State Leadership Conference March 4-6, 2024

Secondary and Post-secondary Guidelines 2023-24

Workplace Skills Assessment Program

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.
September 8, 2023 Initial Release 1.1

Page | 2

Finance (100's)

Business Administration (200's)

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1

Page | 3

Management Information Systems (300's)

Digital Communication and Design (400's)

Management, Marketing and Communication (500's)

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1

Page | 4

Health Administration (600's)

Oklahoma State-Only Events

Academic Integrity Policy

INTRODUCTION

Mission Statement
The mission of Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

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 State (SLC) and National Leadership Conference (NLC).

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 State (SLC) and National Leadership Conference (NLC).

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

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

Awards and Recognition
For the Secondary and Post-secondary Divisions, the top eight (8) winners will be recognized at the State Leadership Conference. For Open Events, the top eight (8) 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 WSAP Updates (applicable to multiple competitive events)
- The deadline for any state and national registration or pre-submission has been changed from **11:59 p.m. to 5:00 p.m.** on the specified date.
- All competitive events with a required certification at nationals ONLY will receive 0 points (fail) or 50 points (pass) added to the BPA portion of the test.
- Competition competencies and rubric items have been updated in many competitions. Please review the complete guidelines for specific changes, updates, and improvements to the competencies and rubric items.

WSAP Updates (Specific Assessment Area Changes)

100's Finance
- None

200's Business Administration
- (255) Administrative Support Team has increased the number of qualifiers from 2 teams to 3 teams at the national level. Refer to your state association for any state specific guidelines.

300's Management Information System
- None

400's Digital Communication and Design
- (455) User Experience Design Team Using Adobe XD has been renamed to User Experience Design Team
- 400 Fundamentals of Desktop Publishing will align to the Precision Exams by YouScience Desktop Publishing I certification at nationals ONLY
- 405 Advanced Desktop Publishing will align to the Precision Exams by YouScience Desktop Publishing II certification at nationals ONLY

500's Management Marketing Human Resources
- None

600's Health Administration
- ICD-10 CM Medical Diagnostic Coding (600) has been renamed to Medical Coding (600).
- Health Administration Leadership/Special Topics (615) has been renamed to Health Research Presentation (615)
- Medical Terminology Concepts has been renamed to Health Administration Concepts - Open (690)

Virtual Events
- V13 Esports Team – Pilot has been added as a new virtual competition.
- V14 Ethical Leadership & Decision-Making Team - Pilot has been added as a new virtual competition.

WSAP INDUSTRY CERTIFICATION ALIGNMENT CHANGES FOR NLC
The following table provides an updated alignment to the WSAP competitive events at the National level.

Competitive Event	2023-2024 Certification Alignment
200 - Fundamental Word Processing	Word Processing (Precision Exams by YouScience)
205 - Intermediate Word Processing	MOS Word 2019 Associate (Certiport)
210 - Advanced Word Processing	MOS Word 2019 Expert (Certiport)
215 - Integrated Office Applications	MOS PowerPoint 2019 Associate (Certiport)
230 - Fundamental Spreadsheet Application	MOS Excel 2019 Associate (Certiport)
235 - Advanced Spreadsheet Applications	MOS Excel 2019 Expert (Certiport)
240 - Database Applications	MOS Access 2019 Expert (Certiport)
300 - Computer Network Technology	IT Specialist - Networking (Certiport)
305 - Device Configuration & Troubleshooting	IT Specialist - Device Configuration and Management (Certiport)
315 – Network Administration Using Cisco	Cisco Certified Support Technician Networking (Certiport)
320 - Computer Security	IT Specialist - Network Security (Certiport)
330 - C# Programming	IT Specialist - Software Development (Certiport)
340 - Java Programming	IT Specialist - Java (Certiport)
345 - SQL Database Fundamentals	IT Specialist - Databases (Certiport)
350 - Linux Operation System Fundamentals	Linux Pro (TestOut)
355 - Python Programming	IT Specialist - Python (Certiport)
400 – Fundamental Desktop Publishing	Desktop Publishing I (YouScience)
405 – Advanced Desktop Publishing	Desktop Publishing II (YouScience)
415 - Fundamentals of Web Design	IT Specialist - HTML and CSS (Certiport)
505 - Entrepreneurship	Entrepreneurship and Small Business (ESB) (Certiport)

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." SLC competition requires dues to be paid no later than January 19, 2024.

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

Advisors can verify membership online or by contacting the National Center.

Number of Contests
Secondary and **Post-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. Participation in virtual events does *not* count towards the total number of events for students.

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 Rescheduling
Only time conflicts caused by two concurrent BPA competitive events may be rescheduled.

Use of Materials
Members 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. **Reference materials may *not* be used for any Open Event.**

State Merit Scholar
Although this test is part of BPA Cares, it will be given at the same time as the online state testing (January 22 – February 3, 2024). Any member or advisor registered for SLC 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. Members who violate this rule will be *disqualified*. This includes, but is not limited to, past regional, state, and national BPA tests purchased from BPA.

Admission to Event Testing Sites
Only the registered member will be allowed into the event room. Only persons serving as administrators, proctors, or authorized personnel will be admitted into the event room. Members may be *disqualified* for communicating with persons other than administrations, proctors, or authorized personnel in the event room or between the preparation and presentation rooms.

Use of Cellular Phones/Smart Devices
The use of cellular phones and/or smart devices, including digital watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content in testing, preparation and presentation rooms is strictly prohibited. If a member/team is utilizing a cellular phone as a mobile hotspot during a presentation *ONLY* (NOT in the preparation room should an event include a prep component), the phone may be visible throughout the presentation and used to provide Internet, however, the phone's sole purpose can only be for Internet access or for displaying the member's work, no other use will be allowed.

Printing Requirements
All printing in the computer lab must be in black/white or grayscale except for Fundamental Desktop Publishing and Advanced Desktop Publishing. For Fundamental Desktop Publishing and Advanced Desktop Publishing, members will be permitted to bring Mac computers and equipment (see Guidelines for details).

Recording Equipment
No recording 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 State Advisor.

Name Badges
Name badges must be worn at all times; it is permissible for members 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.

Member-Provided Equipment
Some events permit members to bring their own equipment for presentation or preparation of competition. In these cases, members 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. Members are totally responsible for the operation and technical support of their equipment.

Artificial Intelligence
Utilization of AI, such as ChatGPT, to complete submitted work(s) must adhere to BPA's Academic Integrity Policy, with transparent attribution for generated content. Proper citation of AI-generated work is essential to uphold intellectual honesty and respect for original authorship.

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1

Page | 11

SLC CALCULATOR GUIDELINES

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

ACT-approved calculators include four-function, scientific, or graphing 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 and 330, and all models beginning with CFX 9970G
- Electronic writing pads or pen-input devices (Note: The Sharp EL 9600 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 (Note: Letter keys not in QWERTY are permitted.)

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

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

JUDGED EVENT GUIDELINES

Finance
(150) Financial Analyst Team
(155) Economic Research Individual
(160) Economic Research Team

Business Administration
(260) Administrative Support Research Project

Management Information Systems
(325) Network Design Team

Digital Communication and Design
(410) Graphic Design Promotion
(420) Digital Media Production
(425) Computer Modeling
(430) Video Production Team
(435) Website Design Team
(440) Computer Animation Team
(445) Broadcast News Production Team
(450) Podcast Production Team
(455) User Experience Design Team
(460) Visual Design Team - Pilot

Management, Marketing and Communications
(500) Global Marketing Team
(505) Entrepreneurship
(510) Small Business Management Team
(515) Interview Skills
(520) Advanced Interview Skills
(525) Extemporaneous Speech
(535) Human Resource Management
(540) Ethics and Professionalism
(545) Prepared Speech
(550) Parliamentary Procedure Team
(555) Presentation Individual
(560) Presentation Team

Health Administration
(615) Health Research Presentation

Oklahoma State-Only Events
(005) Oklahoma BPA Promotional Video
(010) Oklahoma BPA Drone Service Provider Team

WSAP Download Center
All forms, manuals, and supporting documents are available in the Download Center at
https://members.bpa.org/download-center.

Release Form
Events that utilize images (photographs or video) require a Release Form for each individual represented in the project. In addition, each student competing in the event must sign a Release Form as well.

Works Cited
All Judged Events that include any media (images, logos, sounds, and other assets/media elements) used in the development, creation, and publication of their contest materials will require a Works Cited. Students who create their own media, will be required to cite themselves as the author.

Members/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. If an event requires a finals round, additional copies of the forms must be provided to the event administrators before presenting at SLC finals. See the event guidelines for further information.

If the event requires an online submission for state and/or national competitions, Release Form(s) (including signatures) will be required at the time of submission.

Pre-submitted Events

- (005) Oklahoma BPA Promotional Video (State-Only Event)
- (010) Oklahoma BPA Drone Service Provider Team (State-Only Event)
- (155) Economic Research Individual
- (160) Economic Research Team
- (260) Administrative Support Research Project
- (325) Network Design Team
- (410) Graphic Design Promotion
- (420) Digital Media Production
- (425) Computer Modeling
- (430) Video Production Team
- (435) Website Design Team
- (440) Computer Animation Team
- (445) Broadcast News Production Team
- (450) Podcast Production Team
- (455) User Experience Design Team
- (460) Visual Design Team - Pilot
- (500) Global Marketing Team
- (505) Entrepreneurship
- (515) Interview Skills
- (520) Advanced Interview Skills
- (545) Prepared Speech (for SLC ONLY)
- (555) Presentation Individual (for SLC ONLY)
- (560) Presentation Team (for SLC ONLY)
- (615) Health Administration Leadership/Special Topics (for SLC ONLY)

Technical Judging Materials

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

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 members from each Preliminary section will be called back for the Finals. The Finals are conducted as a new contest. Technical scores from the Preliminary Competition will carry forward into the Final Competition.

Judged Event Topics

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

CLOUD STORAGE / FILE SHARING GUIDELINES

Permission and privacy settings on files sharing sites can be difficult to manage. Business Professionals of America has developed the following guidelines to help guide members as they choose the right settings for their submissions. The following is a nonexclusive list but includes the most popular file sharing sites. Members 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 be seen by users selected by the owner and added by email address, invisible to other users, do *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 user's 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 *not* to 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.

RELEASE FORM

Release forms may be handwritten. Illegible forms will *not* be accepted.
**All individuals included in a project, including the official competitor(s),
must sign a Release Form for him/herself for this event.
(This form must be completed for all events as specified in the event guidelines.)**

Event # _____

Event Name _____

Member ID _____

Team ID (if applicable) _____

I hereby consent irrevocably to the use and reproduction (electronically or in print) of any and all photographs and other media 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, video, 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 state or national competition.

Name _____

Address _____

City _____ **State** _____ **ZIP** _____

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

Signature _____

Date _____

Parental Verification
Signature of Parent or Guardian
(If person is under 18 years of age.)

Signature _____

Date _____

EVENTS-AT-A-GLANCE

OKLAHOMA BUSINESS PROFESSIONALS of AMERICA — Giving Purpose to Potential

Event	Division/level for this event	# of chapter entries eligible for SLC	Team # of Participants	Online testing component/time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Number of Judges utilized	Judges Questions (Minutes)	May event be repeated	Are production standards used	May reference materials be used	Computer and printer provided by BPA	Color printing allowed	Bring own computer	Release Forms Required	# SLC winners eligible for NLC
Finance																		
(100) Fundamental Accounting (S)	S	5		Y/30		20	20	60			N	N	Y	N				5
(105) College Accounting (PS)	PS	5		Y/30		20	20	60			N	N	Y	N				5
(110) Advanced Accounting (S)	S	5		Y/30		20	20	60			Y	N	Y	N				5
(115) Advanced College Accounting (PS)	PS	5		Y/30		20	20	60			Y	N	Y	N				5
(125) Payroll Accounting (S | PS)	S, PS	5		Y/30		20	20	60			Y	N	Y	N				5
(135) Managerial Accounting (PS)	PS	5		Y/30		20	20	60			Y	N	Y	N				5
(145) Banking & Finance (S | PS)	S, PS	5		Y/30		20	20	60			Y	N	Y	N				5
(150) Financial Analyst Team (S | PS)	S, PS	3	2-4	N			8/30	10	2	10	Y	N	Y	N	Y	Y		3
(155) Economic Research Individual (S)	S	3		N	Y	12	3	7	2	5	Y	N	N	N		*		3
(160) Economic Research Team (S)	S	3	2-4	N	Y	12	3	7	2	5	Y	N	N	N		*		3
(165) Personal Financial Management (S | PS)	S, PS	5		Y/30		20	20	60			Y	N	Y	N				5
(190) Financial Math & Analysis Concepts-Open (S | PS)	S, PS	U		Y/60							Y	N	N	N				U
Business Administration																		
(200) Fundamental Word Processing (S | PS)	S, PS	5		Y/30		20	20	60			N	Y	Y	Y				5
(205) Intermediate Word Processing (S | PS)	S, PS	5		Y/30		20	20	60			N	Y	Y	Y				5
(210) Advanced Word Processing (S | PS)	S, PS	5		Y/30		20	20	90			Y	Y	Y	Y				5
(215) Integrated Office Applications (S | PS)	S, PS	5		Y/30		20	20	90			Y	Y	Y	Y				5
(220) Basic Office Systems & Procedures (S | PS)	S, PS	5		Y/30		20	20	90			N	Y	Y	Y				5
(225) Advanced Office Systems & Procedures (S | PS)	S, PS	5		Y/30		20	20	90			Y	Y	Y	Y				5
(230) Fundamental Spreadsheet Applications (S | PS)	S, PS	5		Y/30		20	20	90			N	N	Y	Y				5
(235) Advanced Spreadsheet Applications (S | PS)	S, PS	5		Y/30		20	20	90			Y	N	Y	Y				5
(240) Database Applications (S | PS)	S, PS	5		Y/30		20	20	90			Y	Y	Y	Y				5
(245) Legal Office Procedures (S | PS)	S, PS	5		Y/30		20	20	60			Y	Y	Y	Y				5
(255) Administrative Support Team (S | PS)	S, PS	1	2-4	N			20	90			Y	Y	Y	Y				3
(260) Admin. Support Research Project (S)	S	3		N	Y	12	3	7	2	5	Y	N	N	N		*		3
(265) Business Law & Ethics (S | PS)	S, PS	5		Y/60			20				Y	N	Y	N				5
(290) Admin. Support Concepts-Open (S | PS)	S, PS	U		Y/60							Y	N	N	N				U

*Rating sheets are provided in the guidelines.

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

EVENTS-AT-A-GLANCE

Oklahoma Business Professionals of America — Giving Purpose to Potential

Event	Division/level for this event	# of chapter entries eligible for SLC	Team # of Participants	Online testing component/time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Number of Judges utilized	Judges Questions (Minutes)	May event be repeated	Are production standards used	May reference materials be used	Computer and printer provided by BPA	Color printing allowed	Bring own computer	Release Forms Required	# SLC winners eligible for NLC
Management Information Systems																		
(300) Computer Network Technology (S | PS)	S, PS	5		Y/60		12	20	60			Y	N	Y	Y				5
(305) Device Configuration & Troubleshooting (S | PS)	S, PS	5		Y/60		12	20	60			Y	N	Y	Y				5
(310) Server Administration Using Microsoft® (S | PS)	S, PS	5		Y/60		12	20	60			Y	N	Y	Y				5
(315) Network Administration Using Cisco® (S | PS)	S, PS	5		Y/60		12	20	60			Y	N	Y	Y				5
(320) Computer Security (S | PS)	S, PS	5		Y/60		12	20	60			Y	N	Y	Y				5
(325) Network Design Team (S | PS)	S, PS	3	2-4	N	Y	12	3/30	10	2	10	Y	Y	Y	N	Y	Y		3
(330) C# Programming (S | PS)	S, PS	5		Y/30		12	20	90			Y	N	Y	N		Y		5
(335) C++ Programming (S | PS)	S, PS	5		Y/30		12	20	90			Y	N	Y	N		Y		5
(340) Java Programming (S | PS)	S, PS	5		Y/30		12	20	90			Y	N	Y	N		Y		5
(345) SQL Database Fundamentals (S | PS)	S, PS	5		Y/60							Y	N	Y	N				5
(350) Linux Operating System Fundamentals (S | PS)	S, PS	5		Y/30		12	20	60			Y	N	Y	N				5
(355) Python Programming (S | PS)	S, PS	5		Y/30		12	20	90			Y	N	Y	N		Y		5
(390) Computer Programming Concepts–Open (S | PS)	S, PS	U		Y/60							Y	N	N	N				U
(391) Information Tech Concepts–Open (S | PS)	S, PS	U		Y/60							Y	N	N	N				U
Digital Communication & Design																		
(400) Fundamental Desktop Publishing (S | PS)	S, PS	5		Y/30		20	20	90			Y	Y	Y	Y	Y	Y		5
(405) Advanced Desktop Publishing (S | PS)	S, PS	5		Y/30		20	20	90			Y	Y	Y	Y	Y	Y		5`
(410) Graphic Design Promotion (S | PS)	S, PS	3		N	Y	12	3	6	2	5	Y	N	N	N	Y	*	Y	3
(415) Fundamentals of Web Design (S | PS)	S, PS	5		Y/30		20	20	90			Y	N	Y	Y				5
(420) Digital Media Production (S | PS)	S, PS	3		N	Y	12	3	10	2	5	Y	N	N	N	Y	Y	Y	3
(425) Computer Modeling (S)	S	3		N	Y	12	3	10	2	5	Y	N	N	N		Y	Y	3
(430) Video Production Team (S | PS)	S, PS	3	2-4	N	Y	12	3	10	2	5	Y	N	N	N	Y	Y	Y	3
(435) Website Design Team (S | PS)	S, PS	3	2-4	N	Y	12	3	10	2	5	Y	N	N	N	Y	Y	Y	3
(440) Computer Animation Team (S)	S	3	2-4	N	Y	12	3	10	2	5	Y	N	N	N		Y	Y	3
(445) Broadcast News Production Team (S | PS)	S, PS	3	2-4	N	Y	12	3	10	2	5	Y	N	N	N		Y	Y	3
(450) Podcast Production Team (S | PS)	S, PS	3	2-4	N	Y	12	3	10	2	5	Y	N	N	N	Y	Y	Y	3
(455) User Experience Design Team (S | PS)	S, PS	3	2-4	N	Y	12	3	10	2	5	Y	N	N	N		Y	Y	3
(460) Visual Design Team – Pilot (S | PS)	S, PS	3	2-4	N	Y	12	3	10	2	5	Y	N	N	N		Y	Y	3
(490) Digital Communications & Design Concepts-Open (S | PS)	S, PS	U		Y/60							Y	N	N	N				U

*Rating sheets are provided in the guidelines.

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

EVENTS-AT-A-GLANCE

Management, Marketing & Communication

Event	Division/level for this event	# of chapter entries eligible for SLC	Team # of Participants	Online testing component/time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Number of Judges utilized	Judges Questions (Minutes)	May event be repeated	Are production standards used	May reference materials be used	Computer and printer provided by BPA	Color printing allowed	Bring own computer	Release Forms Required	# SLC winners eligible for NLC
(500) Global Marketing Team (S)	S	3	2-4	N	Y	12	3	10	2	5	Y	N	N	N	Y	Y		3
(505) Entrepreneurship (S | PS)	S, PS	3		N	Y	12	3	5-7	2	5	Y	N	N	N	Y	Y		3
(510) Small Business Management Team (S | PS)	S, PS	1	2-4	N		U	8/30	10	2	10	Y	N	N	N		Y		3
(515) Interview Skills (S | PS)	S, PS	3		N	Y	12		15	2		N	N	N	N				3
(520) Advanced Interview Skills (S | PS)	S, PS	3		N	Y	12		15	2		Y	N	N	N		*		3
(525) Extemporaneous Speech (S)	S	1		N		U	10	2-4	2		Y	N	N	N				3
(530) Contemporary Issues (PS)	PS	3		N		U	10	3-5	2		Y	N	N	N				3
(535) Human Resource Management (S | PS)	S, PS	1		N		U	20	3-5	2	3	Y	N	Y	N				3
(540) Ethics & Professionalism (S | PS)	S, PS	1		N		U	20	5-7	2	3	Y	N	Y	N				3
(545) Prepared Speech (S | PS)	S, PS	3		N	Y	12	1	5-7	2		Y	N	Y	N				3
(550) Parliamentary Procedure Team (S)	S	3	4-8	*		U	15	15	3	5	Y	N	Y	N				3
(555) Presentation Individual (S | PS)	S, PS	3		N	Y	12	3	7-10	2	5	Y	N	N	N			Y	3
(560) Presentation Team (S | PS)	S, PS	3	2-4	N	Y	12	3	7-10	2	5	Y	N	N	N			Y	3
(590) Meeting and Event Planning Concepts–Open (S | PS)	S, PS	U		Y/60							Y	N	N	N				U
(591) Management, Marketing & HR Concepts–Open (S | PS)	S, PS	U		Y/60							Y	N	N	N				U
(592) Parliamentary Procedure Concepts–Open (S | PS)	S, PS	U		Y/60							Y	N	N	N				U
(593) Project Management Concepts–Open Event (PS)	PS	U		Y/60							Y	N	N	N				U
(594) Digital Marketing Concepts–Open Event (S | PS)	S, PS	U		Y/60							Y	N	N	N				U

Health Administration

Event	Division/level for this event	# of chapter entries eligible for SLC	Team # of Participants	Online testing component/time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Number of Judges utilized	Judges Questions (Minutes)	May event be repeated	Are production standards used	May reference materials be used	Computer and printer provided by BPA	Color printing allowed	Bring own computer	Release Forms Required	# SLC winners eligible for NLC
(600) Medical Coding (S | PS)	S, PS	5		Y/60							Y	N	Y	N				5
(605) Health Insurance & Medical Billing (S | PS)	S, PS	5		Y/30		20	20	60			Y	N	Y	Y				5
(610) Health Administration Procedures (S | PS)	S, PS	5		Y/30		20	20	60			Y	Y	Y	Y				5
(615) Health Research Presentation (S | PS)	S, PS	3		N	Y	12	3	7-10	2	5	Y	N	Y	N				3
(690) Health Administration Concepts-Open (S | PS)	S, PS	U		Y/60							Y	N	N	N				U

Oklahoma State Events

Event	Division/level for this event	# of chapter entries eligible for SLC	Team # of Participants	Online testing component/time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Number of Judges utilized	Judges Questions (Minutes)	May event be repeated	Are production standards used	May reference materials be used	Computer and printer provided by BPA	Color printing allowed	Bring own computer	Release Forms Required	# SLC winners eligible for NLC
(005) Oklahoma BPA Promotional Video (S | PS)	S, PS	2	1-4	N	Y	12	3	10	2	5	Y	N	N	N	Y	Y	Y	0
(010) Oklahoma BPA Drone Service Provider Team (S | PS)	S, PS	3	2-4	N	Y	12	3	10	2	5	Y	N	N	N	Y	Y	Y	0
(015) Oklahoma BPA Digital Photography (S | PS)	S, PS	5		Y/30		12	5	60			Y	N	N	N		Y	Y	0

*Rating sheets are provided in the guidelines.

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

OKLAHOMA BPA STATE DEADLINES

All pre-submitted events must be submitted electronically. Each site will contain instructions on uploading files. Members must be registered and have their Member 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 SLC.

