demonstrations. The sky is the limit! You may want to include various features on your site such as:
List of merchants for supplies
Information request form
Ability to allow visitors to add or upload their own projects

Think through the project and make sure you document the procedures. Explain utilized HTML5, CSS3 and JavaScript technologies. Most of all have fun with the project!

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

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 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.

Website Design Team (435)

Judge Number _____   **Team Number** _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. • Team Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form(s) (must be keyed but does not have to be signed for pre-submission) in one combined .pdf document ***All points or none are awarded by the technical judge.***				10	
Page 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 page to page	1-5	6-10	11-15	16-20	
Navigational Theme					
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	
Graphic Media Use					
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	
Content					
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	
Technical					
Cross-browser compatibility	1-5	6-10	11-15	16-20	
Markup is well organized and meets validation	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
TOTAL TECHNICAL POINTS (330 points maximum)					

Website Design Team (435)

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 of innovative technology	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	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not 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 Team Entry Form (1 copy) and Release Form(s) (1 copy) at time of presentation ***Must have copies for preliminaries and finals***	10	
All registered team members in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 440

PRESENTATION WILL BE STOPPED AT 10 MINUTES

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October 15, 2016   Page | 179

Computer Animation Team (S) (440)

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. Teams must participate in both parts of the competition in order to be ranked.

Contestant must supply
Visual display technology in the form of, but not limited to, a desktop/laptop with internal or external speakers, projector, TV and DVD player.
Props (optional).
Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted for orientation/warm up.
No Internet access will be provided on-site at the NLC; however, contestants/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 document to: http://www.bpa.org/submit, no later than 11:59 p.m. Eastern Time, on April 1, 2017.
- **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.
- No changes can be made to the project after the date of submission.
- The contestant is responsible for securing a Release Form from any person whose image is used in the production.
- One copy of the Team Entry Form, including signatures, one copy of the storyboard, and one copy of all Release Form(s) must presented be at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Teams may also bring one storyboard (not to exceed 22" x 28") for their use during the presentation.
- The team must utilize audio, text, video, graphics, and 3D animation.
- Use of transitions and continuity must exist in the production.
- All text/graphics materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with 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 pe*rmission for the use of the copyrighted logo and tagline.

Topic
A new state-of-the-art water park is coming to Orlando and the owners would like you to design the premiere ride for the park. This ride will be the largest feature and biggest attraction for the park.

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

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.

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 181

Computer Animation Team (S) (440)

Judge Number _____   **Team Number** _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team used 3D animation software	☐ Yes	☐ No (Disqualification)
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format, • Team Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form(s) (must be keyed but does not have to be signed for pre-submission) in one combined .pdf document ***All points or none are awarded by the technical judge.***				10	
Complexity/Craftsmanship					
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 technique	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	
Total Complexity/Craftsmanship (100 points maximum)					
Animation					
Squash and Stretch - 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	
Anticipation - Movement prepares the audience for major actions the animation is about to perform	1-5	6-10	11-15	16-20	
Staging - 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	
Slow-Out and Slow-In Techniques - Used to simulate natural movements (i.e. fluid motion)	1-5	6-10	11-15	16-20	
Secondary Action(s) - Used to add dimension to the animation	1-5	6-10	11-15	16-20	
Total Animation (100 points maximum)					

Technical Scoring Rubric *(Continued)*					
Items to Evaluate	**Below Average**	**Average**	**Good**	**Excellent**	**Points Awarded**
Composition					
Execution of Plan: Concept Art/Storyboard/Script/Goals established for animation	1-5	6-10	11-15	16-20	
Artistic Layout/Design Principles: Aesthetic, consistent use of colors and fonts and layout	1-5	6-10	11-15	16-20	
Clarity of Message: Message is attention-grabbing, compelling and/or entertaining Message has a beginning, middle, and an ending and was developed according to topic	1-5	6-10	11-15	16-20	
Entertainment Value: Animation is memorable, entertaining, and/or fulfills goals Media elements support and/or enhance message	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage: Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Total Composition (100 points maximum)					
Creativity					
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	
Total Creativity (100 points maximum)					
TOTAL TECHNICAL POINTS (410 points maximum)					

Computer Animation Team (S) (440)

Judge Number _____   **Team Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Presentation					
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	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not 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 presentation: Keyed and signed Team Entry Form (1 copy), Storyboard (1 copy), and Release Form(s) at time of presentation (1 copy) ***Must have copies for preliminaries and finals***	10	
All registered team members in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 540

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Broadcast News Production Team (S) (445)

Description
Create a three-to-five (3-5) minute news broadcast, containing two (2) different segments (news stories). One should be a feature story and the other 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. Teams must participate in both parts of the competition in order to be ranked.

Contestant 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
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 allotted for orientation/warm-up.
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.
No presentation will be performed at the National Level, judged on technical merit only.