The dates listed are **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 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Advanced Interview Skills (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Broadcast News Production Team (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Computer Animation Team (S)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Computer Modeling (S)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Digital Media Production (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Economic Research Individual (S)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Economic Research Team (S)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Entrepreneurship (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Global Marketing Team (S)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Graphic Design Promotion (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Interview Skills (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Network Design Team (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Oklahoma BPA Promotional Video (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Oklahoma BPA Drone Service Provider Team (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Podcast Production Team (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Prepared Speech (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Presentation Individual (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org

Presentation Team (S|PS)	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
User Experience Design Team	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Video Production Team	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Visual Design Team	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Website Design Team	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://upload.bpa.org
Virtual Events	Submitted by 5:00 p.m. Eastern Time, January 15, 2024	https://upload.bpa.org
SLC Competitive Events Registration	Opens: Jan. 5, 2024 Closes: Jan. 19, 2024	https://register.bpa.org
SLC Hotel Reservations	February 5, 2024	https://bpaok.org/SLC for details
SLC Registration Refund Requests	January 25, 2024	Email Paxton Cavin at Paxton.Cavin@careertech.ok.gov
SLC Online State Testing	Opens: Jan. 22, 2024 Closes: Feb. 3, 2024 (5:00 pm)	
State Officer Candidate Application	December 1, 2023	Submit as outlined in the BPA State Officer Candidate Handbook
State Officer Candidate Screening	December 6, 2023	Oklahoma Dept. of CareerTech
Recognition Awards & Scholarship	February 7, 2024	See https://bpaok.org/ SLC for details
Oklahoma BPA Cares Awards	February 12, 2024	Handbook https://bpa.org/students/bpa-cares/
Torch Award—Statesman	February 12, 2024	http://bpa.org/torch-awards/
Quality Chapter Award	February 12, 2024	https://bpa.org/students/scholarships-and-awards/quality-chapter-distinction/
Oklahoma BPA Mid-Level Competitions	February 23, 2024	Oklahoma Dept. of CareerTech
Oklahoma BPA SLC	March 4-6, 2024	Tulsa Hyatt Regency

FUTURE NLC SITES

Year	Location	Date
2024	Chicago, IL	May 10-14
2025	Orlando, FL	May 7-11
2026	Nashville, TN	May 6-10
2027	Denver, CO	May 5-9

FUTURE SLC SITES

Year	Location	Date
2024	Tulsa, OK	March 4-6
2025	Tulsa, OK	March 3-5
2026	Tulsa, OK	March 2-4
2027	Tulsa, OK	March 8-10

OKLAHOMA BPA STATE PRE-SUBMISSION GUIDELINES

2024 State Leadership Conference
Submission Deadline: February 3, 2024, by 5:00 p.m. Central Time
NOTE: PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS

Event	What to Submit at https://upload.bpa.org	Saved File Naming Conventions	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
Finance (100's)			
(155) Economic Research Project – Individual (S)	Research Paper and Works Cited in one combined PDF file.	**ERPI-MemberID.pdf**	1 copy of Research Paper 1 copy of Works Cited
(160) Economic Research Project - Team (S)	Research Paper and Works Cited in one combined PDF file.	**ERPT-MemberID.pdf**	1 copy of Research Paper 1 copy of Works Cited
Business Administration (200's)			
(260) Administrative Support Research Project (S)	Research Paper and Works Cited in one combined PDF file.	**ARPI-MemberID.pdf**	1 copy of Research Paper 1 copy of Works Cited
Management Information System (300's)			
(325) Network Design Team (S|PS)	Written proposal (Report Format) and Works Cited in one combined PDF file.	**NDT-MemberID.pdf**	1 copy of Written Proposal 1 copy of Works Cited
Digital Communication and Design (400's)			
(410) Graphic Design Promotion (S\PS)	1) Logo - PDF or JPG or PNG format 2) Dry Dog Food Package - PDF or JPG or PNG format 3) Wet Dog Food Package- PDF or JPG or PNG format 4) Works Cited - PDF format 5) Release form - PDF format	**GDP-MemberID-Logo GDP-MemberID-Dry Dog Food Package GDP-MemberID-Wet Dog food Package GDP-MemberID-WorksCited.pdf GDP-MemberID-Releaseform.pdf**	1 copy of Logo 1 copy of Dry Dog Food Package 1 copy of Wet Dog Food Package 1 copy Works Cited 1 copy Release Forms
(420) Digital Media Production (S|PS)	**URL** to project, Works Cited, and Release Form(s) in one combined PDF file.	**DMP-MemberID.pdf**	1 copy of Works Cited
(425) Computer Modeling (S)	**URL** to project, One Page Profile, Works Cited and Release Form(s) in one combined PDF file.	**CM-MemberID.pdf**	1 copy of One Page Profile 1 copy of Works Cited
(430) Video Production Team (S|PS)	**URL** to project, Storyboard, Script, Works Cited and Release Form(s) in one combined PDF file.	**VPT-MemberID.pdf**	1 copy of Works Cited
(435) Website Design Team (S|PS)	**URL** to project (including any necessary login credentials, if necessary), Works Cited and Release Form(s) in one combined PDF file.	**WDT-MemberID.pdf**	1 copy of Works Cited

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 22

Event	What to Submit at https://upload.bpa.org	Saved File Name	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
Digital Communication and Design (400's) (continued)			
(440) Computer Animation Team (S)	**URL** to project files, Release Forms and Works Cited in one combined PDF file.	**CAT-MemberID.pdf**	1 copy of Storyboard 1 copy of Works Cited
(445) Broadcast News Production Team (S|PS)	**URL** to project, script, Release Forms and Works Cited in one combined PDF file.	**BNPT-MemberID.pdf**	1 copy of Works Cited
(450) Podcast Production Team (S|PS)	**URL** to project, Release Forms and Works Cited in one combined PDF file.	**PT-MemberID.pdf**	1 copy of Works Cited
(455) User Experience Design Team (S|PS)	**URL** to projects, Release Forms and Works Cited in one combined PDF file.	**UEDT-MemberID.pdf**	1 copy of Works Cited
(460) Visual Design Team (S|PS)	**URL** to projects, Release Forms and Works Cited in one combined PDF file.	**VDT-MemberID.pdf**	1 copy of Works Cited
Management, Marketing and Communication (500's)			
(500) Global Marketing Team (S)	Marketing Plan and Works Cited in one combined PDF file.	**GMT-MemberID.pdf**	1 copy of Marketing Plan 1 copy of Works Cited
(505) Entrepreneurship (S|PS)	Business Plan and Works Cited in one combined PDF file.	**ENT-MemberID.pdf**	1 copy of Business Plan 1 copy of Works Cited
(515) Interview Skills (S|PS)	Cover Letter and Résumé as separate PDF files.	**IS-MemberID-coverletter.pdf IS-MemberID-resume.pdf**	1 copy of Cover Letter 1 copy of Résumé
(520) Advanced Interview Skills (S|PS)	Cover Letter and Résumé as separate PDF files.	**AIS-MemberID-coverletter.pdf AIS-MemberID-resume.pdf**	1 copy of Cover Letter 1 copy of Résumé 1 Portfolio (*must not be left with judges*)
(545) Prepared Speech (S|PS)	**URL** to project, Speech Outline, and Works Cited in one combined PDF file.	**PS-MemberID.pdf**	1 copy of Works Cited 1 copy of Speech Outline
(555) Presentation Individual (S|PS)	**URL** to project, Release Forms and Works Cited in one combined PDF file.	**PI-MemberID.pdf**	1 copy of Works Cited
(560) Presentation Team (S|PS)	**URL** to project, Release Forms and Works Cited in one combined PDF file.	**PT-MemberID.pdf**	1 copy of Works Cited
Health Administration (600's)			
(615) Health Research Presentation (S|PS)	**URL** to project, Release Forms and Works Cited in one combined PDF file.	**HAL-MemberID.pdf**	1 copy of Works Cited 1 copy of Release Forms

Event	What to Submit at https://upload.bpa.org	Saved File Name	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
Oklahoma State Events (000's)			
(005) Oklahoma BPA Promotional Video (S | PS)	**URL** to project, Storyboard, Script, Works Cited and Release Form(s) in one combined PDF file.	**PROMO-- MemberID.pdf**	1 copy of Works Cited 1 copy of Release Forms
(010) Oklahoma BPA Drone Service Provider Team (S | PS)	**URL** to orthomosaic image, Release Forms and Works Cited in one combined PDF file	**DSPT- MemberID.pdf**	1 copy of Works Cited 1 copy of Release Forms

VIRTUAL EVENT PRE-SUBMISSION GUIDELINES

Event	What to Submit at https://upload.bpa.org	Saved File Name(s)
Virtual Event (National Only)		
(V01) Virtual Multimedia and Promotion Individual	**URL** to project files, Works Cited and Release Form(s) in **one** combined PDF file.	**V01-MemberID.pdf**
(V02) Virtual Multimedia and Promotion Team	**URL** to project files, Works Cited and Release Form(s) in **one** combined PDF file.	**V02-TeamNumber.pdf**
(V03) Software Engineering Team	**URL** to project files, Works Cited and Release Form(s) in **one** combined PDF file.	**V03-TeamNumber.pdf**
(V04) Web Application Team	**URL** to project files, Works Cited and Release Form(s) in **one** combined PDF file.	**V04-TeamNumber.pdf**
(V05) Mobile Applications	**URL** to project files, Works Cited and Release Form(s) in **one** combined PDF file.	**V05-MemberID.pdf**
(V06) Promotional Photography	Submit one (1) original photo and one (1) corrected photo in JPEG or JPG format as individual files and submit the Works Cited and Release Form(s) in one combined PDF file.	**V06-MemberID-original.jpg V06-MemberID-corrected.jpg V06-MemberID.pdf**
(V07) Cybersecurity / Digital Forensics	NO UPLOADS REQUIRED	
(V08) Start-up Enterprise Team	Completed Business Plan, Works Cited, and Release Form(s) in **one** combined PDF file.	**V08-TeamNumber.pdf**
(V09) Financial Portfolio Management Team	NO UPLOADS REQUIRED	
(V10) Virtual Branding Team	**URL** to project files, Works Cited and Release Form(s) in **one** combined PDF file.	**V10-TeamNumber.pdf**
(V11) 2D Animation Team - Pilot	**URL** to project files, Works Cited and Release Form(s) in **one** combined PDF file.	**V11-TeamNumber.pdf**
(V12) Social Media Marketing Campaign Team - Pilot	Completed Social Media Marketing Campaign, Works Cited, and Release Form(s) in **one** combined PDF file.	**V12-TeamNumber.pdf**
(V13) Esports Team	**URL** to project files, Works Cited and Release Form(s) in **one** combined PDF file.	**V13-TeamNumber.pdf**
(V14) Ethical Leadership & Decision-Making Team	**URL** to project files, Works Cited and Release Form(s) in **one** combined PDF file.	**V14-TeamNumber.pdf**

For all team events, files only need to be uploaded once under the team captain's Member ID.

SLC and NLC 2024 COMPUTER SOFTWARE LIST

Provided at state and national level competitions.

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

Event	Software Packages
Administrative Support Team (255)	MS Office 2016 or higher (announced prior to SLC)
Advanced Desktop Publishing (405)	Adobe InDesign, Illustrator, Publisher (Member must provide their device (i.e., laptop) and Adobe software subscription)
Advanced Office Systems and Procedures (225)	MS Office 2016 or higher (announced prior to SLC)
Advanced Spreadsheet Applications (235)	MS Office 2016 or higher (announced prior to SLC)
Advanced Word Processing (210)	MS Office 2016 or higher (announced prior to SLC)
Basic Office Systems and Procedures (220)	MS Office 2016 or higher (announced prior to SLC)
Database Applications (240)	MS Office 2016 or higher (announced prior to SLC)
Fundamental Desktop Publishing (400)	Adobe InDesign, Illustrator, Publisher (Member must provide their device (i.e., laptop) and Adobe software subscription)
Fundamental Spreadsheet Applications (230)	MS Office 2016 or higher (announced prior to SLC)
Fundamental Word Processing (200)	MS Office 2016 or higher (announced prior to SLC)
Fundamentals of Web Design (415)	Notepad
Health Administration Procedures (250)	MS Office 2016 or higher (announced prior to SLC)
Integrated Office Applications (215)	MS Office 2016 or higher (announced prior to SLC)
Intermediate Word Processing (205)	MS Office 2016 or higher (announced prior to SLC)
Legal Office Procedures (245)	MS Office 2016 or higher (announced prior to SLC)

Check individual event guidelines for information regarding the use of members' own computers. Members 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 setup of equipment must be done solely by the member(s) and must take place within the time allotted for orientation/warm-up.

Business Professionals of America assumes no responsibility for hardware/software provided by the members. Members who experience failure problems with their equipment will *not* be rescheduled. Members 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 members.

NLC 2024 Required Industry Certification Alignments and Objectives

*The following industry certifications are required and provided (free of charge) for all competitors at the national level (**NOT STATE**) in each competition listed below. The certification test will count for up to 50 points (pass=50 points, fail= 0 points) of the final score for each of the aligned BPA competitive events.*

BPA Competitive Event Name	Industry Certification Offered by Certiport
Advanced Spreadsheet Applications (235)	Microsoft Office Specialist Excel 2019 Expert
Advanced Word Processing (210)	Microsoft Office Specialist Word 2019 Expert
*Computer Network Technology (300)	IT Specialist - Networking
*Computer Security (320)	IT Specialist - Network Security
*C# Programming (330)	IT Specialist - Software Development
Database Applications (240)	Microsoft Office Specialist Access 2019 Expert
*Device Configuration and Troubleshooting (305)	IT Specialist - Device Configuration and Management
Entrepreneurship (505)	Entrepreneurship and Small Business (ESB)
*Fundamentals of Web Design (415)	IT Specialist - HTML and CSS
Fundamental Spreadsheet Applications (230)	Microsoft Office Specialist Excel 2019 Associate
Integrated Office Applications (215)	Microsoft Office Specialist PowerPoint 2019 Associate
Intermediate Word Processing (205)	Microsoft Office Specialist Word 2019 Associate
Java Programming (340)	IT Specialist - Java
Python Programming (355)	IT Specialist - Python
SQL Database Fundamentals (345)	IT Specialist - Databases

BPA Competitive Event Name	Industry Certification Offered by TestOut
Linux Operating System Fundamentals (350)	TestOut Linux Pro

BPA Competitive Event Name	Industry Certification Offered by YouScience (Precision Exams)
Advanced Desktop Publishing (405)	Desktop Publishing II
Fundamental Desktop Publishing (400)	Desktop Publishing I
Fundamental Word Processing (200)	Word Processing

***Note:** Members who have certified in the aligned IT Specialist exam may choose from one of the following two options:

1. The member will be given the opportunity to take another certification exam within the event subject area in place of the previously passed exam. If the member passes their chosen exam, they will receive 50 points towards the final score of the BPA competitive event. If the member fails their chosen exam, they will receive zero (0) points towards the final score of the BPA competitive event.
2. The member may share their previously passed test scores with NLC staff. If this option is selected, the member will be required to log in to their Certiport account and share the previously earned score at the time of sign in at NLC.

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

Industry Certification Offered by Certiport at NLC ONLY	Certification Objectives
Microsoft Office Specialist Excel 2019 Expert	https://certiport.pearsonvue.com/fc/mos/od/365-2019/excel-expert
Microsoft Office Specialist Word 2019 Expert	https://certiport.pearsonvue.com/fc/mos/od/365-2019/word-expert
IT Specialist - Networking	https://certiport.pearsonvue.com/fc/ITS/networking
IT Specialist - Network Security	https://certiport.pearsonvue.com/fc/ITS/networksecurity
IT Specialist - Software Development	https://certiport.pearsonvue.com/fc/ITS/softwaredevelopment
Microsoft Office Specialist Access 2019 Expert	https://certiport.pearsonvue.com/fc/mos/od/365-2019/access-expert
IT Specialist - Device Configuration and Management	https://certiport.pearsonvue.com/fc/ITS/deviceconfig
Entrepreneurship and Small Business (ESB)	https://certiport.pearsonvue.com/fc/esb/objectives/overview/v2
IT Specialist - HTML and CSS	https://certiport.pearsonvue.com/fc/ITS/htmlcss
Microsoft Office Specialist Excel 2019 Associate	https://certiport.pearsonvue.com/fc/mos/od/365-2019/excel
Microsoft Office Specialist PowerPoint 2019 Associate	https://certiport.pearsonvue.com/fc/mos/od/365-2019/powerpoint
Microsoft Office Specialist Word 2019 Associate	https://certiport.pearsonvue.com/fc/mos/od/365-2019/word
IT Specialist - Java	https://certiport.pearsonvue.com/fc/ITS/java
IT Specialist - Python	https://certiport.pearsonvue.com/fc/ITS/python
IT Specialist - Databases	https://certiport.pearsonvue.com/fc/ITS/database

BPA Competitive Event Name	Industry Certification Offered by TestOut
Linux Pro Certification	https://w3.testout.com/objectives/linux-pro

BPA Competitive Event Name	Industry Certification Offered by YouScience (Precision Exams)
Fundamental Desktop Publishing	https://s3.amazonaws.com/pe-wp-media/wp-content/uploads/2020/08/30173328/ks_248.18.pdf
Advanced Desktop Publishing	https://s3.amazonaws.com/pe-wp-media/wp-content/uploads/2020/08/30173408/ks_249.18.pdf
Fundamental Word Processing	https://s3.amazonaws.com/pe-wp-media/wp-content/uploads/2020/08/30185226/ks_262.18.pdf

Parental Consent Form

IMPORTANT: Requirement for Certiport Exams

All competitors (regardless of age) will be required to submit a signed Parental Consent form which must be on file with the National Center in order for scores to be released to BPA at NLC. A reminder to submit the form will be included at the time of competition registration.

If there is no Parental Consent form on file with the National Center on or before the first day of NLC, member scores will *not* be released and students' overall scores will be drastically affected.

The Parental Consent form is located on the next page and can be obtained as a PDF file on the WSAP Download Center webpage. This form must be on file with National Center for all members competing at the National Leadership Conference in one of the Certiport certification aligned events.

CERTIPORT
A PEARSON VUE BUSINESS

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

Telephone: 1-888-999-9830
International: (801) 847-3100
www.certiport.com

Parent / Legal Guardian Consent Form

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

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

    A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and

    B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery and that these terms and conditions are legally binding.

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

    1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and

    2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com, including but not limited to, those provisions relating to matching privacy policies; and the collection, possession and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport candidate understand and agree to abide by these terms and conditions policies; and

    3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and

    4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.

    5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint, Excel, and Access at the BPA 2021 National Leadership Conference.

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

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

_____   _____
Name of Parent/Legal Guardian   Signature of Parent/Legal Guardian

                                        _____
                                        Date

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 28

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

Telephone: 1-888-999-9830
International: (801) 847-3100
www.certiport.com

Parent / Legal Guardian Consent Form

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

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

> A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and

> B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

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

> 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and

> 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com , including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and

> 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and

> 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.

> 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA National Leadership Conference.

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

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

_____   _____
NAME OF PARENT/LEGAL GUARDIAN   SIGNATURE OF PARENT/LEGAL GUARDIAN

                                                 _____
                                                 DATE

NLC 2024 RECOMMENDED (NOT REQUIRED) Industry Certifications

The following certification exams ARE NOT REQUIRED as part of any SLC or NLC WSAP Competitive Event. The table below highlights your opportunity to pass a RECOMMENDED Precision Exams Certification. These exams are NOT complimentary and require the purchase of one (1)-day or three (3)-day pass during the online National Conference Registration or on-site during the National Leadership Conference.

WSAP Competitive Event	Precision Exams Certification (Recommended)
(100) Fundamental Accounting	PE Accounting I
(110) Advanced Accounting	PE Accounting II
(145) Banking and Finance	PE Banking and Finance
(155) Economic Research Individual (160) Economic Research Team	PE Economics
(165) Personal Financial Management	PE Business Mathematics and Personal Finance
(215) Integrated Office Applications	PE Business Office Specialist
(265) Business Law and Ethics	PE Business Law
(300) Computer Network Technology	PE Network Fundamentals
(305) PC Servicing and Troubleshooting	PE Computer Maintenance and Repair
(330) C# Programming	PE Computer Programming II (C#)
(335) C++ Programming	PE Computer Programming II (C++)
(340) Java Programming	PE Computer Programming II (Java)
(410) Graphic Design Promotion	PE Design and Visual Communication
(420) Digital Media Production	PE Digital Media IB
(425) Computer Modeling	PE 3D Graphics
(430) Video Production Team	PE Video Production I
(435) Website Design Team	PE Business Web Page Design
(440) Computer Animation Team	PE Animation
(445) Broadcast News Production Team	PE Television Production I
(505) Entrepreneurship	PE Entrepreneurship
(510) Small Business Management Team	PE Business Management
(515) Interview Skills (520) Advanced Interview Skills	PE Preparing for College and Career
(525) Extemporaneous Speech (545) Prepared Speech (555) Presentation Individual (560) Presentation Team	PE Business Communication I
(610) Health Administration Procedures	PE Medical Assistant: Medical Office Management

ALPHABETICAL LISTING OF WORKPLACE SKILLS ASSESSMENTS

2D Animation Team - Pilot (V11)
Administrative Support Concepts - Open Event (290)
Administrative Support Research Project (260)
Administrative Support Team (255)
Advanced Accounting (110)
Advanced Desktop Publishing (405)
Advanced Interview Skills (520)
Advanced Office Systems and Procedures (225)
Advanced Spreadsheet Applications (235)
Advanced Word Processing (210)
Banking and Finance (145)
Basic Office Systems and Procedures (220)
Broadcast News Production Team (445)
Business Law and Ethics (265)
C++ Programming (335)
C# Programming (330)
Computer Animation Team (440)
Computer Modeling (425)
Computer Network Technology (300)
Computer Programming Concepts - Open Event (390)
Computer Security (320)
Cybersecurity/Digital Forensics (V07)
Database Applications (240)
Device Configuration and Troubleshooting (305)
Digital Communication and Design Concepts - Open Event (490)
Digital Marketing Concepts - Open Event (594)
Digital Media Production (420)
Economic Research Individual (155)
Economic Research Team (160)
Entrepreneurship (505)
Esports Team – Pilot (V13)
Ethical Leadership & Decision-Making Team - Pilot (V14)
Ethics and Professionalism (540)
Extemporaneous Speech (525)
Financial Analyst Team (150)
Financial Math and Analysis Concepts - Open Event (190)
Financial Portfolio Management Team (V09)
Fundamental Accounting (100)
Fundamental Desktop Publishing (400)
Fundamental Spreadsheet Applications (230)
Fundamental Word Processing (200)
Fundamentals of Web Design (415)
Global Marketing Team (500)
Graphic Design Promotion (410)

Health Administration Concepts - Open Event (690)
Health Administration Procedures (610)
Health Insurance and Medical Billing (605)
Health Research Presentation (615)
Human Resource Management (535)
Information Technology Concepts - Open Event (391)
Integrated Office Applications (215)
Intermediate Word Processing (205)
Interview Skills (515)
Java Programming (340)
Legal Office Procedures (245)
Linux Operating System Fundamentals (350)
Management, Marketing, and Human Resources Concepts - Open Event (591)
Medical Coding (600)
Meeting and Event Planning Concepts - Open Event (590)
Mobile Applications (V05)
Network Administration Using Cisco® (315)
Network Design Team (325)
Parliamentary Procedure Concepts - Open Event (592)
Parliamentary Procedure Team (550)
Payroll Accounting (125)
Personal Financial Management (165)
Podcast Production Team (450)
Prepared Speech (545)
Presentation Individual (555)
Presentation Team (560)
Promotional Photography (V06)
Python Programming (355)
Server Administration Using Microsoft® (310)
Small Business Management Team (510)
Social Media Campaign Team - Pilot (V12)
Software Engineering Team (V03)
SQL Database Fundamentals (345)
Start-up Enterprise Team (V08)
User Experience Design Team (455)
Video Production Team (430)
Virtual Branding Team (V10)
Virtual Multimedia and Promotion Ind. (V01)
Virtual Multimedia and Promotion Team (V02)
Visual Design Team - Pilot (460)
Web Application Team (V04)
Website Design Team (435)

NATIONAL VIRTUAL EVENT GUIDELINES

These events are offered only at the national level. All members may register and submit entries. There are no limits. Top ten (10) winners will be decided for each division for each competition. The following policy will be used for all virtual (V01 - V14) competitive events.

Virtual Competition Round One - Technical Scoring

Based upon the number of final submissions in each of the virtual event contests, the competitors will be randomly assigned into sections. Within each section, all competitors will be judged using the technical rubric in the individual WSAP contest guidelines. Upon completion of the technical judging, the number of competitors that will advance to the presentation round will be determined by the number of sections.

The number of competitors that will advance to the presentation round will *not* exceed 20 competitors.
- 5 Sections - Top 4 from each section advance to the presentation round
- 4 Sections - Top 5 from each section advance to the presentation round
- 3 Sections - Top 6 from each section advance to the presentation round
- 2 Sections - Top 10 from each section advance to the presentation round

Virtual Competition Round Two - Presentation Scoring

During the presentation round, the competitors (not to exceed 20) will create a presentation following the individual competition guidelines. The combined scores (Round One - Technical and Round Two - Presentation) will determine the top ten (10) competitors that will be invited to NLC.

Top 10 Score Rankings

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

During the National Leadership Conference (NLC)

The top ten (10) competitors from each division in each of the Virtual Events from each division are invited to participate in the BPA National Showcase and the BPA National Showcase Business Panel. During the National Leadership Conference (NLC), the top ten (10) competitors are invited to compete for the National Showcase Best in Show Award in each competition. See the National BPA WSAP guidelines for details on these virtual events.

(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

(V07)   Cybersecurity/Digital Forensics

(V08)   Start-up Enterprise Team

(V09)   Financial Portfolio Management Team

(V10)   Virtual Branding Team

(V11)   2D Animation Team - Pilot

(V12)   Social Media Marketing Campaign Team - Pilot

(V13)   Esports Team

(V14)   Ethical Leadership & Decision Making Team

FINANCE EVENTS

(100)   Fundamental Accounting (S)

(105)   College Accounting (PS)

(110)   Advanced Accounting (S)

(115)   Advanced College Accounting (PS)

(125)   Payroll Accounting (S|PS)

(135)   Managerial Accounting (PS)

(145)   Banking and Finance (S|PS)

(150)   Financial Analyst Team (S|PS)

(155)   Economic Research Individual (S)

(160)   Economic Research Team (S)

(165)   Personal Financial Management (S|PS)

(190)   Financial Math and Analysis Concepts — Open Event (S|PS)

(100) Fundamental Accounting (S)

Description
Assessment of entry-level accounting principles. Members analyze, journalize, post transactions, and prepare financial reports/statements.

Eligibility
Limited to secondary division student members who have not completed their first year of accounting. Member may not enter Fundamental Accounting and Advanced Accounting in the same year. This event may *not* be repeated.

Member must supply
Sharpened No. 2 pencils, pens, ruler
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

---

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Complete and explain the purpose of the various steps in the accounting cycle
- Demonstrate an understanding of the fundamental accounting equation
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Define accounting terms and concepts, and explain the purpose of the accounting system
- Analyze transactions affecting assets, liabilities, owner's equity, revenues, and expenses
- Analyze a chart of accounts using proper numerical sequencing
- Record transactions in general journals
- Describe forms used to open and use a checking account
- Reconcile a bank statement
- Journalize and post entries relating to bank service charges
- Open and replenish a petty cash fund and journalize transactions
- Analyze accruals and deferrals
- Prepare a trial balance
- Prepare and analyze financial statements and reports
- Update accounts through adjusting and closing entries
- Differentiate between forms of business ownership
- Differentiate between a service and a merchandising business
- Analyze transactions relating to the purchase and sale of merchandise
- Analyze uncollectible accounts
- Depreciate plant assets
- Record transactions in special journals
- Post from journals to general and subsidiary ledgers
- Prepare schedules for subsidiary ledgers
- Prepare a post-closing trial balance
- Find and correct errors
- Demonstrate periodic inventory and cost of goods sold calculations

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(105) College Accounting (PS)

Description
Assessment of entry-level accounting principles. Members analyze, journalize, post transactions, and prepare financial reports/statements.

Eligibility
Any postsecondary division student member may enter this event. Member may *not* enter College Accounting and Advanced College Accounting in the same year. This event may *not* be repeated.

Member must supply
Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.

Published and/or unpublished non-electronic written reference materials

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

Competencies

- Differentiate between forms of business ownership
- 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
- Define accounting terms and concepts, and explain the purpose of the accounting system
- Demonstrate an understanding of the accounting equation
- Analyze transactions affecting assets, liabilities, owner's equity, revenues, expenses, and dividends
- Record transactions in general journals
- Post from journals to general and subsidiary ledgers
- Prepare a trial balance
- Calculate depreciation using straight-line, units-of-production, and double-declining balance methods
- Calculate and record end-of-period adjustments
- Prepare inventory records using perpetual FIFO, LIFO, and Weighted-Average methods
- Analyze transactions relating to the purchase and sale of merchandise
- Determine and record uncollectible accounts receivable
- Determine interest and maturity value of a promissory note
- Prepare, interpret, and analyze financial statements and reports for service and merchandising businesses
- Journalize closing entries
- Prepare a post-closing trial balance
- Calculate and interpret financial ratios

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation

No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)

No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(110) Advanced Accounting (S)

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

Eligibility
Any secondary division student member may enter this event. Member may *not* enter Fundamental Accounting and Advanced Accounting in the same year.