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)
  - Contestants 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 document to: http://www.bpa.org/submit, no later than 11:59 p.m. Eastern Time, on April 1, 2017.
- **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.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included, as indicated.
- The Team Entry Form, including signatures, and Release Form(s) must be presented at the time of check-in at the NLC at the Preliminary Competition.

Topic
One news segment should be a feature story on a community service project your BPA chapter has and the other segment can be a human interest story about someone who has made a positive difference in the community.

<u>Contestants who do not submit an entry following this topic will be disqualified.</u>

Method of evaluation
Preliminary: Judge's Scoring Rubric
Finals (Nationals): Entries will be judged on technical merit only.

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 state and national levels

Length of Finals 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.
- Teams will each be provided a flash drive containing a graphics file, which must be included in the spot.
- The teams will then 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, contestants 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.

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.

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

Broadcast News Production Team (S) (445)

Judge Number _____ **Team Number** _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

Items to Evaluate	Select One	Points Possible	Points Awarded
Required Elements			
Includes 2 news stories	☐ Yes | ☐ No	10	
Includes an introduction	☐ Yes | ☐ No	10	
Includes a segue [seg-way] between the news stories	☐ Yes | ☐ No	10	
Includes outro (music) with credits	☐ Yes | ☐ No	10	
Includes 15-20 second promo/tease	☐ Yes | ☐ No	10	
Script provided	☐ Yes | ☐ No	10	
Exported in correct format	☐ Yes | ☐ No	20	
Total Required Elements (80) points maximum)			
Team submitted the correct information and in the correct format. • Team Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form(s) (must be keyed but do not have to be signed for pre-submission) in one combined .pdf document *All points or none are awarded by the technical judge.*		10	

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Content					
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	
Total Content (80 points maximum)					
Quality					
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	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (250 points maximum)					

Broadcast News Production Team (S) (445)

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	
TOTAL PRESENTATION (60 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item, are awarded by the proctor per team, not 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 Team Entry Form (1 copy) and Release Form(s) (1 copy) at time of presentation *Must have copies for preliminaries and finals*	10	
All registered team members in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 340

PRESENTATION WILL BE STOPPED AT 10 MINUTES

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

Judge Number _____   **Team Number** _____

Technical Scoring Rubric – FINAL (Nationals Only)

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

Items to Evaluate	Select One	Points Possible	Points Awarded
Required Elements			
Contains at least one (1) interview	☐ Yes | ☐ No	10	
Contains BPA provided graphics	☐ Yes | ☐ No	10	
Appropriate use of B-roll	☐ Yes | ☐ No	10	
Video is exactly 1-minute in length	☐ Yes | ☐ No	10	
Final Export met timed event deadline	☐ Yes | ☐ No	50	
Exported in correct format	☐ Yes | ☐ No	20	
Total Required Elements (110 points maximum)			

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Content					
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	
Total Content (80 points maximum)					
Quality					
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	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (270 points maximum)					

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)

Global Marketing Team (S) (500)

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
- 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.

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 for orientation/warm-up.
Team must bring all supporting devices (e.g., extension cords, power supply, etc.).
No Internet access will be provided on-site at the NLC; however, contestants/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
- Demonstrate effective persuasive and informative communication and presentation skills
- Develop a written marketing plan
- Identify customer base including consumer and organizational markets
- Identify customer relations or markets
- Illustrate fundamentals of consumer behavior in different cultures
- Explore and expand customer base including demographics
- Develop promotional mix

- Demonstrate successful price selection methods, including the reasoning and method(s) used in determining the price
- Identify and utilize internal and external resources

Specifications
- 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, supporting documentation, Works Cited, 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.
- The completed plan **only** (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, 2017.
- Teams will receive an automated response confirmation at the time of submission.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Teams must be registered for national level competition prior to submission of materials. The chapter number must be included as indicated. Materials from non-registered teams and/or those missing a chapter number cannot be accepted.
- No changes can be made to the project after the date of submission.
- One additional copy of the plan and a Team Entry Form, including signatures, must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- **Presentation will be stopped at ten (10) minutes to begin 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 pe*rmission for the use of the copyrighted logo and tagline.

Topic
Over the past 20 years, ethanol production has grown from less than one percent of the U.S. fuel supply to over ten percent. A U.S. based ethanol production company, TJC Alternatives, wants to expand globally. Your marketing team has been hired to determine a new location outside of North America to expand operations. You will develop a marketing plan and present your proposal to the TJC Alternatives Board of Directors (judges).

Use the Marketing Plan format in the *Style & Reference Manual* and the rubric as your guide.

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

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

Method of evaluation
Technical 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

Equipment provided
Projection surface at national competition only

Entries
Each state is allowed two (2) entries

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

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

Global Marketing Team (S) (500)

Judge Number _____   **Team Number** _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

Evaluation of written marketing plan	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. • Team Entry Form - .pdf format (must be keyed but does not have to be signed for pre-submission) • Marketing Plan - .pdf format ***All points or none are awarded by the technical judge.***				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	
TOTAL TECHNICAL POINTS (230 points maximum)					

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

Global Marketing Team (S) (500)

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	
TOTAL PRESENTATION POINTS (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not 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, and Marketing Plan according to the *Style & Reference Manual*	10	
All registered team members in attendance for entire event	10	
Documentation submitted at time of check-in: Keyed and signed Team Entry Form (1 copy) and Marketing Plan including Title Page, Table of Contents, and Works Cited (1 copy) ***Must have copies for preliminaries and finals***	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

TOTAL MAXIMUM POINTS = 410

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Entrepreneurship (505)

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

Eligibility
Any student 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 allotted time.
No Internet access will be provided on-site at the NLC; however, contestants/teams 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. <u>Violation of this rule will result in disqualification</u>.**

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:
- 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 requested loan amount, income statement, balance sheet, cash flow statement, and other analyses)
  - Supporting documents (research, charts, brochures, résumés, etc.)

- An Individual Entry Form signed by the contestant and advisor.
- The completed plan **only** (do *not* submit supporting documentation as listed above) and Individual Entry Form, as a PDF, 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, 2017.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- The limit for file size is five (5) MB.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants and/or those missing contestant numbers cannot be accepted.
- No changes can be made to the project after the date of submission.
- An additional copy of the plan and the Individual Entry Form, including signatures, must be provided at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Contestant will present before a panel of judges and timekeeper. No audience will be allowed.
- The length of set-up will be no more than three (3) minutes.
- Set-up will be stopped at three (3) minutes to begin the presentation.
- The length of the presentation will be no more than ten (10) minutes and followed by judges' questions.
- Presentation will be stopped at ten (10) minutes.
- 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 pe*rmission 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

Equipment provided
Projection surface at national competition only

Entries
Each state is allowed three (3) entries

Contestants in all judged events who wish to receive 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.

Entrepreneurship (505)

Judge Number _____   **Contestant Number** _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	☐ Yes	☐ No (Disqualification)

Written Business Plan Evaluation	**Below Average**	**Average**	**Good**	**Excellent**	**Points Awarded**
Contestant submitted the correct information and in the correct format. • Individual Entry Form - .pdf format (must be keyed but does not have to be signed for pre-submission) • Business Plan - .pdf format ***All points or none are awarded by the technical judge.***			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	
TOTAL TECHNICAL POINTS (190 points maximum)					

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

Entrepreneurship (505)

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	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not 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, and Business Plan according to the *Style & Reference Manual*	10	
Documentation submitted at time of check-in: Keyed and signed Individual Entry Form (1 copy) and Business Plan including Title Page and Table of Contents (1 copy) ***Must have copies for preliminaries and finals***	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 320

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Small Business Management Team (510)

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.

Team must supply

- Pencils or pens
- Computer (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

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 202

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.
- National Business Professionals of America *grants pe*rmission 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.
- Team will present before a panel of judges and timekeeper. No audience will be allowed.
- A Team Entry Form, including signatures, must be presented at the NLC at both the Preliminary and Final presentation.
- Cell phones may not be used in the preparation room.
- All team members must participate in order to be ranked.

Initial Case Study Topic:
Your team has been hired by Dr. Jacob Brendenson, the Chief Executive Officer of Development Solutions, Incorporated (DSI), to identify new business strategies to recruit and retain additional part-time staff for their company. DSI offers temporary employment services for businesses in the local area and was established in 2002. DSI is headquartered in a metropolitan area of 1.5 million; 525,000 being individuals over 18 who are able and eligible for employment. DSI has broken its temporary employment into several areas, but recently they have been struggling with their Accounting, Information Technology and General Office Specialist Support. Dr. Brendenson would like your thoughts and input on how to increase the high quality applicants offered to their customers. He has recently started traveling with his family more (partially retired) which oftentimes makes it hard for managers to get ideas and create positive relationships between the temporary staff, managers and management.

Internal Challenges:
- Lack of retention among all employees
- Outdated processes for marketing and posting open positions
- Limited access to top management

External Challenges:
- Additional temporary staffing agencies in the local area
- Fewer graduates/formalized training for the three areas mentioned above
- Centralized market opportunities

The three temporary areas where Dr. Brendenson would like to increase placement include:
- Accounting – from accounts receivable and accounts payable to financial planning and chief financial directors; these temporary staff fill anything related to the accounting services within an organization.
- Information Technology – from basic computer set-up to infrastructure maintenance and development, if it runs electronically, this temporary staff can support the development, implementation, and support for existing or new projects.
- General Office Specialist Support – from answering the telephones to filing and welcoming visitors or managing the executive's schedule, these temporary staff can take care of any task that an office needs done.