Member must supply
Sharpened No. 2 pencils, pens, ruler
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.

Competencies

- Complete and explain the purpose of the accounting cycle
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Apply accounting concepts for service and merchandising organizations
- Apply accounting concepts for sole proprietorships, partnerships, and corporations
- Classify assets and liabilities
- Analyze and record business transactions
- Determine and record uncollectible accounts receivable, using income statement and balance sheet methods
- Determine interest and maturity value of promissory notes and bonds
- Determine inventory valuations using FIFO, LIFO, and weighted-average methods
- Record adjusting and closing entries
- Analyze and record equity transactions for various forms of business ownership
- Prepare, interpret, and analyze financial statements for service and merchandising businesses

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(115) Advanced College Accounting (PS)

Description
Interpret and analyze sole proprietorships, partnerships, and corporate financial accounting data.

Eligibility
Any postsecondary division student member may enter this event. Member may *not* enter College Accounting and Advanced College Accounting in the same year.

Member must supply
Sharpened No. 2 pencils, pens, ruler
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator
    Guidelines. Members 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. <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 for service and merchandising businesses
- Determine and record uncollectible accounts receivable
- Calculate periodic and perpetual inventories using common methods
- Record adjusting entries for accruals, depreciation, and pre-paids (deferrals)
- Disposal of fixed assets and the systematic depreciation, depletion, and amortization of long-term assets.

- Analyze and record equity transactions for various forms of business ownership and record
- Generate interim and end-of-period financial statements, reports, and schedules
- Analyze financial statements through ratio and other measurement procedures
- Apply accounting concepts for sole proprietorships, partnerships, and corporations
- Determine interest and maturity value of long-term liabilities
- Record purchases and sales of merchandise under the gross and net methods

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 38

Entries
Each chapter is allowed five (5) entries
(125) Payroll Accounting (S|PS)

Description
Process payroll data using manual payroll procedures. Members 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 or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens, ruler
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.

Competencies
- Apply generally accepted accounting principles (GAAP)
- 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
- Create and maintain employee earnings records
- Calculate hourly, piece rate, salaried, commission, and salary/commission earnings
- Calculate employer's payroll taxes as well as other employee benefits paid by the employer
- Prepare federal payroll reports
- Identify laws and regulations relating to payroll procedures
- Record in a journal and post transactions associated with payroll activities
- Create and maintain employee earnings records
- Generate payroll checks, prepare payroll tax deposits, and complete a payroll register
- Analyze IRS tax forms

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(135) Managerial Accounting (PS)

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

Eligibility
Any post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens, ruler
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

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

Competencies

- Differentiate between managerial and financial accounting
- Define materials, factory labor, and factory overhead costs
- Prepare entries for Job Order and Process Costing Systems
- Calculate partially completed units under the Weighted Average method
- Understand and apply lean manufacturing concepts
- Calculate product cost using activity-based costing
- Prepare a Production Cost Report
- Classify costs by behavior
- Calculate break-even and target profit
- Prepare a variable costing Income Statement

- Prepare an Absorption Costing Income Statement
- Describe and prepare the basic types of budgets
- Describe standard costing and variances
- Calculate price, labor, and overhead variances
- Describe responsibility accounting
- Use differential analysis for making decisions
- Determine selling price, total cost, and product cost using variable cost concepts
- Explain capital investment analysis
- Apply methods for allocating overhead

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(145) Banking and Finance (S|PS)

Description
Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the member's knowledge of bank operations, bank services, loans, credit administration, and customer service.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens, ruler
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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
- 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
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(150) Financial Analyst Team (S|PS)

Description

The team will use analytical and problem-solving skills to make recommendations regarding 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 secondary or post-secondary division student member may enter this team event. A team will consist of 2-4 members. At least one (1) member should have an accounting background. Members participating in state and 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 to be ranked.

Team must supply

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

- Graphs (optional)
- Easel (optional)
- Poster board and/or flipcharts and markers (optional)
- Published and/or unpublished non-electronic written reference materials (optional – in prep room ONLY)

Business Professionals of America assumes no responsibility for hardware/software provided by the team.

Props and visual aids are allowed in this 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 generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Prepare, interpret, and analyze financial statements for service, merchandising, and manufacturing businesses
- Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decisions.
- Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit

- Communicate in a clear, courteous, concise, and professional manner
- Analyze comparative financial statements using ratio analysis
- Prepare and analyze budgets
- Perform short- and long-term forecasting
- Identify risks that affect business decisions
- Analyze and interpret financial data using common statistical procedures
- Enter and edit data using spreadsheet software
- 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 https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- No materials other than the required submission may be left with judges.

- Team will present before a panel of judges and timekeeper. No audience will be allowed.
- No advisor contact will be allowed between the time of receiving the topic and the delivery of the presentation.
- Cell phones may *not* be used in the preparation room.

Initial Case Study Topic:

Aidan's life dream is to open a sandwich shop. Aidan loves sandwiches and loves serving people, so this seems like a great fit. Aidan has taken some business classes at his local community college, so he thinks he has a good idea on how to run the business. But to increase his chances of long-term success he is seeking your help before getting started.

Aidan has found a small location (1200 square feet) in Columbus, Ohio that he can rent for $7500 per month. He would still need to setup his company, buy the equipment, advertise, set the menu, find suppliers, and hire help.

Alternatively, Aidan is wondering about the possibility of investing in a franchise, but when he did an internet search they look expensive and he's not really sure how they work. He is concerned about the startup costs as well as any share of profits the franchisor might require. Aidan is also worried because he's heard that he will have less freedom with menu items and general decision making if he chooses a franchise.

Requirements:
Explain to Aidan the advantages and disadvantages of a franchise.
Prepare a pro forma analysis of the profitability of the two options Aidan is considering.
What other costs/issues should Aidan consider?
Make a recommendation as to how Aidan should proceed

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 setup 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	**Entries**
Case problem	Each chapter is allowed three (3) entries

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. **Published and/or unpublished non-electronic written reference materials are optional but allowed in the prep room ONLY**. Carry-in and setup 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 setup of equipment must be done solely by the team and take place within the time allotted.

(150) Financial Analyst Team (S|PS)

Judge Number _____   **Team Number** _____

<u>Presentation Scoring Rubric</u>

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	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes				5	
Presentation lasted no longer than ten (10) minutes				5	
At least two original registered team members in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (160 points maximum)					

TOTAL MAXIMUM POINTS = 160

PRESENTATION WILL BE STOPPED AT TEN MINUTES

(155) Economic Research Individual (S)

Description
One economic research topic is selected by the National Center and provided at the beginning of the school year. The member 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 secondary division student member may enter this event. Each member may submit only one (1) research paper. Members participating in state and national level competition must be registered for the event prior to submission deadline for technical judging. Members must participate in both parts of the competition to be ranked.

Topic
Is Ticketmaster a Monopoly? Is this a case for government regulation, why or why not?
In your response, consider the following:
- Anti-trust regulations
- Consumer implications
- Effect on the ticket sale industry
- Market competition and pricing
- Secondary markets
- Technological innovations

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

Member must supply
One envelope containing the materials as listed in the specifications section
Notes or note cards for oral presentation (optional)
External speakers (optional)
Projection system (optional)
Digital presentation tools (device and software) (optional)
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Members must bring all supporting devices (e.g., extension cords, power supply, etc.)
Carry-in and setup of equipment must be done solely by the member and must take place within the time allotted

---

Business Professionals of America assumes no responsibility for hardware/software provided by the team.

Props and visual aids are NOT allowed in this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Demonstrate knowledge and understanding of basic economic concepts by exploring and analyzing global and domestic economic issues
- Evaluate research and communicate findings both orally and in writing
- Explore basic economic concepts that affect the workplace
- Identify economic systems
- Explain how economic growth can be promoted and measured
- Conduct research using various resources and methods
- Analyze economic issues

Specifications
- This is a pre-submitted event. See instructions for submissions.
- **Submit the research paper and Works Cited in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- Member ID will be required for all submissions.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- Materials from non-registered members, those missing Member ID, 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: Member ID Number (Sender's ID Number - XXXXXXXX), 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 (7) 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 member's own research, writing, and original thinking.
- Member may use one laptop/notebook computer and projection equipment for presentation. Those who want to use computer/projection equipment for presentation *must* provide their own equipment.
- The research paper 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 follow(s) the *Style & Reference Manual* format.
- One (1) copy of the completed research paper and Works Cited must be submitted at the time of the presentation at SLC.
- 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 https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

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 the national level

Entries
Each chapter is allowed three (3) entries

(155) Economic Research Individual (S)

Judge Number _____   **Member ID** _____

Technical Scoring Rubric

Member 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:		
Member followed topic	☐ Yes	☐ No (*Disqualification*)

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format. • Research Paper with Works Cited - PDF format ***All points or none are awarded by the technical judge.***				10	
Document Formatting Word-processed research paper followed the *Style & Reference Manual*				20	
Word-processed Works Cited page followed the *Style & Reference Manual*				20	
Introduction/Summary Logical analysis, evidence to support conclusions, compelling summary	1-5	6-10	11-15	16-20	
Comprehension of Topic Demonstrates understanding of subject matter	1-5	6-10	11-15	16-20	
Organization and Expansion of Ideas Logical analysis, evidence to support conclusions	1-5	6-10	11-15	16-20	
Creativity Diverse resources, creative angle on the issue, originality	1-5	6-10	11-15	16-20	
Writing Skills/Mechanics Correct grammar, spelling, punctuation, concise language, sentence structure	1-5	6-10	11-15	16-20	
Overall Effectiveness of Analysis	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (170 points maximum)					

(155) Economic Research Individual (S)

Judge Number _____   **Member ID** _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening: Gain attention, states purpose, preview main ideas	1-2	3-5	6-8	9-10	
Content of presentation: Material included is relevant and supports main ideas; content is logically presented	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: Accuracy of information, creativity of solution	1-5	6-10	11-15	16-20	
Summary: Restatement of purpose and review of main points	1-2	3-5	6-8	9-10	
Answers to judges' questions: answers are accurate and complete	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes				5	
Presentation lasted no longer than seven (7) minutes				5	
Documentation submitted at time of check-in: Research Paper (1 copy) and Works Cited (1 copy) ***Must have copies for SLC presentation***				10	
TOTAL PRESENTATION POINTS 120 points maximum)					

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

TOTAL MAXIMUM POINTS = 290

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

(160) Economic Research Team (S)

Description
One economic research topic is selected by the National Center and provided at the beginning of the school year. The team will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

Eligibility
Any secondary division student member may enter this team event. A team will consist of 2-4 members. Each team may submit only one (1) research paper. Members participating in state and 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 to be ranked.

Topic
Investigate the changing nature of the traditional stock markets (New York Stock Exchange/ NASDAQ/American Stock Exchange) to discuss the evolving nature of investing in the digital age. What are the costs and benefits for consumers and producers? In your response, consider the following:
- Digital currencies
- Disruptions to market practices (example - 2021 GameStop stock frenzy)
- Long-run implications to traditional stock markets
- Market access
- Market volatility/risk-return
- Regulatory implications
- US economy's impact on stock prices

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

Team must supply
One envelope containing the materials as listed in the specifications section
Notes or note cards for oral presentation (optional)
External speakers (optional)
Projection system (optional)
Digital presentation tools (device and software) (optional)
No Internet access will be provided on-site at SLC; however, members may provide their own access to
    be used only for their presentation to the judges
Members must bring all supporting devices (e.g., extension cords, power supply, etc.)
Carry-in and setup of equipment must be done solely by the member and must take place within the time
    allotted

Business Professionals of America assumes no responsibility for hardware/software provided by the team.

Props and visual aids are NOT allowed in this 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>.

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 50

Competencies

- Demonstrate knowledge and understanding of basic economic concepts by exploring and analyzing global and domestic economic issues
- Evaluate, research, and communicate findings, both orally and in writing
- Explore basic economic concepts that affect the workplace
- Identify economic systems
- Explain how economic growth can be promoted and measured
- Conduct research using various resources and methods
- Analyze economic issues

Specifications

- This is a pre-submitted event. See instructions for submissions.
- **Submit the research paper and Works Cited in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- 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.
- Only one (1) team member should complete the submission.
- Materials from non-registered members, 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: Member ID Number (Only one Sender's ID - XXXXXXXX), 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 (7) pages; however, any graphs, tables, or charts included will be included in the seven-page limit. Judges will *not* read additional pages beyond the seven (7) allowed pages.
- Each research paper must reflect the team's own research, writing, and original thinking.
- Team may use one laptop/notebook computer and projection equipment for presentation. Those who want to use computer/projection equipment for presentation must provide their own equipment.
- The research paper 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 follow(s) the *Style & Reference Manual* format.
- One (1) copy of the completed research paper and Works Cited must be submitted at the time of presentation at SLC.
- 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 https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

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 the national level

Entries
Each chapter is allowed three (3) entries

(160) Economic Research Team (S)

Judge Number _____   **Team Number** _____

<u>Technical Scoring Rubric</u>

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. ● Research Paper with Works Cited - PDF format ***All points or none are awarded by the technical judge.***				10	
Document Formatting Word-processed research paper followed the *Style & Reference Manual*				20	
Word-processed Works Cited page followed the *Style & Reference Manual*				20	
Introduction/Summary Logical analysis, evidence to support conclusions, compelling summary	1-5	6-10	11-15	16-20	
Comprehension of Topic Demonstrates understanding of subject matter	1-5	6-10	11-15	16-20	
Organization and Expansion of Ideas Logical analysis, evidence to support conclusions	1-5	6-10	11-15	16-20	
Creativity Diverse resources, creative angle on the issue, originality	1-5	6-10	11-15	16-20	
Writing Skills/Mechanics Correct grammar, spelling, punctuation, concise language, sentence structure	1-5	6-10	11-15	16-20	
Overall Effectiveness of Analysis	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (170 points maximum)					

(160) Economic Research Team (S)

Judge Number _____   **Team Number** _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening: Gain attention, states purpose, preview main ideas	1-2	3-5	6-8	9-10	
Content of presentation: Material included is relevant and supports main ideas; content is logically presented	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: Accuracy of information, creativity of solution	1-5	6-10	11-15	16-20	
Summary: Restatement of purpose and review of main points	1-2	3-5	6-8	9-10	
Answers to judges' questions: answers are accurate and complete	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes			5		
Presentation lasted no longer than seven (7) minutes			5		
Documentation submitted at time of check-in: Research Paper (1 copy) and Works Cited (1 copy) *Must have copies for SLC presentation*			10		
At least two original team members in attendance at time of presentation			10		
TOTAL PRESENTATION POINTS (130 points maximum)					

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

TOTAL MAXIMUM POINTS = 300

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

(165) Personal Financial Management (S|PS)

Description

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

Eligibility

Any secondary or post-secondary division student member may enter this event.

Member must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic *devices will* be monitored according to ACT standards. See Calculator Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.

Competencies

- Identify government agencies charged with regulating financial institutions and investments and explain their role in doing so
- Identify the terms, cost, 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 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 (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)

No more than ten (10) minutes wrap-up

Entries

Each chapter is allowed five (5) entries

(190) Financial Math *and* Analysis Concepts - Open Event (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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, and solve related problems
- Apply mathematical reasoning skills to consumer and business problems
- Read and interpret graphs and charts to solve problems
- Perform financial computations related to payroll, interest, and invoicing
- 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 the time value of money problems
- Perform computations related to depreciation and inventories

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.).
Reference materials are NOT allowed.

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

Entries
Unlimited

BUSINESS ADMINISTRATION EVENTS

(200)   Fundamental Word Processing (S|PS)

(205)   Intermediate Word Processing (S|PS)

(210)   Advanced Word Processing (S|PS)

(215)   Integrated Office Applications (S|PS)

(220)   Basic Office Systems and Procedures (S|PS)

(225)   Advanced Office Systems and Procedures (S|PS)

(230)   Fundamental Spreadsheet Applications (S|PS)

(235)   Advanced Spreadsheet Applications (S|PS)

(240)   Database Applications (S|PS)

(245)   Legal Office Procedures (S|PS)

(255)   Administrative Support Team (S|PS)

(260)   Administrative Support Research Project (S)

(265)   Business Law and Ethics (S|PS)

(290)   Administrative Support Concepts — Open (S|PS)

(200) Fundamental Word Processing (S|PS)

Description
Evaluate entry-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 members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be Word Processing and upon passing the exam, members will be awarded 50 points to their final score. For more information on the exam, visit: https://resources.youscience.com/exam-catalog

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

Post-secondary division student members who have completed one semester (or less) of 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 Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing.

Members may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

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 formatting skills to produce business documents
- Demonstrate basic knowledge of word processing software functions
- Format 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)

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test.

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

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC
30 minutes utilized for online objective test
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(205) Intermediate Word Processing (S|PS)

Description
Evaluate intermediate 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 members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Word 2019 Associate and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division student member may enter this event. This event may *not* be repeated or entered by a student member who has previously competed in Advanced Word Processing.

Members may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Apply intermediate-level word processing skills to produce business documents
- Apply company guidelines according to the *Style & Reference Manual*
- Demonstrate basic knowledge of word processing software functions, including formatting and entering text in columns
- Create and format tables
- 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)

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test.

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

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC
30 minutes utilized for online objective test
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(210) Advanced Word Processing (S|PS)

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 members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Word 2019 Expert and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility

Any secondary or post-secondary division student member may enter this event. 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.

Member must supply

Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

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 word processing skills to produce business documents
- Demonstrate comprehensive knowledge of word processing software functions
- Apply company guidelines instead of default setting according to the *Style & Reference Manual*
- Format 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 enter 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)

Method of evaluation

Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test.

Equipment/supplies provided

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

Length of event

No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC
30 minutes utilized for online objective test
No more than ten (10) minutes wrap-up

Entries

Each chapter is allowed five (5) entries

(215) Integrated Office Applications (S|PS)

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 members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS PowerPoint 2019 Associate and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified.*
Published and/or unpublished non-electronic written reference materials

> **Business Professionals of America assumes no responsibility for hardware/software provided by the member.**
>
> **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 to produce business documents
- 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

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test.

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

Length of event
No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC
30 minutes utilized for online objective test
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(220) Basic Office Systems and Procedures (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event. Members may *not* compete in Basic Office Systems and Procedures and Advanced Office Systems and Procedures in the same year. A student member who has previously competed in Advanced Office Systems and Procedures may *not* enter this event. This event may *not* be repeated.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Demonstrate knowledge of office procedures, records and file management, and office technologies
- Apply technical skills to manage information and produce business documents
- Proofread using edited copy
- Prepare written telephone messages
- Monitor and respond to electronic mail
- 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

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test.

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

Length of event
No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC
30 minutes utilized for online objective test
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(225) Advanced Office Systems and Procedures (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event. Student members may *not* compete in Basic Office Systems and Procedures and Advanced Office Systems and Procedures in the same year. Members may *not* compete in Basic Office Systems and Procedures after competing in the Advanced Office Systems and Procedures event. This event may be repeated.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

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

Competencies
- Apply technical skills to manage information and produce business documents
- Identify functions of the office manager in coordinating administrative support staff
- Demonstrate knowledge of administrative procedures, records and file management, and office technologies
- Demonstrate ability to organize and prioritize
- Compose business correspondence
- Create advanced-level office documents that can include mail merge, tables, database items, and professional-quality PowerPoint presentations.
- Proofread using edited copy
- Schedule administrative support staff and organize workload distribution
- Prepare travel expense reports and coordinate travel for supervisors
- Plan meetings and events

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test.

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

Length of event
No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC
30 minutes utilized for online objective test
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(230) Fundamental Spreadsheet Applications (S|PS)

Description
Create and design spreadsheet applications that include variables, reports, and formats. Members enter and format data, enter and copy formulas, and print full documents or cell contents. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Excel 2019 Associate and upon passing the exam, members will be awarded 50 points to their 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. Members 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.

Eligibility
Any secondary or post-secondary division student member may enter this event. Members may *not* enter Fundamental Spreadsheet Applications and Advanced Spreadsheet Applications in the same year. This event may *not* be repeated.

Member must supply
Sharpened No. 2 pencils, pens, ruler
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Create and format worksheets and workbooks
- Analyze, format, enter, and edit data in cells, worksheets, and workbooks
- Utilize cell references including Mixed, Absolute, and Relative, as well as references to other sheets in the same workbook
- Analyze, create, and modify charts from data
- Create formulas and functions appropriate for the task at hand
- Use styles and data validation
- Use outline for groups and subtotals
- Display formulas
- Modify print options

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test.

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

Length of event
No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC
30 minutes utilized for online objective test
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(235) Advanced Spreadsheet Applications (S|PS)

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 members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Excel 2019 Expert and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division student member may enter this event. A member may *not* compete in both Fundamental Spreadsheet Applications and Advanced Spreadsheet Applications in the same year. This event may be repeated.

Member must supply
Sharpened No. 2 pencils, pens, ruler
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Import and export data
- Format, manage, and customize Excel workbooks
- Define and work with ranges
- Create and use macros
- Audit worksheets
- Summarize data
- Demonstrate an understanding of workgroup collaboration
- Utilize formula auditors
- Utilize advanced charting and formula creation
- Create advanced formulas and use advanced functions
- Create, modify, format, and configure tables
- Develop Pivot Tables to organize data

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test.

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

Length of event
No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC
30 minutes utilized for online objective test
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(240) Database Applications (S|PS)

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 members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Access 2019 Expert and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

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 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
- Demonstrate the ability to import and export data in various formats
- Use formulas in fields to develop information from other fields
- Build and produce formatted reports that include group totals, report totals, and generated columns (data derived from other fields in the report)
- Analyze data in reports

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024   @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test.

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

Length of event
No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC
30 minutes utilized for online objective test
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(245) Legal Office Procedures (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Demonstrate knowledge of the basic terminology and office procedures needed to work effectively in a legal environment
- Apply technical skills to produce a variety of office/legal documents
- 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 affidavits, interrogatories, final judgement, and power of attorney
- 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

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)

Application Test (top 20 based on Objective Test scores)

Reference materials are allowed for both the objective and application test.

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

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC
30 minutes utilized for online objective test
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(255) Administrative Support Team (S|PS)
Dedicated to the memory of Deborah Paul

Description
The team will function as an office staff to manage information and product a variety of business documents.

Eligibility
Any secondary or post-secondary division 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 Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

> **Business Professionals of America assumes no responsibility for hardware/software provided by the member.**
>
> **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
- Demonstrate in all jobs the style standard set forth by the *Style & Reference Manual*
- Use word processing software to key and compose business correspondence
- Use database management software
- Use spreadsheet software
- Use presentation software
- Use desktop publishing software to create promotional materials
- 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

Method of evaluation
Application - *Reference materials are allowed.*

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)

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 chapter is allowed one (1) entry

(260) Administrative Support Research Project (S)

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

Topic
Examine how technology has altered the skill set required for administrative support professionals. Identify new competencies that have become essential, such as proficiency in specific software applications, data analysis, digital communication etiquette, and adaptability to evolving technology.

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

Member must supply
One envelope containing the materials as listed in the specifications section
Notes or note cards for oral presentation (optional)
External speakers (optional)
Projection system (optional)
Digital presentation tools (device and software) (optional)
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Members must bring all supporting devices (e.g., extension cords, power supply, etc.)
Carry-in and setup of equipment must be done solely by the member and must take place within the time allotted

> **Business Professionals of America assumes no responsibility for hardware/software provided by the member.**
>
> **Props are NOT allowed in this competition.**
>
> **No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.**
>
> **No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

Competencies
- Demonstrate knowledge and understanding of basic administrative support concepts by exploring and analyzing related issues
- Conduct research using various resources and methods
- 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
- 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.
- **Submit the research paper and Works Cited in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- Member ID will be required for all submissions.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *will not* be accepted.
- Materials from non-registered members, those missing Member ID 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: Member ID Number (Sender's ID Number - XXXXXXXX), 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 member's own research, writing, and original thinking.
- Member may use one laptop/notebook computer and projection equipment for presentation. Those who want to use computer/projection equipment for presentation *must* provide their own equipment.
- The research paper 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 and Reference Manual](#)* format.
- One (1) copy of the completed research paper and Works Cited must be submitted at the time of the presentation at SLC.
- 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 https://www.copyright.gov/title17/title17.pdf. The *[Style & Reference Manual](#)* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes setup time
No more than seven (7) minutes presentation time
No more than five (5) minutes of judges' questions
Finals may be included at the national level

Entries
Each chapter is allowed three (3) entries

(260) Administrative Support Research Project (S)

Judge Number _____   **Member ID** _____

Technical Scoring Rubric

Member 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:		
Member followed topic	☐ Yes	☐ No (*Disqualification*)

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format. • Research Paper with Works Cited - PDF format *All points or none are awarded by the technical judge.*				10	
Document Formatting Word-processed research paper followed the *Style & Reference Manual*				20	
Word-processed Works Cited page followed the *Style & Reference Manual*				20	
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 (150 points maximum)					

(260) Administrative Support Research Project (S)

Judge Number _____   **Member ID** _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening: Gain attention, states purpose, preview main ideas	1-2	3-5	6-8	9-10	
Content of presentation: material included is relevant and supports main ideas; content is logically presented	1-5	6-10	11-15	16-20	
Effectiveness of presentation: Voice projection, transitions, flow, stage presence, eye contact, etc.	1-5	6-10	11-15	16-20	
Quality of problem solution: accuracy of information, creativity of solution	1-5	6-10	11-15	16-20	
Summary: restatement of purpose and review of main points	1-2	3-5	6-8	9-10	
Answers to judges' questions: answers are accurate and complete	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes				5	
Presentation lasted no longer than seven (7) minutes				5	
Documentation submitted at time of check-in: Research Paper (1 copy) and Works Cited (1 copy) *Must have copies for SLC presentation*				10	
TOTAL PRESENTATION POINTS (120 points maximum)					

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

TOTAL MAXIMUM POINTS = 270

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

(265) Business Law and Ethics (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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
- Deal effectively with a diverse workforce
- Understand yourself and the implications of interactions with others
- Demonstrates sound judgment to meet or exceed workplace guidelines, standards, and expectations in a business setting

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are allowed for the objective test

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

Entries
Each chapter is allowed five (5) entries

(290) Administrative Support Concepts - Open Event (S|PS)

Description
Evaluate knowledge of basic administrative support concepts.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.

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 (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Unlimited

MANAGEMENT INFORMATION SYSTEMS EVENTS

(300)   Computer Network Technology (S|PS)

(305)   Device Configuration and Troubleshooting (S|PS)

(310)   Server Administration Using Microsoft® (S|PS)

(315)   Network Administration Using Cisco® (S|PS)

(320)   Computer Security (S|PS)

(325)   Network Design Team (S|PS)

(330)   C# Programming (S|PS)

(335)   C++ Programming (S|PS)

(340)   Java Programming (S|PS)

(345)   SQL Database Fundamentals (S|PS)

(350)   Linux Operating System Fundamentals (S|PS)

(355)   Python Programming - Pilot (S|PS)

(390)   Computer Programming Concepts - Open (S|PS)

(391)   Information Technology Concepts - Open (S|PS)

(300) Computer Network Technology (S|PS)

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 members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be IT Specialist Networking and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.

Competencies
- Demonstrate knowledge of OSI and TCP/IP subnetting and routing
- Demonstrate knowledge of IPv4, IPv6
- Demonstrate knowledge of network adapters, network cabling, switches and routers, proxies, and firewalls
- Demonstrate knowledge of network connectivity, troubleshooting, protocols, and administrative utilities
- Demonstrate knowledge of DNS
- Demonstrate knowledge of Cloud and Virtualization
- Demonstrate knowledge of WINS, DHCP
- Demonstrate knowledge of remote access protocols
- Demonstrate knowledge of network operating systems and clients
- Demonstrate knowledge of directory services
- Demonstrate knowledge of home wireless technologies

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Application)
Application Test (top 12 will advance to the hands-on portion at the state level)
All required items and materials to complete the application portion will be provided at SLC.
Reference materials are allowed for both the objective test and the application test.
At the state and national level, scores from the objective test do *not* advance with member to application finals. Final contest score is based solely on hands-on component.

Length of event
No more than sixty (60) minutes testing time
No more than sixty (60) minutes for hands-on application tasks

Entries
Each chapter is allowed five (5) entries

(305) Device Configuration and Troubleshooting (S|PS)

Description
Demonstrate knowledge of device configuration, maintenance, and management as an IT technician. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be IT Specialist Device Configuration and Management and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.

Competencies
- Identify PC components
- Add and remove components
- Demonstrate knowledge of system resources
- Utilize peripheral ports
- Demonstrate knowledge of IDE, SATA, and SCSI devices
- Utilize peripheral devices
- Troubleshoot problems and perform preventative maintenance

- Demonstrate knowledge of Windows® and Linux installations, functions, and upgrades
- Demonstrate booting procedures
- Configuring device drivers
- Replace system components
- Describe cloud services
- Describe firewall settings
- Manage user accounts

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Application)
Application Test (top 12 will advance to the hands-on portion at the state level)
All required items and materials to complete the application portion will be provided at SLC.
Reference materials are allowed for both the objective test and the application test.
At the state and national level, scores from the objective test do *not* advance with member to application finals. Final contest score is based solely on hands-on component.

Length of event
No more than sixty (60) minutes testing time
No more than sixty (60) minutes for hands-on application tasks

Entries
Each chapter is allowed five (5) entries

(310) Server Administration Using Microsoft® (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

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

Competencies
- Troubleshooting Windows® 10/11, Windows® Server 2019/2022 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 (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Application)
Application Test (top 12 will advance to the hands-on portion at the state level)
All required items and materials to complete the application portion will be provided at SLC.
Reference materials are allowed for both the objective test and the application test.
At the state and national level, scores from the objective test do *not* advance with member to application finals. Final contest score is based solely on hands-on component.

Length of event
No more than sixty (60) minutes testing time
No more than sixty (60) minutes for hands-on application tasks

Entries
Each chapter is allowed five (5) entries

(315) Network Administration Using Cisco® (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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 and TCP/IP models, static and dynamic routing
- Demonstrate knowledge of network topologies and components
- Demonstrate knowledge of switch and router configuration
- Demonstrate knowledge of network management
- Demonstrate knowledge of NAT, ACLs for IPv4
- Demonstrate knowledge of LAN/WAN design, routing, switching, and security protocols
- Demonstrate knowledge of IPv6
- Demonstrate knowledge of VLANS
- Demonstrate knowledge of FHRP

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Application)
Application Test (top 12 will advance to the hands-on portion at the state level)
All required items and materials to complete the application portion will be provided at SLC.
Reference materials are allowed for both the objective test and the application test.
At the state and national level, scores from the objective test do *not* advance with member to application finals. Final contest score is based solely on hands-on component.

Length of event
No more than sixty (60) minutes testing time
No more than sixty (60) minutes for hands-on application tasks

Entries
Each chapter is allowed five (5) entries

(320) Computer Security (S|PS)

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 members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be IT Specialist - Network Security and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines.
　　Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials, this includes hands-on tasks

---

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

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

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Application)
Application Test (top 12 will advance to the hands-on portion at the state level)
All required items and materials to complete the application portion will be provided at SLC.
Reference materials are allowed for both the objective test and the application test.
At the state and national level, scores from the objective test do *not* advance with member to application finals. Final contest score is based solely on hands-on component.

Length of event
No more than sixty (60) minutes testing time
No more than sixty (60) minutes for hands-on application tasks

Entries
Each chapter is allowed five (5) entries

(325) Network Design Team (S|PS)

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 secondary or post-secondary division student member may enter this event. A team will consist of 2-4 members. Members 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 to be ranked.

Topic:

With the recent rise the investments by the US in broadband infrastructure to provide for Internet deployment in all areas of the United States, it has become apparent there is need for more Wireless Internet Service Providers (WISP) to supply the demand of economic growth of internet communication and the advancement of technologies. Increasing the availability of Wireless Internet Service Providers is necessary to meet the requirements of local towns and cities, municipalities, and rural consumers.

As a part of bridging the digital divide and ensuring citizens have access to affordable, reliable, and secure high-speed broadband, it has become apparent that there is a need to build an ISP, primarily a WISP, given the need for flexibility in the network. Approximately 98% of North Dakota can receive 10 Mbps of the Internet through a wired or wireless connection. However, with the demand and need for more bandwidth and availability, the time to enter the market to provide a better solution to the Internet is now.

As a new WISP, it has been decided to provide established services to the rural area of North Dakota just outside of Bismarck. As a startup, it has been agreed to start small and provide a service area of 1,500 square miles surrounding the I-94 corridor between Menoken, ND and Elridge, ND. It is in the works to double or even triple the service area in the future. To niche your company high above the competitors, you will provide high-speed services at and above the 10 Mbps customers can receive currently, at a competitive rate.

The WISP network you design should include high-speed, high-performance, and secure Internet connection to the customers in the area. Your bandwidth should handle Internet streaming, gaming, and the everyday demands consumers need in our ever-changing digital world, as well as the change into providing more value-added service to boost current subscriptions and entice new customers to join.

In addition to constructing the WISP infrastructure, you have built a 2,000-square-foot office building and a 2,000-square-foot metal workshop. Along with developing your ISP wireless network, you must set up a small-office network for your company. Starting with two sales representatives, two marketing representatives, four support agents, two billing/bookkeeping agents, a CEO in the office, and twelve installation team members. Each installation team will be in one truck in pairs of 2. This office and workshop will need a small network with workstations and office equipment to conduct business and support your WISP company customers, and there is a plan to expand the primary office network to remote workers and additional offices as the company grows.

Like any good ISP, you must provide tiered bandwidth services for your customers. The CEO has decided to provide four tiers of service. 1st tier is bandwidth well providing basic internet/email surfing for the residential client, 2nd tier bandwidth provides for Internet streaming for two devices, along with what the 1st tier provides. 3rd tier is for larger families and supports 4K Internet streaming, and includes the tier 1 and 2 features. The 4th tier is the maximum bandwidth your network infrastructure can provide customers without crippling your service provider network while accounting for the customer's needs. In addition to providing internet service, you will supply each customer with an email address and other value-added services as the company progresses.

Needs for your WISP:
- Need to provide a physical solution for a fixed wireless ISP in the planned corridor.
- Provide bandwidth solutions for more than 10 Mbps.
- Need for flexibility allowing expansion to double, even triple the service area in the future.
- Solution for the new office to support the wireless company employees and customers.
- Plan for additional value-added services to the network to benefit consumers.
- A solution to support the 4-tier bandwidth delivery packages required by the CEO.

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 member.

Props or visual aids are allowed in this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

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

Specifications
- This is a pre-submitted event. See instructions for submissions.
- **Submit the written proposal and Works Cited in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- The written proposal must follow the Report Format located in the *Style & Reference Manual*.
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- Member ID will be required for all submissions.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *will not* be accepted.
- Only one (1) team member should complete the submission.
- Members must be registered for state level competitions prior to submission of materials.   The Member ID must be included as indicated.
- Use each member's full membership ID number in the header.
- Materials from non-registered members and those missing Member ID and/or projects received after the deadline *cannot* be accepted.
- *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 law. Federal law pertaining to copyright, as contained within the United States Code, is available at https://www.copyright.gov/title17/title17.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 Works Cited must be submitted at the time of the presentation at SLC.
- Notes or note cards may be used.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than thirty (30) minutes preparation time at State and National Level Only
No more than three (3) minutes setup in presentation room
No more than ten (10) minutes presentation time
No more than ten (10) minutes judges' questions
Finals may be required at the national level

Entries
Each chapter is allowed three (3) entries

(325) Network Design Team (S|PS)

Judge Number _____   **Team Number** _____

Technical Scoring Rubric

Team followed topic	☐ Yes	☐ No (*Disqualification*)

If no, 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. • Written proposal in Report Format - PDF format • Works Cited - 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					
Plan provides scalable network designs for the different needs in the Tech Stadium's Network Plan	1-14	15-29	30-45	46-60	
Plan includes equipment requirement listing	1-5	6-10	11-15	16-20	
Solution for digital menu signage and centralized data center	1-5	6-10	11-15	16-20	
Plan for a closed-circuit internal TV broadcast	1-5	6-10	11-15	16-20	
Network and computer solution for business and ticketing offices	1-5	6-10	11-15	16-20	
Total Specific Technical Recommendation Points (140 points maximum)					
TOTAL TECHNICAL POINTS (350 points maximum)					

(325) Network Design Team (S|PS)

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	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes				5	
Presentation lasted no longer than ten (10) minutes				5	
At least two original team members in attendance at time of presentation				10	
Documentation submitted at time of check-in: Written Proposal in Report Format (1 copy) and Works Cited (1 copy) **_Must have copies for SLC presentation_**				10	
Total Presentation Points (170 points maximum)					

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

TOTAL MAXIMUM POINTS = 520

PRESENTATION WILL BE STOPPED AT TEN MINUTES

(330) C# Programming (S|PS)

Description

Evaluate knowledge of working with C# syntax, programming logic, program development, system design concepts, databases, designers, and objects. This contest will be graded on the Windows operating system; therefore, Unix/Linux should *not* be used. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be IT Specialist - Software Development and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility

Any secondary or post-secondary division student member may enter this event.

Member must supply

Computer or laptop/notebook (USB-Type A or adapter required); a full-size keyboard may be used (no printer is needed)
Visual Studio 2015 or higher
Carry-in and setup of equipment must be done solely by the member
Member 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
Only pre-written code that is hard copied is allowed.

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

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
- Understand and implement UML diagrams
- Create a program/GUI using variables, looping, controls, logical operations, calculations, classes, totals, file access, data structures, sorting, selection statements, and I/O operations

Method of evaluation

Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Application)
Application Test (top 12 will advance to the hands-on portion at the state level)
Reference materials are allowed for both the objective and application test.

Length of event

No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries

Each chapter is allowed five (5) entries

(335) C++ Programming (S|PS)

Description

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

Eligibility

Any secondary or post-secondary division student member may enter this event.

Member must supply

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

Carry-in and setup of equipment must be done solely by the member

Member 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

Only pre-written code that is hard copied is allowed.

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies

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

Method of evaluation

Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Application)
Application Test (top 12 will advance to the hands-on portion at the state level)
Reference materials are allowed for both the objective and application test.

Length of event

No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries

Each chapter is allowed five (5) entries

(340) Java Programming (S|PS)

Description
Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the Java Programming language. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be IT Specialist - Java and upon passing the exam, members will be awarded 50 points to their 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. Members 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

This contest will be graded on the Windows operating system; therefore Unix/Linux should *not* be used.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Computer or laptop/notebook (USB-Type A or adapter required); a full-size keyboard may be used (no printer is needed)
Carry-in and setup of equipment must be done solely by the member
Member 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
Only pre-written code that is hard copied is allowed.

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

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, 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
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Application)
Application Test (top 12 will advance to the hands-on portion at the state level)
Reference materials are allowed for both the objective and application test.

Length of event
No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(345) SQL Database Fundamentals (S|PS)

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

This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement. The certification offered will be IT Specialist - Databases and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified.*
Published and/or unpublished non-electronic written reference materials

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

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

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.) - *Reference materials are allowed.*

Length of event
No more than sixty (60) minutes for objective test

Entries
Each chapter is allowed five (5) entries

(350) Linux Operating System Fundamentals (S|PS)

Description
Demonstrate your ability in hardware and system configuration, system operation and maintenance, security, scripting, and troubleshooting and diagnostics within the Linux Operating System. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be the TestOut Linux Pro exam and upon passing the exam, members will be awarded 100 points (pass or fail) to their final score. For more information on the exam, visit:
http://www.testout.com/certification/pro-exams/linux-pro

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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
- Using Linux command line utilities
- Configure and use Linux shell environments
- Manage Linux system startup/shutdown, system processes
- Use Linux package management
- Manage and storage devices in Linux formats
- Manage the Linux file system, configure networking and printing
- Manage users and groups in Linux
- Configure, monitor, and manage system access in Linux

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Application)
Application Test (top 12 will advance to the hands-on portion at the state level)
Reference materials are allowed for both the objective test and the application test.

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(355) Python Programming (S|PS)

Description
Evaluate knowledge of working with structured (procedural), object-oriented, and functional programming using the Python programming language.

This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement. The certification offered will be IT Specialist - Python and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Computer or laptop/notebook (USB-Type A or adapter required); a full-size keyboard may be used (no printer is needed)
Carry-in and setup of equipment must be done solely by the member
Member 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
Only pre-written code that is hard copied is allowed.

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

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

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Application)
Application Test (top 12 will advance to the hands-on portion at the state level)
Reference materials are allowed for both the objective test and the application test.

Length of event
No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(390) Computer Programming Concepts - Open Event (S|PS)

Description
Demonstrate general knowledge of the computer programming industry.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator
    Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.

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 statements, 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 (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Unlimited

(391) Information Technology Concepts - Open Event (S|PS)

Description
Demonstrate general knowledge of the information technology industry.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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
- 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 (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Unlimited

DIGITAL COMMUNICATION and DESIGN EVENTS

(400) Fundamental Desktop Publishing (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member may supply
Sharpened No. 2 pencils, pens
Members may bring a Mac computer, if desired. Those members using Mac computers must also bring printer, software, paper, extension cords, power supply (must bring all). Color printing is permitted.
Adobe software will NOT be provided. Members wishing to use Adobe software may bring their own laptop and use their own Adobe subscription. A Wi-Fi connection will be provided at SLC.
Carry-in and setup of equipment must be done solely by the member and must take place within the time allotted.
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

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 which may include 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: *Members may use software templates, but creativity points may be reduced. Color printers will be available at SLC.*

Equipment/supplies provided
Printer and paper
Graphics files
Flash drive

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(405) Advanced Desktop Publishing (S|PS)

Description
Evaluate knowledge and skills utilizing Adobe Illustrator®, Adobe Photoshop®, or Adobe InDesign®, software to create a variety of interactive documents.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member may supply
Members may bring a Mac computer, if desired. Those members using Mac computers must also bring printer, software, paper, extension cords, power supply (must bring all). Color printing is permitted.
Adobe software will NOT be provided. Members wishing to use Adobe software may bring their own laptop and use their own Adobe subscription. A Wi-Fi connection will be provided at SLC.
Carry-in and setup of equipment must be done solely by the member and must take place within the time allowed
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

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 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 Adobe Illustrator®, Adobe Photoshop®, and/or Adobe 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, and layers
- Generate a variety of documents including flyers, bulletins, proposals, business cards, brochures, digital publications, interactive documents, presentation handouts, etc.

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

Equipment/supplies provided
Printer and paper
Flash drive
Graphics files

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(410) Graphic Design Promotion (S|PS)

Description
Develop a theme and illustrate that theme in various promotional materials.

Eligibility
Any secondary or post-secondary division student member may enter this event. Members participating in state and national level competitions must be registered for the event prior to submission deadline for technical judging. Members must participate in both parts of the competition to be ranked.

Topic
A new dog food company called Champion Dog Food has contacted you to design all of the brand images and packaging for their line of dog food. You will need to create a logo that can be used for all of the brand needs for their company packaging. Along with creating the logo, the company would like you to create a mockup of a dry dog food package, and a wet dog food can.
- Must design a 25 lb. bag of dry food, including the front and back of the package
- Must design the full wrap-around label for a 13 oz. can of wet food
- On the packaging include: barcode, ingredients, manufactured in the USA, and 20% of all profits donated to local animal shelter

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

Member must supply
Prints of Logo, Dry Dog Food Package, Wet Dog Food Package and Works Cited
Additional copies of student work, and Works Cited for all rounds of presentations
Digital presentation tools (device and software) (optional)
Props (optional)
Carry-in and set-up of equipment must be done solely by the member and must take place within the time allotted
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Members must supply 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.

Props or visual aids are allowed in this competition.

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 appropriate artwork and design techniques to effectively illustrate a theme
- Apply technical skills to manipulate graphics, artwork, and image
- Demonstrate an understanding of developing for a target audience

Specifications
- This is a pre-submitted event.
- All designs must be printed on 8½" x 11" paper
- It is recommended to be designed at least 300 dpi.
- **The Company Logo, Dry Food Packaging Mock-up, Wet Can Food Mock-up, signed [Release Form(s)](#), and Works Cited must be submitted in JPG, PNG, or PDF formats at https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- The printed Logo, Dry Food Packaging, Wet Can Food Packaging and, Works Cited must be submitted at the time of the presentation at SLC.
- The member is responsible for securing a signed [Release Form](#) from any person whose image or work is used in the project including one's self.
- The member is responsible for citing all sources including one's self for any of the work used on the Works Cited page.
- 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 https://www.copyright.gov/title17/title17.pdf. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be disqualified for violations of the guidelines.
- Auto generated confirmation of receipt will be provided when the project is submitted for the State Leadership Conference.
- Individual confirmation of receipt cannot be provided.
- Member ID will be required for all submissions.
- No fax or mailed copies will be accepted.
- Materials from non-registered members and/or those missing Member ID cannot be accepted.
- No changes can be made to the project after the date of submission.
- The member will give a presentation to judges on how the graphic was developed and produced. A question-and-answer session will follow.
- Student printouts and forms will not be returned.
- Appropriate use of grammar, spelling, and punctuation.
- All graphics must be computer generated. Only member-prepared graphics may be used in the design. Originality and effectiveness will be given greater consideration.
- 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.](#))
- Member's name may not appear anywhere on output.
- No materials, other than the required submission materials, may be left with judges.
- The length of the presentation will be no more than six (6) minutes, followed by no more than five (5) minutes of judges' questions.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes for setup
No more than six (6) minutes for the presentation
No more than five (5) minutes for judges' questions
Finals may be included at the national levels

Entries
Each chapter is allowed three (3) entries

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

(410) Graphic Design Promotion (S|PS)

Judge Number _____   **Member ID** _____

Technical Scoring Rubric

Member 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:		
Member followed topic	☐ Yes	☐ No (*Disqualification*)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format. ● Signed Released Form(s) ● Logo - PDF, JPG or PNG Format ● Dry Dog Food Package - PDF, JPG or PNG Format ● Wet Dog Food Package - PDF, JPG or PNG Format ● Works Cited formatted according to the BPA Style & Reference Manual ***All points or none are awarded by the Technical Judge***				20	
Production Layout					
LOGO *Creativity and Originality*: Logo is creative, original, and visually appealing. It effectively represents the dog food brand. *Conceptualization:* Logo concept aligns with the brand identity and effectively communicates the message. *Versatility:* Logo can be easily resized and reproduced across various mediums without losing quality. *Color Palette:* The color palette is harmonious, visually pleasing, and suits the overall design	1–5	6–10	11–15	16–20	
DRY DOG FOOD (25# BAG) *Creativity:* The design showcases originality and creativity in presenting the product. *Visual Appeal:* The overall design & color scheme, teamed with the logo create an attractive and cohesive packaging concept. *Front & Back of the Dog Food Bag Design:* Effectively grabs attention and conveys the brand's message while incorporating the mission of the dog food company. *Product Information and Ingredient List:* The placement and organization of all necessary information is clear and well-structured and the ingredient list is easy to read and understand, providing transparency to consumers.	1–5	6–10	11–15	16–20	

WET DOG FOOD CAN (13 oz.) *Creativity:* The overall design showcases originality and creativity in presenting the product. *Visual Appeal:* The label is visually appealing and captures the attention of consumers. *The Dog Food Can Label Design:* Effectively grabs attention and conveys the brand's message while incorporating the mission of the dog food company. *Product Information & Ingredient List:* The ingredient list, weight, and other details are clearly on label and it wraps around the can.	1–5	6–10	11–15	16–20	
All products complement each other but are different.	1–5	6–10	11–15	16–20	
Center of interest apparent in all three products	1–5	6–10	11–15	16–20	
Composition of all three designs have balance, unity, and harmony	1–5	6–10	11–15	16–20	
Placement of design elements, rule of thirds, and emphasis of design.	1–5	6–10	11–15	16–20	
TECHNICAL POINTS (160 points maximum)					

(410) Graphic Design Promotion (S|PS)

Judge Number _____   **Member ID** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Presentation					
Delivery • Demonstrates excellent verbal and non-verbal communication skills while maintaining enthusiasm and engagement with the audience. • Presents the information in a highly structured and organized manner that is easy to follow. • Demonstrates a clear understanding of the topic and presents relevant, accurate information.	1-5	6-10	11-15	16-20	
Ability to explain the development and design process for designing brand logo and packaging for Champion Dog Food.	1-5	6-10	11-15	16-20	
Explain the symbolism and relevance of the logo design to the brand and its target audience.	1–5	6–10	11–15	16–20	
Justify the color choices and how they effectively represent the brand identity.	1–5	6–10	11–15	16–20	
Student explains how the packaging design aligns with the overall brand image and effectively attracts the target market.	1–5	6–10	11–15	16–20	
Explanation of technology & software used	1-5	6-10	11-15	16-20	
Engage the audience by using clear and concise language. Demonstrate professionalism, confidence, and enthusiasm while presenting.	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Set-up/wrap-up lasted no longer than three (3) minutes				5	
Presentation lasted at least no longer than six (6) minutes				5	
Documentation submitted at time of check-in: Logo, Dog Food Packaging, Wet Can Food Packaging, and Works Cited *Members must have copies for SLC presentation*				10	
Appropriate use of grammar, spelling, and punctuation				10	
TOTAL PRESENTATION POINTS (170 points maximum)					

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

TOTAL MAXIMUM POINTS = 330
PRESENTATION WILL BE STOPPED AT SIX (6) MINUTES

(415) Fundamentals of Web Design (S|PS)

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 members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Introduction to Programming Using HTML and CSS and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

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 tags
- Demonstrate knowledge of format and font (CSS)
- Demonstrate knowledge of HTML and CSS
- 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 *(Members are not permitted to utilize Notepad++),* printer, and paper
Flash drive for saving files

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (90) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(420) Digital Media Production (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event. Members participating in state and national level competition must be registered for the event prior to submission deadline for technical judging. Members must participate in both parts of the competition to be ranked.

Topic
Create a short 1:00 - 2:00 minute promotional video about visiting local area attractions, instead of traveling out of state. Showcase the fact that you can have fun in your own regions without the expense of traveling out of state.

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

Member must supply
Digital presentation equipment
Video projector (optional)
Props (optional)
Carry-in and setup of equipment must be done solely by the member and must take place within the time
    allotted
No Internet access will be provided on-site at SLC; however, members may provide their own access to be
    used only for their presentation to the judges
Member 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 member.

Props or visual aids are allowed in this 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
- 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 member will develop a visual communication tool utilizing various software applications related to digital production.
- The member 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 the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the final project files, Works Cited, and signed [Release Form(s)] in a combined PDF file to [https://upload.bpa.org] no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Member ID will be required for all submissions.
- Members will receive an automated response confirmation, at the time of submission.
- Individual confirmation of receipt *cannot* be provided.