As requested by Dr. Brendenson, please prepare a plan for him and his executive team. Dr. Brendenson has given you the following areas for your consideration as you prepare for your presentation:

1. How can DSI increase its temporary staff roster for the three areas listed above?
2. How can DSI work to increase the relationships between Dr. Brendenson, his executive team, and their managers within the organization? Very rarely does someone other than the managers hire staff (both temporary and corporate).
3. What additional services could DSI focus their efforts on to provide additional temporary services to the local area?
4. What cost-savings measures could be put in place to help increase overall profitability?
5. Should DSI attempt to offer services via remote/teleconference to its customers? What would this look like?

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
Projection surface at national competition only

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

Contest presentation
Team may use **one** laptop/notebook computer, projection equipment, posters, flip charts, or graphs for presentation. Those who want to use computer/projection equipment for presentation **must** provide their own equipment. 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.

Small Business Management Team (510)

Judge Number _____   **Team Number** _____

Presentation Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation *Opening and summary*	1-5	6-10	11-15	16-20	
Organization of content *(Presentation flowed in a logical sequence)*	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	
TOTAL PRESENTATION POINTS (140 points maximum)					

Small Business Management Team (510)

Judge Number _____   **Team Number** _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not per judge.	Possible Points	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 Team Entry Form (1 copy) *Must have copies for preliminaries and finals*	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 170

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Interview Skills (515)

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 printed copy of their résumé and cover letter at both Preliminary and Final competition.

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

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
- Complete job application form
- 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 application must be submitted by 11:59 p.m. Eastern Time on April 1, 2017, to the National Center at http://www.bpa.org/submit. The Individual Entry Form, resume and cover letter must be uploaded as three separate PDF files at the time of application. Cover letters and resumes cannot be submitted by e-mail, fax or mail.
- Contestants must provide their contestant number (10-digit member number) at the time of application.
- Contestants may apply only once and must complete their application in a single attempt. The online system will time out after 45 minutes (**contestants cannot save applications partially completed, then return to complete it later or apply with revised information after the original application is submitted**).
- Contestants must provide an e-mail address at the time of application in order to receive a confirmation e-mail after the application is submitted.

- Contestants must be registered for national level competition prior to submission of the application. Due to the nature of the pre-submitted materials, no late registrations/move-ups for Interview Skills can be accepted after April 1, 2017.
- 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 application letter must be addressed as follows:

      Ms. Julie Smith, Manager
      Human Resources Department
      Professional Business Associates
      5454 Cleveland Avenue
      Columbus, OH 43231-4021

- When completing the application, put N/A in each section where a statement is not applicable.
- List all paid and non-paid work experiences on the application.
- One copy of the résumé may be used for reference by the contestant during the interview.
- Materials previously submitted to the website will *not* be available at the time of interview.
- An additional copy of the résumé, cover letter and Individual Entry Form, including signatures, must be presented at the time of the interview at the NLC at both Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank you notes, etc.) during the remainder of the Interview Skills contest.

Method of evaluation
Technical Scoring Rubric
Interview Scoring Rubric

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

Entries
Each state is allowed three (3) entries

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

Interview Skills (515)

Judge Number _____   **Contestant Number** _____

Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. - Individual Entry Form - .pdf format (must be keyed but does not have to be signed for pre-submission) - Cover Letter - .pdf format - Resume - .pdf format - Application – must complete online application ***All points or none are awarded by the technical judge.***				10	
Cover Letter (Does not need to follow the *Style and Reference Manual*, 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	
Résumé					
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	
Application Form					
Completeness	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Followed directions	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (230 points maximum)					

Interview Skills (515)

Judge Number _____ **Contestant Number** _____

Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Applicant's Greeting: Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
Applicant's Appearance: Neat, well-groomed, and appropriately attired	1-5	6-10	11-15	16-20	
Personality and Poise: Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
Communication Skills: Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
Responses: 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	
Showed evidence of the following skills: Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
Close of Interview: Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
TOTAL INTERVIEW POINTS (240 points maximum)					

Interview Skills (515)

Judge Number _____   Contestant Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		**Points Awarded**
Documentation submitted at time of check-in: Keyed and signed Individual Entry Form (1 copy), Cover Letter (1 copy) and Resume (1 copy) ***Must have copies for preliminaries and finals***	10	
TOTAL SPECIFICATION POINTS (10 points maximum)		

TOTAL MAXIMUM POINTS = 480

Advanced Interview Skills (520)

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 copy of résumé and cover letter for both Preliminary and Final judges.
One 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 application must be submitted by 11:59 p.m. Eastern Time on April 1, 2017, to the National Center at http://www.bpa.org/submit. The Individual Entry Form, résumé and cover letter must be uploaded as three separate PDF files at the time of application. Cover letters and résumés cannot be submitted by e-mail, fax or mail.
- Contestants must provide their contestant number (10-digit member number) at the time of application.