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 103

- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions will *not* be accepted.
- Materials from non-registered members and/or those missing Member ID *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of the Works Cited must be submitted at the time of the presentation at SLC.
- The member may utilize audio, text, video, graphics, and animation.
- Use of transitions and continuity must exist in the production.
- The member is responsible for securing a signed 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*.)
- 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 https://www.copyright.gov/title17/title17.pdf.
- The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America *grants pe*rmission for the use of the copyrighted logo and tagline.
- No materials, other than the required submission materials, may be left with judges.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes for setup/wrap-up
No more than ten (10) minutes for presentation, which includes one to two (1:00-2:00) minute demonstration of digital media production
No more than five (5) minutes for judges' questions
Finals may be included at the national level

Entries
Each chapter is allowed three (3) entries

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

(420) Digital Media Production (S|PS)

Judge Number _____   **Member ID** _____

Technical Scoring Rubric

Member 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:			
Member followed topic	☐ Yes		☐ No (*Disqualification*)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format. ● Works Cited and signed Release Form(s) in one combined PDF file ***All points or none are awarded by the technical judge.***				10	
Final promotional video made effective use of time and was within the contest time limit of 1 to 2 minutes.				30	
The video is clear, sharp, and well-focused.	1–5	6–10	11–15	16–20	
The framing and composition effectively enhance the message and visual appeal.	1–5	6–10	11–15	16–20	
The audio is clear, balanced, and free from background noise or distortion.	1–5	6–10	11–15	16–20	
Dialogues or voice overs are audible and easily understandable	1–5	6–10	11–15	16–20	
Cuts, fades, and other editing techniques are used effectively to enhance the flow of the video.	1–5	6–10	11–15	16–20	
Transitions are timed appropriately and contribute to the overall coherence of the video.	1–5	6–10	11–15	16–20	
Graphics, such as text overlays or subtitles, are legible, visually appealing, and support the content.	1–5	6–10	11–15	16–20	
The lighting is well-balanced and appropriate for the subject matter.	1–5	6–10	11–15	16–20	
Video effectively persuades the audience that local area attractions offer an enjoyable alternative to traveling out of state.	1–5	6–10	11–15	16–20	
TECHNICAL POINTS (220 points maximum)					

(420) Digital Media Production

Judge Number _____   **Member ID** _____

<u>Presentation Scoring Rubric</u>

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Presentation					
Engage the audience by using clear and concise language. Demonstrate professionalism, confidence, and enthusiasm while presenting.	1-5	6-10	11-15	16-20	
Ability to explain the development and execution of the planned project including pre-production, production and post-production.	1–5	6–10	11–15	16–20	
Explains how production elements, such as lighting, sound recording, and set design, were implemented effectively	1–5	6–10	11–15	16–20	
Discusses any challenges encountered during production and how they were overcome	1-5	6-10	11-15	16-20	
Discusses the use of camera angles, composition, lighting techniques, and editing software.	1-5	6-10	11-15	16-20	
The overall structure and flow of the presentation is well-organized and engaging.	1-5	6-10	11-15	16-20	
Answers to judges' questions: Provides a precise and persuasive response to questions.	1-2	3-5	6-8	9-10	
Set-up/wrap-up lasted no longer than three (3) minutes				5	
Presentation lasted at least no longer than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy). *Must have copies for SLC presentation*				10	
TOTAL PRESENTATION POINTS (150 points maximum)					

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

TOTAL MAXIMUM POINTS = 370

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(425) Computer Modeling (S)

Description
Given a scenario or prompt, Computer Modeling will research the topic, create a profile, concept design(s), prototype(s), and final model and/or scene based upon the assigned topic provided.

Eligibility
Any secondary division student member may enter this event. Members participating in the state and national level competitions must be registered for the event prior to submission deadline for technical judging. Members must participate in both parts of the competition to be ranked.

Topic
The Smithsonian Zoo in Washington D.C. is working with Australia's Taronga Zoo located in Sydney to add two platypuses to their collection to serve as ambassadors outside their native country of Australia. Freshwater resources and habitats are being affected by pollution and climate change and there is a need to communicate the importance of fresh water for both humans and wildlife. Your task is to design a habitat that can be built for these animals to be their new home in the US.

Members who do *not* submit an entry following this topic will be *disqualified*.
Pay particular attention to the Copyright and Fair Use Guidelines.

Member must supply
Digital presentation tools
Props (optional)
Carry-in and setup of equipment must be done solely by the individual and must take place within the time allotted
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Member 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 member.

Props or visual aids are allowed in this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Develop a profile for a given character, environment, or non-organic object within the specified parameters.
- Demonstrate development of a 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.
- Demonstrate an understanding of developing for a target audience

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.
- 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 the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the final project files, one (1) page profile, Works Cited, and signed Release Form(s) in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Member ID will be required for all submissions.
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to an incorrect email address for submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- Materials from non-registered members and/or those missing Member IDs *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of the Works Cited, one (1) page profile, any concept art/prototypes must be submitted at the time of the presentation at SLC.
- 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*.)
- 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 https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- No materials, other than the required submission materials, may be left with judges.

Method of evaluation

Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)

Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event

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

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions
Finals may be included at the national level

Entries
Each chapter is allowed three (3) entries

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

(425) Computer Modeling (S)

Judge Number _____   **Member ID _____**

Technical Scoring Rubric

Member 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:			
Member followed topic	☐ Yes		☐ No (*Disqualification*)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format. ● Works Cited, One (1) Page Profile and signed Release Form(s) in one combined PDF file *All points or none are awarded by the technical judge.*		**10**			
Profile (*not* to exceed 1 page) Developed from research following prompt and includes goals and artistic vision developed for scene/model	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	
The model demonstrates skillful use of lighting and shading techniques to create realistic and visually appealing effects	1-5	6-10	11-15	16-20	
The model employs realistic textures and materials that accurately represent the intended objects or surfaces	1-5	6-10	11-15	16-20	
The model demonstrates intricate and complex geometric shapes, curves, and details	1-5	6-10	11-15	16-20	
The model showcases advanced techniques. (Possible examples: complex surface modeling, advanced texture mapping, Nurbs/curve modeling; digital 3D sculpting or intricate animations)	1-5	6-10	11-15	16-20	
The habitat is functional and provides the platypuses with everything they need to thrive, including food, water, shelter, and space to play.	1-5	6-10	11-15	16-20	
The habitat includes a variety of vegetation and landscaping elements that provide a natural and engaging environment for the platypuses	1-5	6-10	11-15	16-20	
The design includes informative and interactive elements that can educate visitors	1-5	6-10	11-15	16-20	
Utilizes original work for concept/model and exceeds expectations	1-5	6-10	11-15	16-20	
Model/Scene is visually appealing, creative, matches profile, and fits prompts/scenario	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (250 points maximum)					

(425) Computer Modeling (S)

Judge Number _____   **Member ID** _____

<u>Presentation Scoring Rubric</u>

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Engage the audience by using clear and concise language. Demonstrate professionalism, confidence, and enthusiasm while presenting.	1-5	6-10	11-15	16-20	
Ability to explain the development and design process for the habitat model	1-5	6-10	11-15	16-20	
Explains the reasoning on how the habitat design meets all the essential needs of the platypuses, including food, water, shelter, and space to play.	1-5	6-10	11-15	16-20	
Ability to explain use and development of original media elements	1-5	6-10	11-15	16-20	
Discusses any challenges encountered during production and how they were overcome	1-5	6-10	11-15	16-20	
The presentation clearly communicates the importance of freshwater resources and habitats for the animals	1-5	6-10	11-15	16-20	
Answers to judges' questions: Provides a precise and persuasive response to questions.	1-2	3-5	6-8	9-10	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes				5	
Presentation lasted at least no longer than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy), and One (1) Page Profile (1 copy) at the time of presentation *Must have copies for SLC presentation*				10	
TOTAL PRESENTATION POINTS (150 points maximum)					

Props and/or additional items shall not be used as a basis for scoring.
TOTAL MAXIMUM POINTS = 400

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(430) Video Production Team (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this team event. A team will consist of 2-4 members. Members participating in state and national level competitions must be registered for the event, prior to submission deadline for technical judging. Teams must participate in both parts of the competition to be ranked.

Topic
Your local Chamber of Commerce has asked your team to create a three to five (3:00 - 5:00) minute promotional video to bring awareness to the local community as to the features, benefits & impact that the Chamber of Commerce offers their members and the community.

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

Team must supply

- Additional copies of student work, and Works Cited for all rounds of presentations
- Digital presentation tools (device and software) (optional)
- Props (optional)
- Carry-in and set-up of equipment must be done solely by the team & take place within the time allotted
- No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
- Members must supply all supporting devices (e.g., extension cords, power supply, etc.)
- For the National Finals, teams must supply a desktop/laptop for editing, camera(s), and tripod(s). Optional items may include: lighting, microphone, and backdrops, etc.

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

Props or visual aids are allowed in this 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 knowledge of software, equipment, and skills related to video production
- Utilize video editing applications
- Develop a storyline using a storyboard and script
- 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
- Demonstrate an understanding of developing for a target audience

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, 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 the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the final project files, Works Cited, and signed [Release Form(s)](#) in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Member ID will be required for all submissions.
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to an incorrect email address for submission or technical difficulties
- Multiple submissions will *not* be accepted.
- Only one (1) team member should complete the submission.
- Materials from non-registered members and/or those missing Member ID *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of Works Cited must be submitted at the time of the presentation at SLC.
- The member 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 signed [Release Form](#) from any person whose image is used in the production.
- No presentation will be performed at the National Level Finals Competition. The video will be judged on technical merit only.
- All text/graphics materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the *[Style & Reference Manual](#)*.)
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at https://www.copyright.gov/title17/title17.pdf. The *[Style & Reference Manual](#)* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- No materials, other than the required submission materials, may be left with judges.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes for setup/wrap-up
No more than ten (10) minutes for the presentation
No more than five (5) minutes for judges' questions
Finals may be included at the national level

Length of Final event (National only)
No more than four (4) hours to plan, produce, and export production

Details for Final event (National only)
- The teams will have <u>no more than</u> four (4) hours to plan the storyline and complete all production phases including, exporting of video.
- The teams will film their production on site.
- During this time, students may communicate with members of their team via telephone but may *not* communicate with others (including their advisor) concerning the production of their video. Teams will be *disqualified* for violating this rule.
- After filming is complete, teams will return to the contest room to edit and complete all production and post-production elements in their video.
- The video must be one minute in length, rendered and exported into a MOV, MP4, AVI, or MPG format and submitted using the flash drive provided. If *not* in the appropriate format, it may *not* be judged.
- Scoring from the preliminary round will *not* be included in the finals scoring. The finals will use a separate rubric.
- No materials, other than the required submission materials, may be left with judges.

Entries
Each chapter is allowed three (3) entries

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

(430) Video Production Team (S|PS)

Judge Number _____ **Team Number** _____

<u>Technical Scoring Rubric</u>

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (*Disqualification*)	☐ No
Team followed topic	☐ Yes	☐ No (*Disqualification*)

If yes, please stop scoring and provide a brief reason for the *disqualification* below:

Items to Evaluate			Points Awarded
Required Elements			
● Title sequence	☐ Y | ☐ N	10	
● Included more than one camera angle or motion	☐ Y | ☐ N	10	
● Included one voice over	☐ Y | ☐ N	10	
● Included ending credits	☐ Y | ☐ N	10	
● Production free of typos	☐ Y | ☐ N	10	
● At least 75% of video footage by team members	☐ Y | ☐ N	10	
Total Required Elements (60 points maximum)			

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Content					
Team submitted the correct information and in the correct format. ● Script, Storyboard, URL to the final project, Works Cited and signed Release Form(s) in one combined PDF file ***All points or none are awarded by the technical judge.***			10		
Final video promotion made effective use of time and was within contest time limit of three (3) to five (5) minutes.			30		
● Creativity and originality of content	1–5	6–10	11–15	16-20	
● Developed and portrayed topic	1–5	6–10	11–15	16-20	
● Effectiveness of video message	1–5	6–10	11–15	16-20	
● Music and tone (mood)	1–5	6–10	11–15	16-20	
Total Content (120 points maximum)					
Quality					
● Video Focus/Steadiness'/Shot Quality	1–5	6–10	11–15	16-20	
● Lighting quality	1–5	6–10	11–15	16-20	
● Color quality relating to topic	1–5	6–10	11–15	16-20	
● Audio quality (effective use of fades, normalizing, and/or use of sounds, & foley sound)	1–5	6–10	11–15	16-20	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (260 points maximum)					

(430) Video Production Team (S|PS)

Judge Number _____   Team Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery (Including: Maintaining eye contact, voice inflection, well-spoken, etc.)	1-5	6-10	11-15	16-20	
Explain the development and design process (pre-production phase, target audience, etc.)	1–5	6–10	11–15	16-20	
Explanation of technology & software used	1–5	6–10	11–15	16-20	
Explain the use and development of media elements (graphics, special effects, video, audio, etc.)	1–5	6–10	11–15	16-20	
Explanation of roles of team members	1–5	6–10	11–15	16-20	
Effectiveness of oral presentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-2	3-5	6-8	9-10	
All points or none are awarded per item below.					
Set-up/wrap-up lasted no longer than three (3) minutes				5	
Presentation lasted at least no longer than ten (10) minutes				5	
At least two original team members in attendance at time of presentation				10	
Documentation submitted at time of check-in: One (1) copy Works Cited at time of presentation. *Must have copies for SLC presentation.*				10	
TOTAL PRESENTATION POINTS (160 points maximum)					

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

TOTAL MAXIMUM POINTS = 420

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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 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	
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 (Effective use of fades, normalizing, and/or use of ambient sounds)	1–5	6–10	11–15	16-20	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (250 points maximum)					

TOTAL MAXIMUM POINTS = 250

(435) Website Design Team (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this team event. A team will consist of 2-4 members. Members participating in state and national level competitions must be registered for the event prior to submission deadline for technical judging. Teams must participate in both parts of the competition to be ranked.

Topic
A new restaurant, Game Day Grill, has contracted your team to create a website for them. Your site must include, but is not limited to: menus, online ordering and payment, special event listing, address and contact information, and reservation information.

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

Team must supply
Team must supply one computer loaded with their website for presentation to the judges
No Internet access will be provided on-site at SLC; however, teams may provide their own access to be used only for their presentation to the judges
Team must bring all supporting devices (e.g., extension cords, power supply, etc.)
Projector (optional)
Props (optional)

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

Competencies
- Apply technical skills in website design
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate knowledge of site, content, graphics, layout, and more
- Demonstrate awareness of accessibility concerns (for example: ADA)
- Demonstrate responsive design (including browser capabilities, devices, etc.)
- Provide easy access to multiple major search sites
- Demonstrate knowledge of navigational scheme
- Utilize graphics and multimedia
- Demonstrate skill sets in building site content
- Utilize standards-based web languages
- Demonstrate and apply web scripting skills
- Demonstrate the ability to conform to copyright laws
- Demonstrate knowledge of page layout
- Demonstrate an understanding of developing for a target audience

Specifications
- This is a pre-submitted event. See instructions for submissions.
- **Submit the URL to the final project files, Works Cited, and signed Release Form(s) in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- The team is responsible for securing a signed Release Form from any individual whose name, photograph, and/or other information is included on the website.
- Members will receive an automated response confirmation at the time of submission.

- Individual confirmation of receipt *cannot* be provided.
- Member ID will be required for all submissions.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to an incorrect email address for submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- **Only one (1) team member should complete the submission.**
- Materials from non-registered members and/or those missing Member IDs *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of the Works Cited must be presented at the time of presentation at SLC.
- The website must be available for viewing on the Internet **no later than 5:00 p.m. Central Time, on February 3**, **2024**. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the website after this date.
- The team will administer and present their website at SLC.
- 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 https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- Team members will specifically identify their roles in the development of the website and be prepared to address questions pertaining to those roles (i.e., page layout, navigational scheme, graphics, media, compatibility, and content).
- Previously submitted websites used in BPA competition may *not* be submitted.
- Members are permitted to use any web development technology or CMS desired by the team in order to complete the event; however, use of original code may be scored higher, Examples of these include, but are *not* limited to, Microsoft Visual Studio®, Adobe Dreamweaver®, jQuery®, WordPress®, Joomla! ®, Drupal®, Wix®, Weebly®, or any templates.
  - Members should be able to understand and explain the utilized code and/or technology used by a selected web development technology, CMS, or template.
- No materials, other than the required submission materials, may be left with judges.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes setup time
No more than ten (10) minutes oral presentation
No more than five (5) minutes for judges' questions
Finals may be included at the national level

Entries
Each chapter is allowed three (3) entries

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

(435) Website Design Team (S|PS)

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. ● Works Cited and signed Release Form(s) in one combined PDF file *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					
Creativity through graphic design (template, code, or combined)	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
Originality of graphics (stock or original)	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					
Source code is well organized and meets validation	1-5	6-10	11-15	16-20	
Effective use of innovative technology (Look For: original coding, use of SASS, Python, JavaScript, code widgets)	1-5	6-10	11-15	16-20	
	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)					

(435) Website Design Team (S|PS)

Judge Number _____   Team Number _____

<u>Presentation Scoring Rubric</u>

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery (Including: maintaining eye contact, voice inflection, well-spoken, etc.)	1-5	6-10	11-15	16-20	
Ability to explain development/design process (pre-production phase, target audience, etc.)	1-5	6-10	11-15	16-20	
Ability to explain their use and the development using web languages (source code)	1-5	6-10	11-15	16-20	
Ability to explain their use and development of media elements (graphics, video, audio, etc.)	1-5	6-10	11-15	16-20	
Evidence showing each team member's role in the development of the site and their responses to presentation questions	1-5	6-10	11-15	16-20	
Explanation of innovative technology (examples could be JavaScript, multimedia, social media, search engine optimization, e-commerce, etc.)	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-2	3-5	6-8	9-10	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes				5	
Presentation lasted no longer than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy) *Must have copies for SLC presentation.*				10	
TOTAL PRESENTATION POINTS (150 points maximum)					

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

TOTAL MAXIMUM POINTS = 480

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(440) Computer Animation Team (S)

Description
Create a 3D computer animation, *not* to exceed two (2:00) minutes, based upon the assigned topic provided.

Eligibility
Any secondary division student member may enter this team event. A team will consist of 2-4 members. Members participating in state and national level competitions must be registered for the event prior to submission deadline for technical judging. Teams must participate in both parts of the competition to be ranked.

Topic
Your team is challenged to create a 2-minute animation of an "Enchanted Forest": Enter a mystical forest filled with talking animals, magical plants, and hidden treasures.

Teams who do *not* submit an entry following this topic will be *disqualified*. Particular attention should be paid to the Copyright & Fair Use Guidelines.

Team must supply
Additional copies of student work (i.e. Profile and Concept Art/Prototypes), and Works Cited for all rounds of presentations
Digital presentation tools (device and software) (optional)
Props (optional)
Carry-in and set-up of equipment must be done solely by the member and must take place within the time allotted
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Members must supply all supporting devices (e.g., extension cords, power supply, etc.)

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

Props or visual aids are allowed in this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Demonstrate 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 an understanding of developing for a target audience

Specifications
- This is a pre-submitted event. See instructions for submissions.
- The team must create a 3D animation utilizing audio, text, video, and graphics.
- The final project components, including, but limited to, storyboard 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 the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the final project files, Works Cited, and signed Release Form(s) in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024**
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- No fax or mailed copies will be accepted.
- Member ID will be required for all submissions.
- No exceptions can be made for missed deadlines due to an incorrect email address for submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- **Only one (1) team member should complete the submission.**
- No changes can be made to the project after the date of submission.
- The team is responsible for securing a signed Release Form from any person whose image is used in the production.
- One (1) copy of the Works Cited and storyboard must be submitted at the time of the presentation at SLC.
- Teams may also bring one storyboard 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*.)
- 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 https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- No materials, other than the required submission materials, may be left with judges.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes for setup/wrap-up
No more than ten (10) minutes for the presentation
No more than five (5) minutes for judges' questions
Finals may be included at the national level

Entries
Each chapter is allowed three (3) entries

Materials submitted for technical judging *cannot* be returned.

(440) Computer Animation Team (S)

Judge Number _____   Team Number _____

<u>Technical Scoring Rubric</u>

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

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format, ● Works Cited, storyboard and signed Release Form(s) in one combined PDF file ***All points or none are awarded by the technical judge.***				10	
Final animation made effective use of time and was within the content time limit of 2 minutes				20	
Complexity/Craftsmanship					
Assets were original or pre-made, and/or a combination. (point preference may be given for creation of original assets)	1-5	6-10	11-15	16-20	
Attention to detail was evident in modeling techniques	1-5	6-10	11-15	16-20	
Camera angles, timing, transitions, and techniques support project objectives	1-5	6-10	11-15	16-20	
Total Complexity/Craftsmanship (60 points maximum)					
Animation					
Squash and Stretch - Illusion of weight and volume is given to the animation, to enhance movement (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. (hair, fur, clothing, flags, water, etc.)	1-5	6-10	11-15	16-20	
Total Animation (100 points maximum)					

(440) Computer Animation Team (S)

Judge Number _____   **Team Number** _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Technical Scoring Rubric *(Continued)*					
Composition					
Execution of Plan: Concept art, and storyboard demonstrate project objectives	1-2	3-5	6-8	9-10	
Grammar, spelling, punctuation, and usage: Content without errors/No copyright violations	1-2 (3+ errors)	3-5 (2 errors)	6-8 (1 error)	9-10 (0 errors)	
Total Composition (100 points maximum)					
Creativity					
Animation is original (Fresh ideas, innovative, unique)	1-5	6-10	11-15	16-20	
Animation is memorable, entertaining, and/or fulfills objectives	1-2	3-5	6-8	9-10	
Effective use of lighting	1-5	6-10	11-15	16-20	
Audio is clear and is used effectively	1-5	6-10	11-15	16-20	
Transitions are effective and smooth	1-5	6-10	11-15	16-20	
Total Creativity (90 points maximum)					
TOTAL TECHNICAL POINTS (300 points maximum)					

(440) Computer Animation Team (S)

Judge Number _____   Team Number _____

<u>Presentation Scoring Rubric</u>

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Presentation					
Oral presentation/stage presence/delivery (Including: maintaining eye contact, voice inflection, well-spoken, etc.)	1-5	6-10	11-15	16-20	
Ability to explain the development and design process (pre-production phase, target audience, etc.)	1-5	6-10	11-15	16-20	
Ability to explain the use of innovative technology, software, 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	
Ability to explain roles of various team members	1-5	6-10	11-15	16-20	
Oral presentation quality/style, effectiveness	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-2	3-5	6-8	9-10	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes				5	
Presentation lasted no longer than ten (10) minutes				5	
At least two original team members in attendance at time of presentation				10	
Documentation submitted at time of check-in: Works Cited (1 copy) and Storyboard (1 copy) **_Must have copies for SLC presentation._**				10	
TOTAL PRESENTATION POINTS (160 points maximum)					

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

TOTAL MAXIMUM POINTS = 460

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(445) Broadcast News Production Team (S|PS)

Description
Create a three to five (3:00 - 5:00) minute news broadcast as if it were live, containing two (2) different news stories and a fifteen to twenty (0:15 - 0:20) second promo or tease.

Eligibility
Any secondary or post-secondary division member may enter this team event. A team will consist of 2-4 members. Members participating in state and national level competitions must be registered for the event prior to submission deadline for technical judging. Teams must participate in both parts of the competition to be ranked.

Topic
Create a three to five minute (3:00 - 5:00) news broadcast containing two stories. One story should focus on a local hero. This could be a veteran from any branch of the military, a teacher or a new local non-profit, or small business that opened in 2021 or later. The second story should be a weather segment using Green Screen Technology, and must also include a (15 - 20) second teaser somewhere in the video project.

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

Teams must supply
Additional copies of student work, and Works Cited for SLC presentation
Digital presentation tools (device and software) and props (optional)
Carry-in and set-up of equipment must be done solely by the team & take place within the time allotted
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Members must supply all supporting devices (e.g., extension cords, power supply, etc.)
For the National Finals, teams must supply a desktop/laptop for editing, camera(s), and tripod(s).
Optional items may include: lighting, microphone, and backdrops, etc.

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

Competencies
- Apply 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
- Demonstrate how to frame and maintain proper video composition
- Demonstrate knowledge of lighting techniques
- Demonstrate knowledge of copyright laws
- Demonstrate teamwork skills needed to function in a broadcasting environment
- Demonstrate of effective use of B-roll to tell a story
- Demonstrate effective interview techniques
- Demonstrate the importance good audio to enhance broadcast
- Demonstrate appropriate stage presence by on-air talent

- Demonstrate appropriate interview techniques
- Demonstrate an understanding of developing for a target audience

Specifications

- This is a pre-submitted event. See instructions for submissions.
- **No presentation will be performed at the National Level Finals Competition. The broadcast will be judged on technical merit only.**
- Team has the option of being the talent themselves or having other students participate in the process. Professional 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. Professionals or non-students who are being only interviewed are *not* considered talent.
- The team will develop a 3-5-minute broadcast news production consisting of:
    o Broadcast intro
    o Two (2) well-developed news stories
    o 15-20 second promo or tease
    o Outro music with credits
    o Teams must research actual events
    o Fictional news stories are *not* permitted
- 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.). It is recommended to set the access level of your project to one of BPA's recommended settings. See the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the final project files, Works Cited, script, and signed [Release Form(s)](#) in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- The team is responsible for securing a signed [Release Form](#) from any person whose image is used in the project.
- Members will receive an automated response confirmation at the time of submission. Individual confirmation of receipt *cannot* be provided.
- Member ID will be required for all submissions.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions will *not* be accepted.
- Only one (1) team member should complete the submission.
- One (1) copy of the Works Cited must be submitted at the time of the presentation at SLC.
- 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 https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- No materials, other than the required submission materials, may be left with judges.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of Preliminary event
No more than three (3) minutes for setup
No more than ten (10) minutes for the presentation
No more than five (5) minutes for judges' questions
Finals may be included at the national level

Length of Final event (National only)
No more than three (4) hours to plan, produce, and export a news segment 1-minute in length.

Details for Final event (National only)

- The teams will have <u>no more than</u> four (4) hours to plan the storyline and complete all production phases, including exporting video.
- Teams will each be provided a flash drive containing graphics and B-roll, which must be included in the news package
- No intro/outro used
- The teams will film their production on site.
- During this time, students may communicate with members of their team via telephone but may *not* communicate with others (including their advisor) concerning the production of their video. Teams will be *disqualified* for violating this rule.
- After filming is complete, teams will return to the contest room to edit and complete all production and post-production elements in their video.
- The video must be one (1) minute in length, rendered and exported into a .mov, .mp4, .avi, or .mpg format and submitted using the flash drive provided. If *not* in the appropriate format, it may *not* be judged.
- Scoring from the preliminary round will *not* be included in the finals scoring. The finals will use a separate rubric.
- No materials, other than the required submission materials, may be left with judges.

Entries
Each chapter is allowed three (3) entries

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

(445) Broadcast News Production Team (S|PS)

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 an introduction	☐ Yes | ☐ No	20	
Includes a news story and weather segment	☐ Yes | ☐ No	20	
Includes a segue [seg-way] between the news stories	☐ Yes | ☐ No	20	
Includes outro (music) with credits/sources	☐ Yes | ☐ No	20	
Includes 15-20 second promo/tease	☐ Yes | ☐ No	20	
Team submitted the correct information and in the correct format. • Works Cited, script and signed [Release Form](s) in one combined PDF file ***All points or none are awarded by the technical judge.***		10	
News Production made effective use of time and was within the contest time limit of 3-5 minutes. ***All points or none are awarded by the technical judge.***		20	
Total Required Elements (130) points maximum			

Items to Evaluate	**Below Average**	**Average**	**Good**	**Excellent**	**Points Awarded**
Content					
Originality of content	1-5	6-10	11-15	16-20	
Developed storyline (effective use of B-roll and interviews)	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	
Effectiveness of on-screen talent presence: (Talent projected confidence through speech and body language.)	1-5	6-10	11-15	16-20	
Effectiveness of talent voice: (Spoke clearly, enunciated clearly, and projected voice.)	1-5	6-10	11-15	16-20	
Effective use of Green Screen technology	1-5	6-10	11-15	16-20	
Total Content (140 points maximum)					
Quality					
Videos were in focus/steadiness/shot variety	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 (Effective use of fades, normalizing, and/or use of ambient sounds)	1-5	6-10	11-15	16-20	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (350 points maximum)					

(445) Broadcast News Production Team (S|PS)

Judge Number _____   **Team Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery (maintain eye contact, voice inflection, well-spoken, etc.)	1-5	6-10	11-15	16-20	
Explain the production process (pre-production, production, and post-production)	1-5	6-10	11-15	16-20	
Explanation of equipment, technology, and software used	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	
Explanation of roles of various team members	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-2	3-5	6-8	9-10	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes				5	
Presentation lasted no longer than ten (10) minutes				5	
At least two original team members in attendance at time of presentation				10	
Documentation submitted at time of check-in: Works Cited (1 copy) *Must have copies for SLC presentation.*				10	
TOTAL PRESENTATION POINTS (160 points maximum)					

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

TOTAL MAXIMUM POINTS = 510

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

Judge Number _____ **Team Number** _____

Technical Scoring Rubric - FINAL (Nationals Only)

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	
Effectiveness of on-screen talent presence: (talent projected confidence through speech and body language.)	1–5	6–10	11–15	16-20	
Effectiveness of talent voice: (spoke clearly, enunciated clearly, and projected voice.)	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 Content (140 points maximum)					
Quality					
Videos were in focus/steadiness/shot variety	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 (effective use of fades, normalizing, and/or use of ambient sounds)	1–5	6–10	11–15	16-20	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (330 points)					

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 132

(450) Podcast Production Team (S|PS)

Description
Podcasts usually feature one or more hosts engaged in a discussion about a particular topic or current event. Discussion and content within a podcast can range from carefully scripted to totally improvised. Podcasts combine elaborate and artistic sound production with thematic concerns ranging from scientific research to slice-of-life journalism. Team members will demonstrate their ability to engage a target audience by creating a three to five (3:00 - 5:00) minute podcast on the provided topic.

Eligibility
Any secondary or post-secondary division student member may enter this team event. A team will consist of 2-4 members. Members participating in state and national level competitiosn must be registered for the event, prior to submission deadline for technical judging. Teams must participate in both parts of the competition to be ranked.

Topic
Create a three to five (3:00 - 5:00) minute podcast about Artificial Intelligence (AI) and how it will impact Gen Z's, education and/or the workforce. Consider the ease of using ChatGPT. You could include how education will be affected or how AI will impact employees and employers alike.

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

Member must supply
Digital presentation equipment
Video projector (optional)
Props (optional)
Carry-in and setup of equipment must be done solely by the member and must take place within the time allotted
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Member 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 member.

Props or visual aids are allowed in this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Demonstrate an understanding of developing audio productions for a target audience
- Demonstrate knowledge of lead in and lead out audio scripting and editing
- Apply knowledge of software, equipment, and skills related to audio production
- Utilize audio editing applications
- Develop discussion points based on topic
- Demonstrate outline/scripting techniques to present a clear overall message
- Demonstrate and apply basic audio recording techniques
- Perform editing and splicing techniques utilizing various editing tools
- Develop podcast cover art
- Demonstrate teamwork skills needed to function in a audio editing environment

Specifications:
- This is a pre-submitted event. See instructions for submissions.
- The team will develop a podcast using various software applications related to audio production.
- **The final podcast audio should be uploaded to a Sound Cloud account.**
- **Submit the URL to the final project files, Works Cited, and signed Release Form(s) in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Member ID will be required for all submissions.
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- 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.
- Only one (1) team member should complete the submission.
- Materials from non-registered members and/or those missing Member ID *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of Works Cited must be submitted at the time of the presentation at SLC.
- Use of transitions and continuity must exist in the production.
- The team is responsible for securing a signed 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.)
- 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 https://www.copyright.gov/title17/title17.pdf. The Style & Reference Manual contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- No materials, other than the required submission materials, may be left with judges.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes for setup/wrap-up
No more than ten (10) minutes for the presentation
No more than five (5) minutes for judges' questions
Finals may be included at the national level

Entries
Each chapter is allowed three (3) entries

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

(450) Podcast Production Team (S|PS)

Judge Number _____   **Team Number** _____

<u>Technical Scoring Rubric</u>

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			
Episode title and cover art	☐ Y | ☐ N	10	
Opening/Introduction/Transitions	☐ Y | ☐ N	10	
Closing	☐ Y | ☐ N	10	
Topic is addressed with multiple actors and viewpoints	☐ Y | ☐ N	10	
Length between 3:00 - 5:00 minutes	☐ Y | ☐ N	10	
Total Required Elements (50 points maximum)			

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Content					
Team submitted the correct information and in the correct format. • Works Cited and signed Release Form(s) in one combined PDF file ***All points or none are awarded by the technical judge.***				10	
Final podcast audio made effective use of time and was within contest time limit of three (3) to five (5) minutes.				30	
Creativity, quality, and originality of content	1-5	6-10	11-15	16-20	
Developed and portrayed topic	1-5	6-10	11-15	16-20	
Effectiveness of audio message	1-5	6-10	11-15	16-20	
Music and tone (mood), audience appeal	1-5	6-10	11-15	16-20	
Total Content (120 points maximum)					
Quality					
Professionalism and voice quality	1-5	6-10	11-15	16-20	
Effective use of normalcy and noise canceling techniques	1-5	6-10	11-15	16-20	
Originality of audio production	1-5	6-10	11-15	16-20	
Total Quality (60 points maximum)					
TOTAL TECHNICAL POINTS (230 points maximum)					

(450) Podcast Production Team (S|PS)

Judge Number _____   Team Number _____

<u>Presentation Scoring Rubric</u>

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 how the equipment/technology used in the podcast enhanced the overall quality, engagement or storytelling	1-5	6-10	11-15	16-20	
Ability to explain the impact of the podcast to the intended audience: Gen Z's, educators, and employers	1-5	6-10	11-15	16-20	
Explanation of roles of team members	1-5	6-10	11-15	16-20	
Voice is consistent and appealing to the audience	1-5	6-10	11-15	16-20	
Set-up lasted no longer than three (3) minutes – 5 points				5	
Presentation lasted no longer than ten (10) minutes				5	
At least two original team members in attendance at time of presentation				10	
Documentation submitted at time of check-in: Works Cited (1 copy) *Must have copies for SLC presentation.*				10	
TOTAL PRESENTATION POINTS (130 points maximum)					

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

TOTAL MAXIMUM POINTS = 360

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(455) User Experience Design Team (S|PS)

Description
Marketing in today's world spans multiple modes of media delivered to the end user via a combination of digital surfaces inclusive of a web presence suitable for desktop and mobile devices, potentially an app, and a social media presence. This event will focus on prototyping digital experiences for a singular brand, with an emphasis on collaboration, designing the user experience, and rationale for design decisions. Suggested free software to use can include Wondershare Mockitt, Zeplin, Moqups, InVision Studio, Proto.io, Pencil Project.

Eligibility
Any secondary or post-secondary division student member may enter this team event. A team will consist of 2-4 members. Members participating in state and national level competitions must be registered for the event, prior to submission deadline for technical judging. Teams must participate in both parts of the competition to be ranked.

Topic:
An automotive show showcasing all of the new automobiles for the upcoming 2025 model year will be taking place May 10-14, 2024 in Detroit, Michigan. You are tasked with designing the branding/identity of this event. Items include:
- The promotional landing page/website for the auto show, designed for a desktop web browser experience. Two of the following additional pages must be included on the website:
  - A listing of vendor booths
  - A listing of concession stand vendors with menu & pricing.
  - A listing of Ride n' Drive opportunities offered from new car manufacturers
- A prototype of the mobile app for attendees to use at the auto show. The mobile app, designed for a smartphone or tablet of your choosing, must contain a minimum of five (5) screens.
- A social media campaign to promote the auto show. A minimum of one (1) artboard for the social platform of your choosing must be included.

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

Member must supply
Additional copies of student work, and Works Cited for all rounds of presentations
Digital presentation tools (device and software) (optional)
Props (optional)
Carry-in and set-up of equipment must be done solely by the member and must take place within the time allotted
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Members must supply all supporting devices (e.g., extension cords, power supply, etc.)

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

Competencies
- Demonstrate teamwork skills needed to function in a virtual branding environment
- Develop promotional cross-medium strategy
- Demonstrate awareness of requirements of target audience (prospective customers)
- Demonstrate awareness of accessibility concerns
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate interconnected cross-medium design plan, inclusive of brand and style consistency
- Apply principles of design and rules for proper layout in developing presentation

- Use principles of design, layout, and typography addressing multiple screen sizes
- Test usability and ease of use with others to practice engaging your target audience for designing a good user experience
- Demonstrate a balanced use of interactivity and animation to bring life to designs, but not to distract
- Demonstrate effective persuasive and informative communication and presentation skills

Specifications
- This is a pre-submitted event. See instructions for submissions.
- **Submit the three (3) clickable URLs to the three (3) projects, Works Cited, and signed [Release Form(s)](#) in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
    - For each of the three designed deliverables (web, mobile app, social media), you will be creating a shareable link to the prototypes you create. You'll submit 3 shareable links for review: one shareable prototype or artboard link for the landing page, one for the mobile app experience, and one for the social media campaign.
- The team is responsible for securing a signed [Release Form](#) from any person whose image is used in the project.
- Members will receive an automated response confirmation at the time of submission. Individual confirmation of receipt *cannot* be provided.
- Member ID will be required for all submissions
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions will *not* be accepted.
- Only one (1) team member should complete the submission.
- One (1) copy of the Works Cited must be submitted at the time of the presentation at SLC.
- The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- No materials, other than the required submission materials, may be left with judges.

Method of evaluation
Technical Scoring Rubric (top 12 teams will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 teams based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes setup
No more than ten (10) minutes presentation time
No more than five (5) minutes judges' questions

Entries
Each chapter is allowed three (3) entries

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

(455) User Experience Design Team (S|PS)

Judge Number _____   **Team Number** _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (*Disqualification*)	☐ No
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. • Signed Release Form(s), Works Cited, URLs to the three (3) projects in one (1) combined PDF ***All points or none are awarded by the technical judge.***				10	
Content The project demonstrates a deep understanding of the target audience and effectively communicates the intended message.	1-15	16-25	26-35	36-50	
Technique The project demonstrates exceptional technical skills and execution. Visual elements, interactions, and navigation are easily followed.	1-5	6-10	11-15	16-20	
Creativity/Originality The project demonstrates innovative and original ideas.	1-5	6-10	11-15	16-20	
Influence The project demonstrates a clear understanding of influential design trends and effectively incorporates them to engage the target audience.	1-5	6-10	11-15	16-20	
Innovative Technology The project showcases cutting-edge technology to enhance the user experience and demonstrates a deep understanding of its application.	1-5	6-10	11-15	16-20	
Grammar The project is free from any grammatical errors.	0 (3+ errors)	5 (2 errors)	10 (1 error)	20 (0 errors)	
User Experience The implementation is seamless and aligns well with the project goals.	1-5	6-10	11-15	16-20	
TECHNICAL SCORE (180 points maximum)					

(455) User Experience Design Team (S}PS)

Judge Number _____   **Team Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Delivery • Demonstrates excellent verbal and non-verbal communication skills while maintaining enthusiasm and engagement with the audience. • Presents the information in a highly structured and organized manner that is easy to follow. • Demonstrates a clear understanding of the topic and presents relevant, accurate information.	1-5	6-10	11-15	16-20	
Engages and captivates the audience with effective delivery and conveys the main points of the presentation.	1-15	16-25	26-35	36-50	
Explanation of team roles in the development & implementation of the project.	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
Set-up lasted no longer than three (3) minutes – 5 points				5	
Presentation lasted no longer than ten (10) minutes – 5 points				5	
At least two original team members in attendance at time of presentation				10	
Documentation submitted at time of check-in: One (1) copy Works Cited at time of presentation. ***Must have copies for SLC presentation.***				10	
TOTAL PRESENTATION POINTS (140 points maximum)					

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

TOTAL MAXIMUM POINTS = 320

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(460) Visual Design Team - Pilot (S|PS)

Description
Create a new branding package for an up and coming movie.

Eligibility
Any secondary or post-secondary member may enter this team event. A team will consist of 2-4 members. Members participating in the state and national level competitions must be registered for the event, prior to the submission deadline for technical judging. Teams must participate in both parts of the competition in order to be ranked.

Topic
Your team has been hired to design promotional components for a new up and coming movie that has been designated as G or PG-13. The team must create a minimum of (4) items, and one must include the Movie DVD Case (Front, Spine, & Back). Other items could include: Store Movie Poster, Characters, Movie Trailer, Social Media Ad Campaign, Swag, etc.

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

Team must supply
Display Props (optional)
Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted
No Internet access will be provided on-site at SLC; however, teams may provide their own access to be used only for their presentation to the judges
Team must bring all supporting devices (e.g., extension cords, power supply, etc.)

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

Competencies
- Demonstrate effective use of color, lines, text, graphics, shapes, etc.
- Demonstrate the ability to present ideas to prospective customers illustrating reasoning and logic for the theme
- Apply principles of design, layout, and typography
- Generate items for marketing purposes
- Use appropriate artwork and design techniques to effectively illustrate a theme
- Apply technical skills to manipulate graphics, artwork, and image
- Demonstrate an understanding of developing for a target audience
- Demonstrate teamwork skills needed to function effectively

Specifications
- This is a pre-submitted event. See instructions for submissions.
- All designs must be printed on 8½"x11" paper.
- It is recommended to be designed at least 300 dpi.
- **The promotion package components can be JPG, PNG, MP4 or PDF formats. All other documents should be combined in one PDF including, signed Release Form(s) and Works Cited. Project must be pre-submitted to https://upload.bpa.org, no later than 5:00 p.m. Central Time, on February 3, 2024.**

- The team is responsible for securing a signed [Release Form](#) from any person whose image is used in the project.
- Confirmation of receipt will be provided when the project is submitted.
- Individual confirmation of receipt *cannot* be provided.
- Member ID will be required for all submissions.
- No exceptions can be made for missed deadlines due to an incorrect email address for submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- **Only one (1) team member should complete the submission.**
- No fax or mailed copies will be accepted.
- Materials from non-registered members and/or those missing Member ID *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- The printed promotion components, Works Cited *must* be submitted at the time of the presentation at SLC.
- The team will give a presentation on how the graphics were developed and produced. A question- and-answer session will follow.
- Team printout and forms will *not* be returned.
- Appropriate use of grammar, spelling, and punctuation.
- The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- All graphics must be computer generated. Only team member-prepared graphics may be used in the design. Originality and effectiveness will be given greater consideration.
- 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.](#)*)
- 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 https://www.copyright.gov/title17/title17.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 materials, may *not* be left with judges.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes for setup
No more than ten (10) minutes for the presentation
No more than five (5) minutes for judges' questions
Finals may be included at the national level

Entries
Each chapter is allowed three (3) entries

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

(460) Visual Design Team – Pilot (S|PS)

Judge Number _____   **Team Number** _____

<u>Technical Scoring Rubric</u>

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (*Disqualification*)	☐ No
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. ● Signed Released Form(s) ● Movie DVD Case – PDF, JPG or PNG Format ● At Least (3) other Components – PDF, JPG, MP4 or PNG Format ● Works Cited formatted according to the BPA Style & Reference Guide ***All points or none are awarded by the Technical Judge.***			20		
Design demonstrates awareness of target audience	1-5	6-10	11-15	16-20	
Member-generated products 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	
All products complement each other but are different.	1-5	6-10	11-15	16-20	
Center of interest apparent in all three products	1-5	6-10	11-15	16-20	
Composition of all three designs have balance, unity, and harmony	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts.	1-5	6-10	11-15	16-20	
Utilizes whitespace appropriately (uses negative and positive space)	1-5	6-10	11-15	16-20	
Placement of design elements, rule of thirds, and emphasis of design.	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (200 points maximum)					

(460) Visual Design Team- Pilot (S|PS)

Judge Number _____   **Team Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Delivery ● Demonstrates excellent verbal and non-verbal communication skills while maintaining enthusiasm and engagement with the audience. ● Presents the information in a highly structured and organized manner that is easy to follow. ● Demonstrates a clear understanding of the topic and presents relevant, accurate information.	1-5	6-10	11-15	16-20	
Ability to explain the development and execution of the planned project including pre-production, production and post-production.	1-5	6-10	11-15	16-20	
Explanation of technology & software used	1-5	6-10	11-15	16-20	
Demonstrates clear connection between all the designs components	1-5	6-10	11-15	16-20	
Explanation of roles of team members	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-2	3-5	6-8	9-10	
Setup lasted no longer than three (3) minutes				5	
Presentation lasted no longer than ten (10) minutes				5	
At least two original team members in attendance at time of presentation				10	
Documentation submitted at time of check-in: The printed promotion components, and Works Cited (1 copy of each) ***Must have copies for SLC presentation.***				10	
TOTAL PRESENTATION POINTS (140 points maximum)					

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

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

MAXIMUM POSSIBLE POINTS = 340

(490) Digital Communications and Design - Open Event (S|PS)

Description
This competition assesses knowledge of web design. animation, digital media, desktop publishing and web design languages.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member may supply
Sharpened No. 2 pencils
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.**

Competencies
- Demonstrate knowledge of graphic design and rules for layout
- Demonstrate knowledge of design, layout, and typography
- Demonstrate knowledge of effective use of color, lines, text, graphics, shapes, etc.
- Demonstrate knowledge of copyright laws
- Demonstrate knowledge of applying geometric methods to solve design problems
- Demonstrate knowledge of HTML
- Demonstrate knowledge of video transitions and editing techniques
- Demonstrate knowledge of proper use of titles, lower thirds, and visual effects
- Demonstrate knowledge of broadcasting environment
- Demonstrate knowledge of introductions, segue, and outros
- Demonstrate knowledge of animation concepts and techniques
- Demonstrate knowledge of audio and sound concepts
- Demonstrate knowledge of design principles
- Demonstrate knowledge of photography composition and techniques

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Unlimited

MANAGEMENT, MARKETING, and COMMUNICATION EVENTS

(500) Global Marketing Team (S)

(505) Entrepreneurship (S|PS)

(510) Small Business Management Team (S|PS)

(515) Interview Skills (S|PS)

(520) Advanced Interview Skills (S|PS)

(525) Extemporaneous Speech (S)

(530) Contemporary Issues (PS)

(535) Human Resource Management (S|PS)

(540) Ethics and Professionalism (S|PS)

(545) Prepared Speech (S|PS)

(550) Parliamentary Procedure Team (S)

(555) Presentation Individual (S|PS)

(560) Presentation Team (S|PS)

(590) Meeting and Event Planning Concepts - Open (S|PS)

(591) Management, Marketing and Human Resources Concepts - Open (S|PS)

(592) Parliamentary Procedure Concepts - Open (S|PS)

(593) Project Management Concepts – Open (PS)

(594) Digital Marketing Concepts - Open (S|PS)

(500) Global Marketing Team (S)

Description

Develop a marketing plan, following the guidelines outlined in the *Style & Reference Manual*, that details pricing strategies and promotional plans for a business.

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

- Title Page and Table of Contents
- Synopsis or mini plan
- Company goals
- Description of customers and their needs
- Description of pricing strategy
- Competition
- Marketing mix
- Economic, social, legal, and technological trends
- Human resource requirements
- Marketing timeline
- Methods of measuring success
- Works Cited

Submitted separately during presentation ONLY:

- Supporting documentation (research, charts, brochures, etc.)

Eligibility

Any secondary division student member may enter this event. A team will consist of 2-4 members. Members participating in state and national level competitions must be registered for the event prior to submission deadline for technical judging. Teams must participate in both parts of the competition to be ranked.

Topic

Background - D'vine by Design is a local "fictitious" event planning company that specializes in organizing and managing corporate events, conferences, trade shows, weddings, and social gatherings. The company was founded in 2015 by Sarah Vine, an experienced event planner with a passion for creating unique and memorable experiences. Initially, the company started as a small venture, but through consistent dedication and hard work, it quickly gained recognition for its outstanding event management services. With a dedicated team of event professionals, a strong client base, and a positive reputation, D'vine by Design is considering expanding its operations to tap into new markets and increase its profitability.

Task – D'vine by Design has hired your marketing team to identify expansion opportunities into a domestic U.S. city of your choice within one to three years, with a vision for future international expansion in five to seven years. Be prepared to defend your recommendations from a marketing standpoint.

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

Teams who do *not* submit an entry that follows this topic will be *disqualified*. Any marketing plan submitted beyond the maximum number of pages will be *disqualified*.

Team must supply

Team may use a presentation device, projection equipment, product displays and props (product samples and promotional item), prepared posters, flip charts, easels, or graphs in presentation

Carry-in and setup of equipment must be done solely by the teams and take place within the time allotted

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

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

Business Professionals of America assumes no responsibility for hardware/software provided by the team.

Props or visual aids are allowed in this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies

- Develop a written marketing plan
- Communicate research in a clear and concise manner both orally and in writing
- Identify and utilize internal and external resources

- Demonstrate knowledge and understanding of management and international business concepts
- Demonstrate successful price selection methods, including the reasoning and method(s) used in determining the price
- 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 teamwork skills needed to function in a global marketing environment
- Demonstrate effective persuasive and informative communication and presentation skills

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, and Works Cited). 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*.
- **Submit the URL to the completed plan and Works Cited in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Members will receive an automated response confirmation at the time of submission.
- Individual conformation of receipt *cannot* be provided.
- Member ID will be required for all submissions.
- No fax or mailed copies will be accepted.
- Multiple submissions will *not* be accepted.
- Only one (1) team member should complete the submission.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Materials from non-registered teams and/or those missing a chapter number *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of the completed plan and Works Cited must be presented at the time of the presentation at SLC.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes setup
No more than ten (10) minutes oral presentation
No more than five (5) minutes judges' questions
Finals may be included at the national level

Entries
Each chapter is allowed three (3) entries

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

(500) Global Marketing Team (S)

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. • Marketing Plan and Works Cited - PDF format ***All points or none are awarded by the technical judge.***				10	
Synopsis 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) EXCLUDING TITLE PAGE, TABLE OF CONTENTS, SUPPORTING DOCUMENTATION, and WORKS CITED,
WILL BE *DISQUALIFIED*

(500) Global Marketing Team (S)

Judge Number_____   **Team Number** _____

<u>Presentation Scoring Rubric</u>

Evaluation of Oral Presentation	Below Average (1-5)	Average (6-10)	Good (11-15)	Excellent (16-20)	Points Awarded
Content	The presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	The presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	The presentation demonstrates a good understanding of the topic and includes mostly relevant and accurate information.	The presentation demonstrates an in-depth understanding of the topic and includes relevant and accurate information.	
Organization and Structure	The presentation lacks coherence, and it is unclear how each team member's role contributes to the presentation. Transitions between speakers are awkward or absent.	The presentation content has some gaps, and it is not always clear how each team member's role contributes to the presentation. Transitions between speakers are choppy.	The presentation content flows adequately, and each team member's role is mostly clear and integrated into the presentation. Transitions between speakers are mostly smooth.	The presentation content flows smoothly, and each team member's role is clearly defined and integrated into the presentation. Transitions between speakers are seamless.	
Delivery and Engagement	Speakers rarely maintain eye contact, use minimal gestures and body language, or have significant inconsistencies in tone and pace.	Speakers occasionally break eye contact, use limited gestures and body language, or have some inconsistencies in tone and pace.	Speakers maintain good eye contact, use appropriate gestures and body language, and vary their tone and pace adequately.	Speakers maintain eye contact, use appropriate gestures and body language, and vary their tone and pace effectively.	
Teamwork and Collaboration	Each member's role is unclear or not demonstrated. Transitions between speakers are awkward or absent, and the team does not provide support for each other.	Each member's role is partially demonstrated. Transitions between speakers are somewhat choppy, and the team offers limited support for each other.	Each member's role is mostly clear. Transitions between speakers are mostly smooth, and the team provides some support for each other.	Each member's role is clearly demonstrated. Transitions between speakers are seamless, and the team supports each other throughout the presentation.	
Answers to Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are mostly clear, concise, and accurate.	Responses are detailed, insightful, and effectively address the judges' inquiries.	
Supporting Documentation	The team does not provide supporting documentation or the documentation is incomplete, inaccurate, or irrelevant.	The team provides some supporting documentation, but it lacks organization or relevance.	The team provides adequate supporting documentation that is generally organized and relevant to the presentation.	The team provides comprehensive and well-organized supporting documentation that is highly relevant to the presentation.	
Problem to Solution	The team fails to clearly identify and address the problem or present a viable solution. The problem-solution relationship is weak or absent.	The team identifies the problem and presents a potential solution, but the connection between the problem and solution lacks clarity.	The team identifies the problem and presents a viable solution. The problem-solution relationship is adequately established and logical.	The team effectively identifies the problem and presents a well-developed and innovative solution. The problem-solution relationship is highly compelling.	

All points or none are awarded per item below.		
Setup lasted no longer than three (3) minutes	5 points	
Presentation lasted no longer than ten (10) minutes	5 points	
Documentation submitted at time of check-in: Marketing Plan including Title Page, Table of Contents, and Works Cited (1 copy) - ***Must have copies for SLC presentation***	10 points	
Plan used the correct format for Title Page, Table of Contents, Marketing Plan, and Works Cited according to the *Style & Reference Manual*	10 points	
At least two original team members in attendance at time of presentation	10 points	
TOTAL PRESENTATION POINTS (180 points maximum)		

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

TOTAL MAXIMUM POINTS = 410

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(505) Entrepreneurship (S|PS)

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

NEW: This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement. The certification offered will be Entrepreneurship and Small Business (ESB) and upon passing the exam, members will be awarded 50 points to their 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. Members 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

Eligibility
Any secondary or post-secondary division 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 member repeats this event, he/she may *not* submit any previously used business plan. Members participating in state and national level competitions must be registered for the event prior to submission deadline for technical judging. Members must participate in both parts of the competition to be ranked.