- Contestants may apply only once and must complete their application in a single attempt **(they cannot save their application mid-way, return to complete it later or apply with revised information after the original application is submitted)**.
- Contestants must provide an e-mail address at the time of application in order to receive a confirmation e-mail after the application is submitted.
- Contestants must be registered for national level competition prior to submission of the application. Due to the nature of the pre-submitted materials, no late registrations/move-ups for Advanced Interview Skills can be accepted after April 1, 2017.
- 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 application letter must be addressed as follows:
  > Ms. Julie Smith, Manager
  > Human Resources Department
  > Professional Business Associates
  > 5454 Cleveland Avenue
  > Columbus, OH 43231-4021
- When completing the application, put N/A in each section where a statement is not applicable.
- List all paid and non-paid work experiences on the application.
- Only examples of work that are pertinent to this position may be used.
- 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 the 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 copy of the résumé may be used for reference by the contestant during the interview.
- Materials previously submitted to the website will *not* be available at the time of interview.
- An additional copy of the résumé, cover letter and Individual Entry Form, including signatures, must be presented at the time of the interview at the NLC at both 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 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.

Advanced Interview Skills (520)

Judge Number _____   **Contestant Number** _____

Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. • Individual Entry Form - .pdf form (must be keyed but does not have to be signed for pre-submission) • Cover Letter - .pdf format • Resume - .pdf format • Application – must complete online application *All points or none are awarded by the technical judge.*				10	
Cover Letter (Does not need to follow the _Style & Reference Manual_, 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	
Resume					
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	
Application Form					
Completeness	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Followed directions	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (230 points maximum)					

Advanced Interview Skills (520)

Judge Number _____   **Contestant Number** _____

Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded

Applicant's Greeting:
   Proper introduction
   Positive first impression
	1-5	6-10	11-15	16-20	

Applicant's Appearance: Neat, well-groomed and appropriately attired	1-5	6-10	11-15	16-20	

Personality and Poise:
   Positive, courteous, sincere, and confident
   Good posture, gestures, and eye contact
	1-5	6-10	11-15	16-20	

Communication Skills:
   Proper grammar
   Good pronunciation and enunciation
   Pleasant voice and tone
	1-5	6-10	11-15	16-20	

Responses:
   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	

Showed evidence of the following skills:
   Required job skills
   Good work habits
   Problem-solving abilities
	1-5	6-10	11-15	16-20	

Portfolio:
   Information included relates to position
   Presentation demonstrates job competence
   Effective use of portfolio
	1-5	6-10	11-15	16-20	

Close of Interview:
   Expressed a thank you
   Concluded interview effectively
	1-5	6-10	11-15	16-20	

TOTAL INTERVIEW POINTS (260 points maximum)					

Advanced Interview Skills (520)

Judge Number _____   **Contestant Number** _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Documentation submitted at time of check-in: Keyed and signed Individual Entry Form (1 copy), Cover Letter (1 copy) and Resume (1 copy) ***Must have copies for preliminaries and finals***	10	
TOTAL SPECIFICATION POINTS (10 points maximum)		

TOTAL MAXIMUM POINTS = 500

Extemporaneous Speech (S) (525)

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
Pencils or pens

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

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

Specifications
- The contestant will draw two (2) different business topics and will select either one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The contestant will be provided ten (10) minutes to develop the topic. 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.

Extemporaneous Speech (S) (525)

Judge Number _____   **Contestant Number** _____

Presentation Scoring Rubric

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

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		**Points Awarded**
Presentation lasted no less than two (2) and no more than four (4) minutes	10	
Did not use any materials other than those specified for the event	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 160

SPEECH WILL BE STOPPED AT 4 MINUTES

Contemporary Issues (PS) (530)

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
Pencils or pens

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

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

Specifications
- The contestant will draw two (2) different business topics and will select either one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The contestant will be provided ten (10) minutes to develop the topic. 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 length of the speech will be no less than three (3) minutes and no more than five (5) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is (1) minute remaining during the speaking time.
- **The speech will be stopped at five (5) minutes.**
- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed.

Method of evaluation
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

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 221

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.

Contemporary Issues (PS) (530)

Judge Number _____   **Contestant Number** _____

Presentation Scoring Rubric

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

Specification Scoring Rubric

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

TOTAL MAXIMUM POINTS = 160

SPEECH WILL BE STOPPED AT 5 MINUTES

Human Resource Management (535)

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.
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 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.**

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.*

Human Resource Management (535)

Judge Number _____   **Contestant Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening 　　Introduction of case study	1–5	6–10	11–15	16–20	
Effectiveness of presentation 　　Purpose achieved, logically organized, 　　clearly understood	1–5	6–10	11–15	16–20	
Mechanics 　　Diction, grammar, pronunciation, 　　gestures, poise, eye contact	1–5	6–10	11–15	16–20	
Closing 　　Summary and conclusion	1–5	6–10	11–15	16–20	
Solution to case study 　　Quality of solution 　　Development of subject matter 　　Depth of research	1–5	6–10	11–15	16–20	
Problem solving skills	1–5	6–10	11–15	16–20	
Response to Judges' questions	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Specification Scoring Rubric