Member must supply
Member 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 setup of equipment must be done solely by the members and take place within the time allotted
No Internet access will be provided on-site at the SLC; however, members may provide their own access to be used only for their presentation to the judges
Member 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 member.

Props or visual aids are allowed in this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Develop a written business plan for a start-up business
- Demonstrate knowledge and understanding of entrepreneurship
- Communicate research in a clear and concise manner both orally and in writing
- Identify and utilize internal and external resources
- 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
- Demonstrate effective persuasive and informative communication and presentation skills

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The member 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, members may choose to use a fictitious address and telephone number.
- The member 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 ten (10) pages, single-sided (excluding the Title page, Table of Contents, Works Cited, 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 10-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 10-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)

- **Submit completed business plan (do not submit supporting documentation as listed above) and Works Cited in a combined PDF file to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**.
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- 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 members and/or those missing Member IDs *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of the business plan and Works Cited must be provided at the time of the presentation at SLC.
- The length of the presentation will be no less than five (5) minutes and no more than seven (7) minutes, followed by no more than five (5) minutes of judges' questions.
- No materials (props, displays, samples, gifts, etc.), other than the required submission, may be left with judges.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission to use the copyrighted logo and tagline.

Method of evaluation

Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)

Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than three (3) minutes setup
No less than five (5) and no more than seven (7) minutes oral presentation, including the pitch to the investors
No more than five (5) minutes judges' questions
Finals may be included at the national level
No more than one hundred twenty (120) minutes for certification test at nationals

Entries
Each chapter is allowed three (3) entries

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

(505) Entrepreneurship (S|PS)

Judge Number _____   **Member ID** _____

Technical Scoring Rubric

Member 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:				
Member followed topic	☐ Yes		☐ No (*Disqualification*)	

Written Business Plan Evaluation	**Below Average**	**Average**	**Good**	**Excellent**	**Points Awarded**
Member submitted the correct information and in the correct format. • Business Plan - PDF format • Works Cited ***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 (10) EXCLUDING TITLE PAGE, TABLE OF CONTENTS, SUPPORTING DOCUMENTATION, and WORKS CITED, WILL BE *DISQUALIFIED*

(505) Entrepreneurship (S|PS)

Judge Number _____   **Member ID** _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average (1-5)	Average (6-10)	Good (11-15)	Excellent (16-20)	Points Awarded
Content	The presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	The presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	The presentation demonstrates a good understanding of the topic and includes mostly relevant and accurate information.	The presentation demonstrates an in-depth understanding of the topic and includes relevant and accurate information.	
Organization and Structure	The presentation lacks coherence. Transitions are awkward or absent.	The presentation content has some gaps. Transitions are choppy.	The presentation content flows adequately. Transitions are mostly smooth.	The presentation content flows smoothly. Transitions are seamless.	
Delivery and Engagement	Speaker rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Speaker occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Speaker maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	Speaker maintains eye contact, uses appropriate gestures and body language, and varies their tone and pace effectively.	
Answers to Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are mostly clear, concise, and accurate.	Responses are detailed, insightful, and effectively address the judges' inquiries.	
Supporting Documentation	Speaker does not provide supporting documentation or the documentation is incomplete, inaccurate, or irrelevant.	Speaker provides some supporting documentation, but it lacks organization or relevance.	Speaker provides adequate supporting documentation that is generally organized and relevant to the presentation.	Speaker provides comprehensive and well-organized supporting documentation that is highly relevant to the presentation.	
All points or none are awarded per item below.					
Set-up lasted no longer than three (3) minutes				5 points	
Presentation lasted no less than five (5) minutes or no more than seven (7) minutes				5 points	
Documentation submitted at time of check-in: Works Cited and Business Plan including Title Page and Table of Contents (1 copy) ***Must have copies for SLC presentation.***				10 points	
Plan used the correct format for Title Page, Table of Contents, and Business Plan according to the *Style & Reference Manual*				10 points	
TOTAL PRESENTATION POINTS (130 points maximum)					

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

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

TOTAL MAXIMUM POINTS = 320

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 156

(510) Small Business Management Team (S|PS)

Description
The team will use strategic planning and problem-solving skills to provide solutions to the business case study provided. At state and national levels, teams will be presented with an additional element to the scenario that requires revision of their final presentation.

Eligibility
Any secondary or post-secondary division student member may enter this team event. A team will consist of 2-4 members. Teams must participate in both parts of the competition to be ranked.

Team must supply
- Pencils or pens
- Computer (optional)
- Portable printer w/paper (optional)
- Presentation device (optional)
- Projection equipment (optional)
- Product props (samples and promotional items) (optional)
- Prepared posters (optional)
- Graphs (optional)
- Easel (optional)
- Poster board and/or flipcharts and markers (optional)

Business Professionals of America assumes no responsibility for hardware/software provided by the team.

Props or visual aids are allowed in this 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
- Develop and implement an action plan
- Analyze needs, prioritize, and delegate team responsibilities needed to perform required tasks
- Demonstrate a working knowledge of entrepreneurial and business management concepts
- Apply critical thinking skills to make decisions and apply problem solving techniques
- Identify key issues and 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
- Perform a SWOT analysis
- Organize ideas and communicate orally in group presentation

Initial Case Study Topic:
Jessica Smith owns and operates a limited liability company where she is paid to be a social media influencer. She has an active YouTube channel with about 85 million subscribers. She utilizes the channel to make videos about the perks and cons of living in New York City, as well as travel for both those who live within the city and those who plan to visit the city. Her YouTube channel is named Jess In NYC, and her subscribers help her earn about $12,000 (gross) a month. Her main income for the business comes from ad revenue generated by her subscribers and paid by YouTube. Jessica is currently a one-woman show, and spends the majority of her day filming, editing, and posting to her YouTube channel. She also tries to carve out at least half an hour each day responding to subscriber emails and comments on her posts. Due to the fact her

business has no employees, her expenses are relatively low for the business. She currently pays herself a salary of $100,000, leaving the extra to reinvest into the business; however, she has only been doing this for about one year. Jessica is wanting to expand her business but is unsure of what ways would be most successful and/or cost effective. Jessica is also interested in bringing on some additional employees to aid in the support and growth of her business. Jessica's primary focus is creating additional value for subscribers while maximizing revenue and growth for the business. Jessica is concerned about the potential time expanding the business would cause and needs solutions that provide growth to the business while prioritizing her time and effort.

One key fear Jessica has when attempting to grow the business is causing subscribers to feel as though she is only catering to the revenue customers bring in, instead of seeing them as a part of the community she has built around her channel. Jessica wants to find ways to grow the business and increase revenue in ways that prioritize customer/subscriber engagement. Create a presentation detailing the ways that Jessica can grow her business without alienating customers. Share insights to current industry trends, financial implications, and human resources requirements.

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

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

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

Method of evaluation
Judge's Scoring Rubric

Length of event
No more than five (5) minutes orientation for state and national levels
No more than thirty (30) minutes preparation time for state and national levels
No more than three (3) minutes setup in presentation room
No more than ten (10) minutes presentation time
No more than ten (10) minutes judges' questions
Finals may be required at state and national levels

Equipment/supplies provided
Case problem

Preparation room

If desired, team may bring one (1) laptop/notebook computer, portable printer with paper, projection equipment, software, poster board, and markers for use in the preparation room.

Contest presentation

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

Entries

Each chapter is allowed one (1) entry

(510) Small Business Management Team (S|PS)

Judge Number _____   **Team Number** _____

<u>Presentation Scoring Rubric</u>

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	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes				5	
Presentation lasted no longer than ten (10) minutes				5	
At least two original team members in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (160 points maximum)					

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

TOTAL MAXIMUM POINTS = 160

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(515) Interview Skills (S|PS)

Description
Assess proficiency in job search and interview situations.

Eligibility
Any secondary or post-secondary division student member may enter this event. Member may *not* enter both Interview Skills and Advanced Interview Skills in the same year. This event may *not* be repeated. Members participating in state and national level competitions must be registered for the event prior to submission deadline for technical judging. Members *must* participate in both parts of the competition to be ranked.

Member must supply
One (1) copy of their résumé and cover letter at SLC.

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

Competencies
- Apply technical writing skills to produce cover letter and résumé
- Demonstrate knowledge of employability skills
- Apply research to determine qualifications for jobs
- Demonstrate a professional image
- Demonstrate knowledge of job advancement
- Demonstrate effective communication and interpersonal skills
- Discuss understanding of workplace ethics and work environments

Specifications
- This is a pre-submitted event. See instructions for submissions.
- Member will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Digital Solutions shown on the Organizational Chart found in the *Style & Reference Manual.*
- Member 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, members may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.
- **Submit the résumé and cover letter as two separate PDF files to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- Member ID will be required for submissions.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- Due to the nature of the pre-submitted materials, no late registrations/move-ups for Interview Skills can be accepted after **5:00 p.m. Central Time, on February 3, 2024**.
- Materials from non-registered members, those missing Member ID and/or projects received after the deadline *cannot* be accepted.
- No changes can be made after the date of submission.

- The cover letter must be addressed as follows:
  > Ms. Julie Smith, Manager
  > Human Resources Department
  > Digital Solutions
  > 700 Morse Road, Suite 201
  > Columbus, OH 43214
- One (1) copy of the résumé *may* be used for reference by the member during the interview.
- Materials previously submitted to the website will *not* be available at the time of interview.
- One (1) copy of the résumé and cover letter must be submitted at the time of the interview at SLC.
- 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 (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than fifteen (15) minutes for interview
Finals may be included at the national level

Entries
Each chapter is allowed three (3) entries

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

(515) Interview Skills (S|PS)

Judge Number _____   **Member ID** _____

Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format. • Cover Letter - PDF format • Résumé - PDF format ***All points or none are awarded by the technical judge.***		10			
Cover Letter (Must follow business letter format in the *Style & Reference Manual)*					
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	
TOTAL TECHNICAL POINTS (170 points maximum)					

(515) Interview Skills (S|PS)

Judge Number _____   **Member ID** _____

<u>Interview Scoring Rubric</u>

	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	
All points or none are awarded per item below.					
Documentation submitted at time of check-in: Cover Letter (1 copy) and Résumé (1 copy) ***Must have copies for SLC interview.***				10	
TOTAL INTERVIEW POINTS (250 points maximum)					

TOTAL MAXIMUM POINTS = 420

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 164

(520) Advanced Interview Skills (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event. Member may *not* enter both Interview Skills and Advanced Interview Skills in the same year. Advanced Interview Skills may be repeated. Members participating in state and national level competitions must be registered for the event prior to submission deadline for technical judging. Members must participate in both parts of the competition to be ranked.

Member must supply
One (1) copy of résumé and cover letter.
One (1) copy of portfolio, hardcopy or digital.

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

Competencies
- Apply technical writing skills to produce cover letter and résumé
- Create and effectively use an employment portfolio
- Demonstrate knowledge of employability skills
- Apply research to determine qualifications for jobs
- Demonstrate a professional image
- Demonstrate knowledge of job advancement
- Demonstrate effective communication and interpersonal skills
- Discuss understanding of workplace ethics and work environments

Specifications
- This is a pre-submitted event. See instructions for submissions.
- Member will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Digital Solutions shown on the Organizational Chart found in the *Style & Reference Manual*.
- Member 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, members may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.
- **Submit the résumé and cover letter as two separate PDF files to https://upload.bpa.org no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- 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.
- Due to the nature of the pre-submitted materials, no late registrations/move-ups for Advanced Interview Skills can be accepted after **5:00 p.m. Central Time, on February 3, 2024.**

- Materials from non-registered members, those missing Member ID and/or projects received after the deadline *cannot* be accepted.
- No changes can be made after the date of submission.
- The cover letter must be addressed as follows:
    > Ms. Julie Smith, Manager
    > Human Resources Department
    > Digital Solutions
    > 700 Morse Road, Suite 201
    > Columbus, OH 43214
- Member may choose to use a paper portfolio or an electronic portfolio.
    - Paper portfolios may *not* be larger than 8 ½"x11"
    - 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 member 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 SLC; however, members may provide their own access to be used only for access to and their presentation of their portfolio.
- Members may access the Internet through a mobile hotspot or a hotspot on a cellular phone. If a member chooses to use their own device(s) to access the Internet, the device(s) must be setup 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.   Members may not use the device for any other purpose during their presentation.
- No time will be given for setup of equipment. If notebook/laptop or tablet is used it can only be setup by member.
- Members may not use any type of projection device. (Table-top projection screens, TVs, or other types of displays will not be allowed.)
- One (1) copy of the résumé may be used for reference by the member during the interview.
- Materials previously submitted to the website will not be available at the time of interview.
- One (1) copy of the résumé and cover letter must be submitted at the time of the interview at SLC.
- 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 (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

Length of event
No more than fifteen (15) minutes for interview
Finals may be required at the national level

Entries
Each chapter is allowed three (3) entries

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

(520) Advanced Interview Skills (S|PS)

Judge Number _____   **Member ID** _____

Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format. ● Cover Letter - PDF format ● Résumé - PDF format ***All points or none are awarded by the technical judge.***			10		
Cover Letter (Must follow business letter format in the *Style & Reference Manual)*					
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	
TOTAL TECHNICAL POINTS (170 points maximum)					

(520) Advanced Interview Skills (S|PS)

Judge Number _____   **Member ID** _____

<u>Interview Scoring Rubric</u>

	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	

All points or none are awarded per item below.					
Documentation submitted at time of check-in: Cover Letter (1 copy) and Résumé (1 copy) ***Must have copies for SLC interview.***				10	
TOTAL INTERVIEW POINTS (270 points maximum)					

TOTAL MAXIMUM POINTS = 440

(525) Extemporaneous Speech (S)

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

Eligibility
Any secondary division student member may enter this contest. The event may be repeated.

Member must supply
Sharpened No. 2 pencils, pens

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

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

Specifications
- The member 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 member 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 member.
- Cell phones may *not* be used in the preparation room.
- The member 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 member 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 chapter is allowed one (1) entry

(525) Extemporaneous Speech (S)

Judge Number _____   **Member ID** _____

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	
Topic: Member stayed on topic that was drawn	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Presentation lasted no less than two (2) and no more than four (4) minutes				10	
TOTAL PRESENTATION POINTS (170 points maximum)					

TOTAL MAXIMUM POINTS = 170

SPEECH WILL BE STOPPED AT FOUR (4) MINUTES

(530) Contemporary Issues (PS)

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

Eligibility
Any post-secondary division student member may enter this contest. The event may be repeated.

Member must supply
Sharpened No. 2 pencils, pens

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

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

Specifications
- The member 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 member 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 member.
- Cell phones may *not* be used in the preparation room.
- The member will speak before a panel of judges and a timekeeper. No audience will be allowed.
- The length of the speech will be no less than three (3) minutes and no more than five (5) minutes.
- The member will be given warnings via flash cards when there are two (2) minutes remaining and when there is (1) minute remaining during the speaking time.
- **The speech will be stopped at five (5) minutes.**

Method of evaluation
Judge's Scoring Rubric

Length of event
No more than ten (10) minutes preparation
No less than three (3) and no more than five (5) minutes oral presentation
No time is allotted for judges' questions
Finals may be included at state and national levels

Equipment/supplies provided
Three (3) note cards for preparation of presentation

Entries
Each chapter is allowed three (3) entries

(530) Contemporary Issues (PS)

Judge Number _____   **Member ID** _____

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	
Topic: Member stayed on topic that was drawn	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Presentation lasted no less than two (3) and no more than five (5) minutes				10	
TOTAL PRESENTATION POINTS (170 points maximum)					

TOTAL MAXIMUM POINTS = 170

SPEECH WILL BE STOPPED AT FIVE (5) MINUTES

(535) Human Resource Management (S|PS)

This event is dedicated in the memory of Bob Roeder.

Description
Assess interpretation of personnel policies and knowledge of human resource management.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Human Resources Manual—The HR Manual is a *guideline* and should be used as the ultimate authority when the manual contains specific related information.
Sharpened No. 2 pencils, pens

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed
- Model behaviors that demonstrate support for the organization's mission in order to provide quality human resource services to clients
- Describe, assess, and demonstrate rules and laws which should be followed in a human resource setting to promote occupational safety and health
- Model ethical and legal conduct while working in the human resources industry
- Demonstrate actions that comply with legal requirements for personal liability to guide personal conduct in the human resources setting
- Describe and apply technical knowledge and skills required in the human resources area

Specifications
- The member will be given a human resource management scenario. The scenario may deal with office situations, workplace issues, legal matters, etc.
- The member will be provided twenty (20) minutes to develop the presentation. Three (3) note cards will be provided by the event proctor. Notes can only be made on the note cards provided.
- No advisor contact will be allowed between the time of receiving the topic and the delivery of the presentation.
- Only the *Human Resources Manual*, along with three (3) note cards for note taking, may be used in the preparation room.
- Cell phones may *not* be used in the preparation room.
- Only the three (3) note cards may be used in the presentation room. The *Human Resources Manual* may *not* be used during the presentation.
- The member will speak before a panel of judges and a timekeeper.
- The length of the event is between three (3) and five (5) minutes. The member 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 chapter is allowed one (1) entry

Members are encouraged to bring the *Human Resources Manual* with them for reference in the preparation room.

Members are expected to familiarize themselves with the manual prior to competition. It is permissible to write notes in the manual prior to preparation time.

(535) Human Resource Management (S|PS)

Judge Number _____   **Member ID** _____

<u>Presentation Scoring Rubric</u>

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. *Did contestant violate this rule?*		☐ Yes (*Disqualification*)		☐ No	
If yes, please stop scoring and provide a brief reason for the disqualification in this space:					

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	
Presentation lasted no less than three (3) and no more than five (5) minutes.				5	
Did *not* use any materials other than those specified for the event.				5	
TOTAL PRESENTATION POINTS (150 points maximum)					

TOTAL MAXIMUM POINTS = 150
PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES

(540) Ethics and Professionalism (S|PS)

Description
Explore the application of ethical frameworks to various aspects used in business today.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Ethics and Professionalism Resources Manual
Sharpened No. 2 pencils, pens

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

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

Specifications
- The member will be given a scenario dealing with ethics or professionalism. Please refer to the *Ethics and Professionalism Resources Manual* as a guide when preparing for the event.
- The member will be provided twenty (20) minutes to develop the presentation. Three (3) note cards will be provided by the event proctor. Notes can only be made on the note cards provided.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- **Only the *Ethics and 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 and Professionalism Resources Manual may not be used during the presentation.***
- The member will speak before a panel of judges and a timekeeper.
- The length of the presentation should be between five (5) and seven (7) minutes. The member 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) minutes 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 chapter is allowed one (1) entry

Members are expected to familiarize themselves with the *Ethics and Professionalism Resources Manual* prior to competition.

(540) Ethics and Professionalism (S|PS)

Judge Number _____   **Member ID** _____

<u>Presentation Scoring Rubric</u>

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	
All Points or none are awarded per item below					
Presentation lasted no less than five (5) and no more than seven (7) minutes.				5	
Did *not* use any materials other than those specified for the event.				5	
TOTAL PRESENTATION POINTS (150 points maximum)					

TOTAL MAXIMUM POINTS = 150
PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES

(545) Prepared Speech (S|PS)

Description
Demonstrate communication skills in securing, arranging, organizing, and presenting information orally.

Eligibility
Any secondary or post-secondary division student member may enter this event. The event may be repeated, but the topic may *not*. A member may *not* participate in Prepared Speech and either Presentation Individual or Presentation Team in the same year.

Member must supply
Easel (optional)
Props (optional)

Props or visual aids are allowed in this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

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

Specifications
- Each member 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.
- This is a **pre-submitted event for Oklahoma BPA SLC ONLY**, with the top 12 advancing to SLC.
- For pre-judging, the complete (videotaped) speech presentation should be compressed and uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.). It is recommended to set the access level of the project to one of BPA's recommended settings. See the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the Prepared Speech, Speech Outline, and Works Cited in a combined PDF file to: https://presubmit.bpa.org, no later than 5:00 p.m. Central Time, on February 3, 2024.**
- The Works Cited and Speech Outline must be formatting according to the *Style & Reference Manual.*
- Members must place their Member 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*.)
- Individual confirmation of receipt *cannot* be provided.
- Member ID will be required for all submissions.
- Members will receive an automated response confirmation, at the time of submission.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions will not be accepted.
- Materials from non-registered members and/or those missing Member ID cannot be accepted.
- No changes can be made after the date of submission.

- The length of setup will be no more than one (1) minute.
- Setup 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 member's speech, however, must be the result of his/her own efforts.
- At SLC, members must provide:
  - At the time of check-in members must submit one (1) copy of the following documentation: Works Cited and speech outline. Use guidelines in the Style & Reference Manual.
  - Members must place their Member 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.)
  - All copies should be on 8½"x11" plain, white non-glossy paper. No binders will be accepted.
- No time warnings will be given.
- The member 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 https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation
Presentation Scoring Rubric (top 12 based on Pre-Judged Oral Presentation Scoring Rubric advance to SLC). Pre-judged scores **DO NOT** carry forward and are **NOT** calculated into SLC presentation scoring.

Length of event:
No more than one (1) minute setup
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 the national level

Entries
Each chapter is allowed three (3) entries

Materials submitted for competition will *not* be returned.

(545) Prepared Speech (S|PS)

Judge Number _____   **Contestant Number** _____

Pre-Judged Oral 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
Contestant submitted the correct information and in the correct format. • Shared video file URL, Works Cited, and Speech Outline in one combined PDF ***All points or none are awarded by the technical judge.***				10	
Speech Outline and Works Cited were formatted according to the *Style & Reference Manual.*				10	
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	

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 (190 points maximum)					

Top 12 pre-judged individual presentations advance to SLC presentation.

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

SPEECH WILL BE STOPPED AT SEVEN (7) MINUTES

(545) Prepared Speech (S|PS)

Judge Number _____   **Member ID** _____

<u>Presentation Scoring Rubric</u>

Member 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	
All points or none are awarded per item below.					
Setup lasted no more than one (1) minute				5	
Presentation was no less than five (5) minutes and lasted no more than seven (7) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy) and Speech Outline (1 copy). ***Must have copies for SLC presentation.***				10	
Speech Outline and Works Cited were formatted according to the *Style & Reference Manual*.				10	
TOTAL PRESENTATION POINTS (190 points maximum)					

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

TOTAL MAXIMUM POINTS = 190

SPEECH WILL BE STOPPED AT SEVEN MINUTES

(550) Parliamentary Procedure Team (S)

Description
Demonstrate the use of correct parliamentary procedure through a chairperson's ability to conduct a business meeting in a democratic manner that allows the members of the team to effectively participate. Examine the team's knowledge of parliamentary procedure through oral questions and the objective test.

Eligibility
Any secondary division student member may enter this team event. A team consists of 4-8 members.

Members that participate in this event at the National level are eligible for twelve (12) years of paid membership offered by the American Institute of Parliamentarians.

Team must supply
Robert's Rules of Order Newly Revised (current edition)
Sharpened No. 2 pencil or pen for secretary's minutes
Gavel
Hard copy published and/or unpublished reference materials in the **preparation room only**
Open and Closing a Meeting scripts in the preparation room only

---

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Demonstrate understanding of parliamentary procedure
- Apply understanding of a democratic process in decision making
- Apply effective practices for conducting a business meeting
- Demonstrate ability to process specified motions
- Demonstrate understanding of time management
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business meeting setting
- Demonstrate effective communication and presentation skills

Specifications
- Each team will be given a test/agenda containing three (3) subjects related to Business Professionals of America; each subject is to be used to demonstrate one or more abilities in parliamentary procedure. This becomes the order of new business for each team.
- Each team will be allowed a preparation period of fifteen (15) minutes immediately preceding its appearance for the event. Only team members will be allowed in the preparation room.
- A blank 3"x5" index card will be provided for each team member.
- No advisor contact from time of preparation to completion of presentation is allowed.
- The team will be expected to conduct the meeting according to correct parliamentary procedure beginning with the opening ceremony.
- Suggested Procedure - officers should be seated at the head table; the Secretary should be seated to the right of the Chairperson and parliamentarian to the left.

- After the opening ceremony, the chairperson must acknowledge a quorum and then ask for general consent to dispense with the reading of minutes, officer reports, and committee reports; the secretary will read the first item of new business from the test/agenda. Proceed directly with the skills asked to demonstrate and conclude with the official closing ceremony.
- The Secretary will record the proceedings of the meeting in English, long hand, on a blank sheet of paper, and submit his/her handwritten notes to the judges immediately after the presentation.
- 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 at the designated time on-site at SLC. All team members must test at the same time. The average score of the team members will be added to the team score.
- Members 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*.)

Method of evaluation
Judge's Scoring Rubric
Objective Test: **All team members must test at the same time on-site at SLC** (see SLC conference schedule for details). Competitors will complete a unique objective test and are NOT taking the Parliamentary Procedures Open Event as a required part of this team event. The average of each team's objective test scores from the on-site exam at SLC will be calculated into the final score for this event.

Length of event
Objective test taken per conference schedule - *Reference materials are NOT allowed.*
No more than fifteen (15) minutes preparation time
No more than fifteen (15) minutes parliamentary demonstration
No more than five (5) minutes judges' questions
Finals may be included at state and national levels

Equipment/supplies provided
Test/Agenda
Blank sheet of paper for Secretary's minutes
One 3"x5" index card for each team member
American flag

Entries
Each chapter is allowed three (3) entries

Opening a Meeting

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

The Opening Ceremony

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

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

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

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

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

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

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

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

President
Please be seated.

Closing a Meeting

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

Equipment and Supplies
Gavel

The Ceremony

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

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

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

(550) Parliamentary Procedure Team (S)

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)						

(550) Parliamentary Procedure Team (S)

Judge Number _____   **Team Number** _____

<u>Presentation Scoring Rubric/Criteria</u>

Judge 3 Only

Evaluation Criteria	Non-Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
General participation by members, excluding 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	
All points or none are awarded per item below.						
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	
At least four (4) original team members in attendance at time of presentation					10	
Total Points Awarded by Judge 3 Only (160 points maximum)						

Total Parliamentary Presentation Points = 370 points maximum

TOTAL MAXIMUM POINTS = 370 + the average of the team members' scores from the Objective Test

(555) Presentation Individual (S|PS)

Description
Using current technologies and software, prepare and deliver an effective multimedia presentation.