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

TOTAL MAXIMUM POINTS = 160

PRESENTATION WILL BE STOPPED AT 5 MINUTES

Ethics & Professionalism (PS) (540)

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
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. <u>Violation of this rule will result in disqualification</u>.**

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 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 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 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:

NGS

Nysewander, Geans & Stucky

A CPA and Financial Planning Firm

Ethics & Professionalism (PS) (540)

Judge Number _____   **Contestant Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening Introduction of case study	1–5	6–10	11–15	16–20	
Effectiveness of presentation Purpose achieved, logically organized, clearly understood	1–5	6–10	11–15	16–20	
Mechanics Diction, grammar, pronunciation, gestures, poise, eye contact	1–5	6–10	11–15	16–20	
Closing Summary and conclusion	1–5	6–10	11–15	16–20	

Solution to case study
    Quality of solution
    Development of subject matter
    Depth of research
	1–5	6–10	11–15	16–20	

Problem solving skills	1–5	6–10	11–15	16–20	
Response to judges' questions	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Presentation lasted no less than five (5) and no more than seven (7) minutes	10	
Did not use any materials other than those specified for the event.	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 160

PRESENTATION WILL BE STOPPED AT 7 MINUTES

Prepared Speech (545)

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 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 contestant must submit the following documentation: Keyed and signed Individual Entry Form (1 copy), Works Cited (1 copy), and Speech Outline (1 copy). 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 contestant must submit the following documentation: Keyed and signed Individual Entry Form (1 copy), Works Cited (1 copy), and Speech Outline (1 copy). Use 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.

- The contestant will speak before a panel of judges and a timekeeper.
- No audience will be allowed.
- No time warnings will be given.
- The contestant may use notes or note cards. A flip chart, posters, and/or props may be used.
- 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 pe*rmission 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.

Prepared Speech (545)

Judge Number _____   **Contestant Number** _____

Presentation Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Introduction	1–5	6–10	11–15	16–20	
Voice: Pitch, tempo, volume, enthusiasm	1–5	6–10	11–15	16–20	
Platform Deportment: Gestures, poise, eye contact, mannerisms, appearance	1–5	6–10	11–15	16–20	
Organization: Logical, clearly understood, suitable to topic, coherent	1–5	6–10	11–15	16–20	
Content: Development of subject matter, depth of research	1–5	6–10	11–15	16–20	
Mechanics: Diction, grammar, pronunciation	1–5	6–10	11–15	16–20	
Closing: Summary and conclusion	1–5	6–10	11–15	16–20	
Effectiveness: Was purpose achieved? (to make decision, to impress, to inform, to persuade)	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (160 points maximum)					

Prepared Speech (545)

Judge Number _____   **Contestant Number** _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
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 Individual Entry Form (1 copy), Works Cited (1 copy), and Speech Outline (1 copy). ***Must have copies for preliminaries and finals***	10	
Speech Outline and Works Cited were formatted according to the *Style & Reference Manual*.	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 190

SPEECH WILL BE STOPPED AT 7 MINUTES

Parliamentary Procedure Team (S) (550)

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)
Pen or pencil 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

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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. <u>Violation of this rule will result in disqualification</u>.

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. No advisor contact from time of preparation to completion of presentation is allowed. A blank 3" x 5" index card will be provided for each team member.
- The team will be expected to conduct the meeting according to correct parliamentary procedure beginning with the opening ceremony.
- 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.
- 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. 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 the 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 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

This event is sponsored by:

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

NAP

Equipment/supplies provided
Test/Agenda
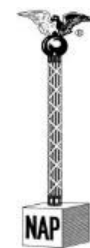Blank sheet of paper for Secretary's minutes
One 3" x 5" index card for each team member
American flag

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.

Opening a Meeting

The opening ceremony sets the stage for a chapter meeting. The ceremony, done in a proper and professional manner, will demonstrate to the members a well-planned and organized meeting. This will make meetings more orderly and effective.

The Opening Ceremony

President

(Stands and raps the gavel once for attention.) The meeting will come to order. We are now holding a meeting of Business Professionals of America. Mr. /Madam Vice President, what are the major purposes of our professional organization?

Vice President

We recognize the importance and understand the contributions that have been made to our country by business professionals. We are preparing to take our place in these challenging positions. We work together in Business Professionals of America to develop essential competencies in leadership, scholarship, character, and citizenship so that we may share in the improvement of our economy and the advancement of our nation.

President

May we accomplish these objectives? Mr. /Madam Vice President, will you please present the other officers?

Vice President

With pleasure, I introduce:
(Introduce in order the President, Historian, Secretary, Treasurer, Parliamentarian, and Vice Presidents. Pronounce the name of each individual and the office held. As each officer is introduced, he or she should stand and remain standing until seated by the President.)
Mr. /Madam President, the officers are at their stations.

President

Will the members and friends please rise and join me in reciting the Pledge of Allegiance to the Flag?
(*Raps the gavel three times to call the members and guests to stand.* The audience should rise on the third rap of the gavel. All members face the flag with their hands over their hearts to repeat the Pledge of Allegiance to the Flag.)

Everyone

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

President

Fellow members and guests, join me in stating why we are here.

Everyone

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

President

Please be seated.

Closing a Meeting

The closing ceremony, when properly presented, will bring a dignified closing to a session or meeting. It is an indication to the members or guests present that all business has been transacted.

Equipment and Supplies
Gavel

The Ceremony

President
Mr. /Madam Secretary, do you know of any further business which should be transacted at this time?

Secretary
(Rises, replies, and sits down.) I have none, Mr. /Madam President.

President
We are about to adjourn this meeting of the Business Professionals of America. As we associate together, let us be supportive of each other as we strive to attain the goals of this organization. *(Pause)* If there is no further business and no objection, the meeting will be adjourned. *(Pause)* I now declare this meeting adjourned. *(Rap gavel once.)*

Parliamentary Procedure Team (550)

Judge Number _____   Team Number _____

Presentation Scoring Rubric/Criteria

Judge 1 Only

Evaluation Criteria	Non Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
Chairperson's presiding ability						
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	
Clarity and correctness of business transactions						
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	
Total Points Awarded by Judge 1 Only (120 points maximum)						

Judge 2 Only

Evaluation Criteria	Non Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
Followed voting procedures						
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	
Judges' questions						
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	
Total Points Awarded by Judge 2 Only (90 points maximum)						

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October 15, 2016   Page | 238

Parliamentary Procedure Team (550)

Judge Number _____   **Team Number** _____

Presentation Scoring Rubric/Criteria

Judge 3 Only

Evaluation Criteria	Non Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
General participation by members, including secretary.						
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	
Quality of discussion and power of expression, communication skills, and poise.						
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	
Total Points Awarded by Judge 3 Only (120 points maximum)						

Total Parliamentary Presentation Points = 330 points maximum

Specification Scoring Rubric

Specification Points: All points or none per item are awarded by Judge 3 only per team.		**Points Awarded**
Documentation submitted at time of check-in: Keyed and signed Team Entry Form (1 copy) *Must have copies for preliminaries and finals*	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	
TOTAL SPECIFICATION POINTS (50 points maximum)		

TOTAL MAXIMUM POINTS = 380 + the average of the team members'scores from the Objective Test

Presentation Management Individual (555)

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.

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 the NLC; however, contestants/teams 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.)
Carry-in and set-up of equipment must be done solely by the contestant and must take place within the time allotted

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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 listed below.
- The presentation will be no less than seven (7) and no more than ten (10) minutes and will be followed by judges' questions.
- **The presentation will be stopped at ten (10) minutes.**
- The length of set-up will be no more than three (3) minutes.
- Set-up will be **stopped** at three (3) minutes to begin the presentation.
- A word processed copy of Works Cited must be submitted at the time of check-in. Refer to *Style & Reference Manual*. Format of Works Cited must be according to *Style & Reference Manual*.
- Use of graphics, including charts, is to be a part of the presentation.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- The contestant is responsible for securing a Release Form(s) from any individual whose name, photograph, and/or other information is included in the presentation.

- The contestant must provide an Individual Entry Form, including signatures, to the administrator before the presentation.
- The presentation content must be on the contestant's computer hard drive, CD-ROM or DVD.
- The contestant must furnish all equipment/materials necessary for the presentation, except for the projection surface.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- The contestant is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- Contestant should use space, color, and text as design factors.
- It is the policy of Business Professionals of America to comply with state and Federal copyright 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 pe*rmission for the use of the copyrighted logo and tagline.

Topic
You work for a marketing firm that will be presenting to a city's chamber of commerce. The presentation's focus should be on the benefits of shopping locally. You will present to the chamber of commerce in the hopes of being hired to launch the city's campaign to promote shopping locally.
Things to consider, but not limited to:
- Choose a real city in the US with a population ranging from 20,000 to 40,000
- Geographic location of the city
- Use data to support your pitch

Contestants 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 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

Equipment provided
Projection surface at National Leadership Conference

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.

Presentation Management Individual (555)

Judge Number _____   **Contestant Number** _____

Presentation Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	☐ Yes	☐ No (Disqualification)

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	
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	
TOTAL PRESENTATION POINTS (220 points maximum)					

Presentation Management Individual (555)

Judge Number _____   **Contestant Number** _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		**Points Awarded**
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 Individual Entry Form (1 copy), Works Cited (1 copy), and Release Form(s) (1 copy) at time of presentation ***Must have copies for preliminaries and finals***	10	
Works Cited formatted following the *Style & Reference Manual*	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS =250

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Presentation Management Team (560)

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.

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 the NLC; however, contestants/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

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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 listed below.
- The presentation will be no less than seven (7) and no more than ten (10) minutes. **The presentation will be stopped at ten (10) minutes and will be followed by judges' questions.**
- The length of set-up will be no more than three (3) minutes.
- Set-up will be stopped at three (3) minutes to begin the presentation.
- A word processed copy of Works Cited must be submitted at the time of check-in. Works Cited must be formatted according to the *Style & Reference Manual.*
- Use of graphics, including charts, is to be a part of the presentation.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic

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October 15, 2016   Page | 244

Standards in the *Style & Reference Manual*.) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- All members of the team must participate in the "live" presentation.
- All team members must participate in order to be ranked.
- The team must provide the contest administrator prior to their presentation a Team Entry Form, including signatures.
- 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 pe*rmission for the use of the copyrighted logo and tagline.
- The team must furnish all equipment/ materials necessary for the presentation except projection surface.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- Up to five (5) minutes will be allowed each team for questions by the judges. All team members may confer on the questions and are encouraged to share in the responses.
- The team is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- The presentation should use space, color, and text as design factors.

Topic
You are employed by a food production company that wants to expand its customer base. You have been asked by your marketing director to research one of the company's products. Create a presentation to share your research findings and to provide a thorough comparison of your product to two other competitors' similar products.
Things to consider, but not limited to:
- You must choose and identify the food production companies and products
- Current customer base
- Product history
- Pricing & distribution
- Follow Copyright Guidelines when using company logos & likenesses

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 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

Equipment provided
Projection surface at National Leadership Conference

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.

Presentation Management Team (560)

Judge Number _____   **Team Number** _____

Presentation Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	☐ Yes	☐ No (Disqualification)

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	
TOTAL PRESENTATION POINTS (240 points maximum)					

Presentation Management Team (560)

Judge Number _____   **Team Number** _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
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 Team Entry Form (1 copy), Works Cited (1 copy), and Release Form(s) at time of presentation ***Must have copies for preliminaries and finals***	10	
Works Cited formatted following the *Style & Reference Manual*	10	
All registered team members in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

TOTAL MAXIMUM POINTS = 280

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Business Meeting Management Concepts – Open Event (590)

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, ruler
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**
    o   Plan meeting or event project
    o   Manage event finances and budget
    o   Manage monetary transactions
    o   Perform administrative tasks
    o   Acquire staff and volunteers
    o   Train staff and volunteers
    o   Create meeting or event design
    o   Engage speakers and performers
    o   Coordinate food and beverage services
- **Develop plan for managing movement of attendees**
    o   Manage site
    o   Select site and design site layout
- Manage on-site communications
    o   Manage marketing materials
    o   Manage meeting or event merchandise
- **Exhibit professional behavior**
- **Conduct business communication**

Method of evaluation
Objective Test

Length of event
No more than sixty (60) minutes testing time allowed

Entries
Unlimited

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

Management, Marketing & Human Resources Concepts – Open Event (591)

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, ruler
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 allowed

Entries
Unlimited

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

Parliamentary Procedure Concepts – Open Event (592)

Description
Assess knowledge of parliamentary procedure. Test questions are based on the National Association of Parliamentarians *Study Guide for Registration Examination* available through NAP at www.parliamentarians.org or (816) 833-3892.

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.**

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 allowed

Entries
Unlimited

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

This event is sponsored by:

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

Project Management Concepts – Open Event (PS) (593)

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, ruler
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 allowed

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.registermychpapter.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 the NLC.
a. Only students who competed in the pilot event at the state conference may compete in the pilot event at the 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.

New Event Proposal
NOTE: THE REGIONAL LEVEL TEST MUST BE SUBMITTED WITH THE NEW EVENT PROPOSAL

Proposed By:	Email Address:
Contest Name:	
Career Cluster/Pathway:	

Description:

Competencies: (Specific skills needed to compete in this event)

Source/Organization/Agency	Acronym	Website or Location of Information	Section, Chapter, etc. Referenced in Performance Standards	Date of Edition or Version
States Career Cluster Initiative	SCCI	www.careerclusters.org		
National Business Education Association Standards	NBEA	www.nbea.org		
Common Core Standards	CCS	www.corestandards.org/the-standards		
21st Century Skills	C21			
All Aspects of the Industry	AA			
Other (as applicable)				

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)						
List all event specific objective and indicate linkage to a national standard	SCCI	NBEA	CCS	C21	AA	Other

All Aspects of Industry

AA1	- Planning	AA4	- Technical and Production	AA7	- Community Issues
AA2	- Management	AA5	- Principles of Technology	AA8	- Health, Safety, and Environment
AA3	- Finance	AA6	- Labor Issues	AA9	- Personal Work Habits

List of Major Instructional Resources: (websites, textbooks, essential equipment, reference materials, supplies)

Resources: www.bpa.org Business Professionals of America

Rationale: (Explain need for new event and how it furthers the mission of the Workplace Skills Assessment Program.)

Business Professionals of America Workplace Skills Assessment Program
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October 15, 2016   Page | 255