Eligibility
Any secondary or post-secondary division student member may enter this event. A member may *not* participate in more than one of the following events in the same year: Presentation Individual and Prepared Speech. A previously used presentation may *not* be used.

Topic
Each year 1 out of 10 American college students studies abroad during their undergraduate years. Colleges and universities promote this experience as an opportunity to study while traveling and learning about other cultures. Some colleges/programs even require such an experience for graduation. Create a presentation that delves into this enriching postsecondary experience.

Topics to consider include but are not limited to:
- Why study abroad
- The positives of studying abroad
- The challenges of studying abroad
- The top destinations
- The costs of studying abroad
- How it can affect credits for graduation

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

Member must supply
Presentation device and software
External speakers (optional)
Projection system (optional)
Props (optional)
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Members must bring all supporting devices (e.g., extension cords, power supply, etc.)
Carry-in and setup of equipment must be done solely by the member and must take place within the time allotted

> **Business Professionals of America assumes no responsibility for hardware/software provided by the member.**
>
> **Props or visual aids are allowed in this 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 skills to create a multimedia presentation which will enhance the oral presentation
- Demonstrate effective oral communication skills
- Secure facts and data from multiple sources, emphasizing research skills

Specifications

- This is a **pre-submitted event for Oklahoma BPA SLC ONLY**, with the top 12 advancing to SLC.
- For pre-judging, the complete (videoed) multimedia presentation should be compressed and 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 the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the presentation, Works Cited, and signed Release Form(s) in a combined PDF file to: https://presubmit.bpa.org, no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Format of Works Cited must be according to the *Style & Reference Manual.*
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt cannot be provided.
- 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 numbers, or those uploaded after the pre-submission deadline cannot be accepted.
- No changes can be made after the date of submission.
- The member shall design a computer-generated multimedia presentation on the assigned topic.
- The member is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- Member should use space, color, and text as design factors.
- Use of graphics, including charts, is to be a part of the presentation.
- The length of setup will be no more than three (3) minutes.
- The length of the presentation will be no less than seven (7) minutes and no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- One (1) copy of the signed Release Form(s) and Works Cited must be submitted at the time of the presentation at SLC.
- Format of Works Cited must be according to *Style & Reference Manual*.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual.*)
- The member is responsible for securing a signed Release Form(s) from any individual whose name, photograph, and/or other information is included in the presentation.
- The presentation content must be on the member's computer hard drive, a CD-ROM/DVD, or a USB drive.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Presentation Scoring Rubric (top 12 contestants based on Pre-Judged Presentation Scoring Rubric advance to SLC).

Pre-judged scores **DO NOT** carry forward and are **NOT** calculated into SLC presentation scoring.

Length of event
No more than three (3) minutes for setup
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 the national level

Entries
Each chapter is allowed three (3) entries

Materials submitted for competition *cannot* be returned.

(555) Presentation Individual (S|PS)

Judge Number _____   **Contestant Number** _____

<u>Pre-Judged Presentation Scoring Rubric</u>

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. • Shared video file URL, Works Cited, and signed Release Form(s) in one combined PDF file ***All points or none are awarded by the technical judge.***				10	
Works Cited formatted according to the *Style & Reference Manual*				10	
Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes – 5 points				5	
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	
TOTAL PRESENTATION POINTS (225 points maximum)					

Top 12 pre-judged individual presentations advance to SLC presentation.

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

(555) Presentation Individual (S|PS)

Judge Number _____   **Member ID** _____

Presentation Scoring Rubric

Member 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:					
Member 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	
All Points or none are awarded per item below					
Setup lasted no more than three (3) minutes				5	
Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy) at time of presentation **Must have copies for SLC presentation.**				10	
Works Cited formatted according to the *Style & Reference Manual*				10	
TOTAL PRESENTATION POINTS (250 points maximum)					

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

TOTAL MAXIMUM POINTS = 250

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(560) Presentation Team (S|PS)

Description
Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

Eligibility
Any secondary or post-secondary division student member may enter this team event. A team will consist of 2-4 members. A member may *not* participate in more than one of the following events in the same year: Presentation Team and Prepared Speech. A previously used presentation may *not* be used.

Topic
Many employees are beginning to question the fairness, enforceability, and legality of non-compete clauses in their employment contracts. Many employees are choosing to ignore their non-compete agreements and taking the risk of their former companies pursuing legal action. Others are choosing to refuse to work for any employer that forces new hires to sign non-compete agreements. Create a presentation that discusses the following concept of non-compete clauses.

Things to consider but are not limited to:
- What are the pros and cons of non-compete agreements?
- Do you believe they are fair? Feasible?
- What role (if any) should non-compete agreements have in a modern workforce?

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

Team must supply
Presentation device and software
External speakers (optional)
Projection system (optional)
Props (optional)
No Internet access will be provided on-site at SLC; however, teams may provide their own access to be used only for their presentation to the judges.
Teams must bring all supporting devices (e.g., extension cords, power supply, etc.)
Carry-in and setup 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.

Props or visual aids are allowed in this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate effective teamwork skills needed to function in a business setting
- Apply technical skills to create a multimedia presentation which will enhance the oral presentation
- Demonstrate effective oral communication skills
- Secure facts and data from multiple sources, emphasizing research skills

Specifications
- This is a **pre-submitted event for Oklahoma BPA SLC ONLY**, with the top 12 teams advancing to SLC.
- For pre-judging, the complete (videoed) multimedia presentation should be compressed and 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 the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the presentation, Works Cited, and signed Release Form(s) in a combined PDF file to: https://presubmit.bpa.org, no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Format of Works Cited must be according to the *Style & Reference Manual*.
- The team is responsible for securing a signed Release Form(s) from any individual whose name, photograph, and/or other information is included in the presentation.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt cannot be provided.
- 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 numbers, or those uploaded after the pre-submission deadline cannot be accepted.
- No changes can be made after the date of submission.
- The team shall design a computer-generated multimedia presentation on the assigned topic.
- The team is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- The presentation should use space, color, and text as design factors.
- Use of graphics, including charts, is to be a part of the presentation.
- The length of setup will be no more than three (3) minutes.
- The length of the presentation will be no less than seven (7) minutes and no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- All members of the team must participate in the "live" presentation.
- All team members must participate to be ranked.
- All team members may confer on the questions and are encouraged to share in the responses.
- One (1) copy of the signed Release Form(s) and Works Cited must be submitted at the time of the presentation at SLC.
- Format of Works Cited must be according to *Style & Reference Manual*.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- The team is responsible for securing a signed 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 https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.

Method of evaluation

Presentation Scoring Rubric (top 12 teams based on Pre-Judged Presentation Scoring Rubric advance to SLC). Pre-judged scores **DO NOT** carry forward and are **NOT** calculated into SLC presentation scoring.

Length of event:

No more than three (3) minutes setup

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 the national level

Entries

Each chapter is allowed three (3) entries

Materials submitted for competition *cannot* be returned.

(560) Presentation Team (S|PS)

Judge Number _____   **Team Number** _____

Pre-Judged 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
Team submitted the correct information and in the correct format. • Shared video file URL, Works Cited, and signed Release Form(s) in one combined PDF file ***All points or none are awarded by the technical judge.***				10	
Works Cited formatted according to the *Style & Reference Manual*				10	
Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes – 5 points				5	
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	
TOTAL PRESENTATION POINTS (225 points maximum)					

Top 12 pre-judged team presentations advance to SLC presentation.

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

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 196

(560) Presentation Team (S|PS)

Judge Number _____   **Team Number** _____

<u>Presentation Scoring Rubric</u>

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	
All Points or none are awarded per item below					
Setup lasted no more than three (3) minutes				5	
Presentation lasted no less than seven (7) minutes and lasted no more than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy) at time of presentation. ***Must have copies for SLC presentation.***				10	
Works Cited formatted according to the [Style & Reference Manual](#)				10	
At least two original team members in attendance for entire event				10	
TOTAL PRESENTATION POINTS (280 points maximum)					

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

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 197

(590) Meeting and Event Planning Concepts - Open Event (S|PS)

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 secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.**

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 communications**

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Unlimited

(591) Management, Marketing and Human Resources Concepts - Open Event (S|PS)

Description
Assess knowledge of management, marketing, and human resources concepts.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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 management concepts and skills
- Demonstrate knowledge of marketing concepts and skills
- Demonstrate knowledge of human resource concepts and skills
- Demonstrate knowledge of business finance concepts and skills
- Demonstrate knowledge of entrepreneurship concepts and skills
- Demonstrate knowledge of global business concepts and skills

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Unlimited

(592) Parliamentary Procedure Concepts - Open Event (S|PS)

Description
Assess knowledge of parliamentary procedure. Test questions are based on the *Dunbar's Manual of Parliamentary Procedure Test Questions I.*

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.**

Competencies
- Demonstrate knowledge of parliamentary principles
- Demonstrate knowledge of parliamentary terminology
- Identify the various kinds and characteristics of motions
- Describe voting methods, techniques, and rules
- Identify debatable and non-debatable motions
- Identify techniques for conducting a meeting

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Unlimited

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

Description
To provide a general competitive event addressing member's knowledge of basic project management practices and terminology that is used independent of a specific methodology.

Eligibility
Any post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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. <u>Violation of this rule will result in disqualification</u>.**

Competencies
The competencies assessed relate to the *Project Management Professional (PMP) Standards* produced by the Project Management Institute (PMI).

- Demonstrate understanding of the five basic project phases
- Demonstrate knowledge of work breakdown structures and how they are used
- Identify terminology associated with project management including organizational structures and leadership styles
- Demonstrate the understanding and importance of risk management and levels of risk
- Demonstrate the knowledge of general management skills including leadership, negotiation, communication, and team building
- Demonstrate knowledge of product life cycle stages
- Analyze information regarding tasks, plans, schedules, strategies, budgets, deliverables, milestones, and organizational structures

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Unlimited

(594) Digital Marketing Concepts - Open Event (S|PS)

Description
Assess knowledge of digital marketing concepts.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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
- Identify the use of social media in marketing communications to obtain customer attention and/or to gain customer insight
- Demonstrate effective marketing research procedures and findings to assess credibility
- Describe types of digital advertising strategies that can be used to achieve promotional goals
- Understand design principles to communicate needs to designers
- Assess advertisements to ensure achievement of marketing communications goals/objectives
- Demonstrate the ability to develop an advertising campaign to achieve marketing communications objectives

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Unlimited

HEALTH ADMINISTRATION EVENTS

(600)   Medical Coding (S|PS)

(605)   Health Insurance and Medical Billing (S|PS)

(610)   Health Administration Procedures (S|PS)

(615)   Health Research Presentation (S|PS)

(690)   Health Administration Concepts - Open Event (S|PS)

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
September 8, 2023 Initial Release 1.1   Page | 203

(600) Medical Coding (S|PS)

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

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator
    Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials
Must supply latest release of medical coding reference manual

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

Competencies
- Apply technical coding skills to a variety of medical diagnoses/conditions
- Demonstrate knowledge of coding guidelines
- 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 (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Each chapter is allowed five (5) entries

(605) Health Insurance and Medical Billing (S|PS)

Description
Assess the student's knowledge of insurance verification, prior authorization, insurance claim submission, insurance payment posting, and medical billing operations.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials
Must supply latest release of medical coding reference manual

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

Competencies
- Demonstrate understanding of various types of insurance (private, third-party payer, government, group, individual, etc.)
- Highlight insurance verification skills (troubleshooting insurance eligibility, determining primary vs. secondary coverage, etc.)
- Complete insurance prior authorization requests for different types of healthcare
- Accurately complete insurance claim submission forms (HCFA 1500, etc.)
- Reconcile insurance payments with patient payments
- Demonstrate understanding of medical billing operations and patient account management

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(610) Health Administration Procedures (S|PS)

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 secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

---

Business Professionals of America assumes no responsibility for hardware/software provided by the member.

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

- 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

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

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 20 advance to SLC for Application Test)
Application Test (top 20 based on Objective Test scores)
Reference materials are allowed for both the objective and application test

Length of event
No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time @ SLC; (30 minutes utilized for online objective test)
No more than ten (10) minutes wrap-up

Entries
Each chapter is allowed five (5) entries

(615) Health Research Presentation (S|PS)

Description
Demonstrate communication skills in securing, arranging, organizing, and presenting information orally on the provided health topic.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Presentation device and software
External speakers (optional)
Projection system (optional)
Props (optional)
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Members must bring all supporting devices (e.g., extension cords, power supply, etc.)
Carry-in and setup of equipment must be done solely by the member and must take place within the time allotted

> **Business Professionals of America assumes no responsibility for hardware/software provided by the member.**
>
> **Props or visual aids are allowed in this 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>.**

Topic
Currently, only 27 states grant nurse practitioner full medical autonomy for independent medical practice. Nurse practitioner are advanced level nurses with approximately 6-8 years of additional education and training beyond that of a registered nurse. Your state department of health is considering changing the autonomy they give nurse practitioner within their state and have asked you to present a presentation outlining your recommendation. Do you believe that nurse practitioner should be granted independent autonomy, or should be required to operate under the supervision of a physician? Defend your opinion based upon relevant factual findings.

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
- Demonstrate ability to successfully address and resolve difficult situations with physicians (i.e. - changing a doctor's schedule to accommodate operational needs)
- Provide excellent customer service to a patient and resolve their concern while maintaining compliance with all healthcare regulations
- Understand and explain a complex healthcare policy

Specifications

- This is a **pre-submitted event for Oklahoma BPA SLC ONLY**, with the top 12 advancing to SLC.
- For pre-judging, the complete (videoed) multimedia presentation should be compressed and 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 the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the presentation, Works Cited, and signed Release Form(s) in a combined PDF file to: https://presubmit.bpa.org, no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Format of Works Cited must be according to the *Style & Reference Manual*.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- The member is responsible for securing a signed Release Form(s) from any individual whose name, photograph, and/or other information is included in the presentation.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt cannot be provided.
- 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 numbers, or those uploaded after the pre-submission deadline cannot be accepted.
- No changes can be made after the date of submission
- The member shall design a computer-generated multimedia presentation on the assigned topic.
- The member is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- Member should use space, color, and text as design factors.
- Use of graphics, including charts, is to be a part of the presentation.
- The length of setup will be no more than three (3) minutes.
- The length of the presentation will be no less than seven (7) minutes and no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- One (1) copy of the signed Release Form(s) and Works Cited must be submitted at the time of the presentation at SLC.
- Format of Works Cited must be according to *Style & Reference Manual*.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- The member is responsible for securing a signed Release Form(s) from any individual whose name, photograph, and/or other information is included in the presentation.
- The presentation content must be on the member's computer hard drive, a CD-ROM/DVD, or a USB drive.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation
Presentation Scoring Rubric (top 12 contestants based on Pre-Judged Presentation Scoring Rubric advance to SLC). Pre-judged scores **DO NOT** carry forward and are **NOT** calculated into SLC presentation scoring.

Length of event
No more than three (3) minutes for setup
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 the national level

Entries
Each chapter is allowed three (3) entries

Materials submitted for competition *cannot* be returned and will *not* be available at SLC.

(615) Health Research Presentation (S|PS)

Judge Number _____   **Member ID** _____

Pre-Judged Presentation Scoring Rubric

Member 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:		
Member 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. • Shared video file URL, Works Cited, and signed Release Form(s) in one combined PDF file ***All points or none are awarded by the technical judge.***				10	
Works Cited formatted according to the *Style & Reference Manual*				10	
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	
TOTAL PRESENTATION POINTS (220 points maximum)					

Top 12 pre-judged individual presentations advance to SLC presentation.

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

(615) Health Research Presentation (S|PS)

Judge Number _____   **Member ID** _____

Presentation Scoring Rubric

Member 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:				
Member 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	
All Points or none are awarded per item below					
Set-up lasted no more than three (3) minutes				5	
Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy) and signed Release Form(s) (1 copy) at time of presentation ***Must have copies for SLC presentation.***				10	
Works Cited formatted according to the *Style & Reference Manual*				10	
TOTAL PRESENTATION POINTS (250 points maximum)					

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

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(690) Health Administration Concepts - Open Event (S|PS)

Description
This contest will assess the student's knowledge of insurance verification, prior authorization, insurance claim submission, insurance payment posting, and medical billing operations.

Eligibility
Any secondary or post-secondary division student member may enter this event.

Member must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See Calculator Guidelines. Members 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
- Concepts of medical terminology (word parts, abbreviations, suffixes, prefixes)
- Integumentary System
- Skeletal and Muscular Systems
- Blood, Lymphatic System, and Immunology
- Cardiovascular System
- Respiratory System
- Digestive System
- Urinary System
- Reproductive Systems
- Nervous System
- Endocrine System

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.)
Reference materials are NOT allowed

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

Entries
Unlimited

OKLAHOMA STATE-ONLY EVENTS

(005) Oklahoma BPA Promotional Video (S|PS)

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

Eligibility
Any student member may enter this team event. A team will consist of 1-4 members. Members participating in state level competition must be registered for the event, prior to submission deadline for technical judging. Teams must participate in both parts of the competition in order to be ranked.

Topic
Create a video that local chapters can use to promote Oklahoma BPA to their prospective members. Some topics you should cover in your video: introduction of the organization, opportunities within the organization at a local/state/national level, community service, competition, conferences, soft skills, leadership, how to make the most of your membership experience, what you can do after graduation, and/or how the organization is co-curricular.

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

Team must supply
Presentation device and software
External speakers (optional)
Projection system (optional)
Props (optional)
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Members must bring all supporting devices (e.g., extension cords, power supply, etc.)
Carry-in and setup of equipment must be done solely by the member and must take place within the time allotted

> **Business Professionals of America assumes no responsibility for hardware/software provided by the member. 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 storyline using a storyboard and script
- 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
- Demonstrate an understanding of developing for a target audience

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, script, and video should be compressed in Zip format and uploaded to a video/file sharing site (Dropbox, etc.)
- It is recommended to set the access level of your project to one of BPA's recommended settings. See the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the final project files, Works Cited, and signed Release Form(s) in a combined PDF file to: https://upload.bpa.org, no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Member ID will be required for all submissions.
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to an incorrect email address for submission or technical difficulties
- Multiple submissions will *not* be accepted.
- Only one (1) team member should complete the submission.
- Materials from non-registered members and/or those missing Member IDs *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of Works Cited must be submitted at the time of the presentation at SLC.
- The member 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 signed Release Form from any person whose image is used in the production.
- The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- All text/graphics materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All materials, other than the required submission materials may *not* be left with judges.
- Videos may be used by Oklahoma BPA after the 2024 SLC.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

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

Entries
Each chapter is allowed two (2) entries | There is NO ADVANCEMENT to NLC for this event.

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

(005) Oklahoma BPA Promotional Video (S|PS)

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			
● Title	☐ Y | ☐ N	10	
● Included more than one camera angle or motion	☐ Y | ☐ N	10	
● Included one voice over	☐ Y | ☐ N	10	
● Included ending credits	☐ Y | ☐ N	10	
● Production free of typos	☐ Y | ☐ N	10	
● At least 75% of video footage by team members	☐ Y | ☐ N	10	
Total Required Elements (60 points maximum)			

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Content					
Team submitted the correct information and in the correct format. ● Storyboard, Script, Works Cited and signed Release Form(s) in one combined PDF file ***All points or none are awarded by the technical judge.***				10	
● Creativity and originality of content	1–5	6–10	11–15	16-20	
● Developed and portrayed theme	1–5	6–10	11–15	16-20	
● Effectiveness of video message	1–5	6–10	11–15	16-20	
● Music and tone (mood)	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 relating to theme	1–5	6–10	11–15	16-20	
● Audio quality (effective use of fades, normalizing, and/or use of sounds, & foley sound)	1–5	6–10	11–15	16-20	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (230 points maximum)					

(005) Oklahoma BPA Promotional Video (S|PS)

Judge Number _____   **Team Number** _____

<u>Presentation Scoring Rubric</u>

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery (Including: Maintaining eye contact, voice inflection, well-spoken, etc.)	1-5	6-10	11-15	16-20	
Explain the development and design process	1–5	6–10	11–15	16-20	
Explanation of technology & software used	1–5	6–10	11–15	16-20	
Explain the use and development of media elements (graphics, special effects, video, audio, etc.)	1–5	6–10	11–15	16-20	
Explanation of roles of team members	1–5	6–10	11–15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-2	3-5	6-8	9-10	
All points or none per item are awarded per item below.					
Set-up lasted no longer than three (3) minutes				5	
Presentation lasted no longer than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy) and signed Release Form(s) (1 copy) at time of presentation ***Must have copies for SLC presentation.***				10	
Works Cited formatted according to the *Style & Reference Manual*				10	
At least one original member in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (170 points maximum)					

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

TOTAL MAXIMUM POINTS = 400

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(010) Oklahoma BPA Drone Service Provider Team (S|PS)

Description
The team will conduct a UAS mission and create the deliverable product. They will present their experience and the deliverable product to judges in an oral presentation and respond to questions from a panel of judges.

Eligibility
Any secondary or post-secondary division student member may enter this team event. A team will consist of 2-4 members. At least one (1) member should have a drone technology background. Members will comply with all local, state, and federal regulations.

Team must supply
Presentation device and software
External speakers (optional)
Projection system (optional)
Props (optional)
No Internet access will be provided on-site at SLC; however, members may provide their own access to be used only for their presentation to the judges
Members must bring all supporting devices (e.g., extension cords, power supply, etc.)
Carry-in and setup of equipment must be done solely by the member and must take place within the time allotted

---

Business Professionals of America assumes no responsibility for hardware/software provided by the team.

Props and visual aids are allowed in this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

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

Competencies
- Apply knowledge of Federal Aviation Regulations.
- Apply knowledge of relevant safety guidelines.
- Apply real world UAS operational skills.
- Identify risks that affect UAS operations.
- Communicate in a clear, courteous, concise, and professional manner.
- Prepare the deliverable product.

Topic:
Drone Service Provider Mission: Your team has been hired by your municipality to produce and present a non-georeferenced orthomosaic of a city park (at least 1 acre in size). This orthomosaic should have a scale of approximately 1 cm per pixel. The team will plan and execute the mission complying with all applicable regulations and safety guidelines. The team will present their experience including the following items:

1. How they prepared for the day (or days) of flying including:
   a. Regulatory Compliance
   b. Equipment preparation and use
   c. Safety of flight
   d. Team safety
   e. Team duty assignments
2. How they produced the non-georeferenced orthomosaic including:
   a. Flight planning software used
   b. Orthomosaic processing software used
   c. How did the team ensure that the scale was as specified?

A team will be *disqualified* for violations of the [Copyright and Fair Use Guidelines](#). A team will be *disqualified* for violations of applicable regulations and safety guidelines. Teams who do *not* submit an entry that follows this topic will be *disqualified*.

Specifications
- This is a pre-submitted event. See instructions for submissions.
- The team will create and upload an orthomosaic image based on the provided Drone Service Provider Mission.
- The final project orthomosaic should be compressed in Zip format and uploaded to a video/file sharing site (Dropbox, etc.)
- It is recommended to set the access level of your project to one of BPA's recommended settings. See the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the orthomosaic image, Works Cited, and signed [Release Form(s)](#) in a combined PDF file to: https://upload.bpa.org, no later than 5:00 p.m. Central Time, on February 3, 2024.**
- Member ID will be required for all submissions.
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to an incorrect email address for submission or technical difficulties
- Multiple submissions will *not* be accepted.
- Only one (1) team member should complete the submission.
- Materials from non-registered members and/or those missing Member IDs *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of Works Cited must be submitted at the time of the presentation at SLC.
- The team is responsible for securing a signed [Release Form](#) from any person whose image is used in the production.
- The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- 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 https://www.copyright.gov/title17/title17.pdf. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- No materials other than the required submission may be left with judges.
- The team will present before a panel of judges and a timekeeper. No audience will be allowed.

Method of evaluation
Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)
Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

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

Entries
Each chapter is allowed three (3) entries. There is NO ADVANCEMENT to NLC for this event.

Materials submitted for competition *cannot* be returned and will *not* be available at SLC.

(010) Oklahoma BPA Drone Service Provider Team (S|PS)

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 Violated Federal Aviation Regulations or CBO Safety Guidelines	☐ Yes (*Disqualification*)	☐ No
If yes, please stop scoring and provide a brief reason for the *disqualification* below:		

Team followed topic		☐ Yes	☐ No (*Disqualification*)

Criteria	Below Average (1-5 points)	Average (6-10 points)	Good (11-15 points)	Excellent (16-20 points)	Points Awarded
Image Clarity	The image is pixelated and unclear, making it difficult to discern details.	The image is somewhat clear, but lacks sharpness and some details are fuzzy.	The image is reasonably clear, most details are visible, but minor blurriness is present.	The image is exceptionally clear, sharp, and detailed. All features are distinguishable with high clarity.	
Geometric Accuracy	Severe distortion, misalignment, or warping is present, making accurate measurements impossible.	Noticeable distortion or misalignment, affecting measurements to some extent.	Slight distortion or misalignment, but measurements can still be made with reasonable accuracy.	Virtually no distortion or misalignment, ensuring accurate measurements and mapping.	
Coverage	Significant gaps or missing areas in the orthomosaic, leaving critical parts of the area unmapped.	Some gaps or missing areas, impacting the overall coverage and completeness of the orthomosaic.	Minimal gaps or missing areas, ensuring comprehensive coverage of the mapped area.	Complete coverage without any gaps, providing a comprehensive and detailed representation of the entire area.	
Overlap	Insufficient overlap between images, leading to visible seams/inconsistencies in the orthomosaic.	Adequate overlap, but some areas show visible seams or mismatches.	Good overlap, with minimal visible seams, creating a mostly seamless orthomosaic.	Excellent overlap, resulting in a perfectly seamless orthomosaic without any visible inconsistencies.	
Overall Presentation	The orthomosaic lacks proper annotation, scale, or legend, making it challenging to interpret or use	Basic annotation and scale are included, but additional context or detailed information is lacking.	Clear annotation, scale, and legend are provided, enhancing the usability of the orthomosaic.	Comprehensive annotation, scale, legend, and additional context are present, enhancing the usability and understanding of the orthomosaic.	
Artifact Reduction	Numerous artifacts (such as clouds, shadows, or distortions) present, significantly affecting image quality.	Some artifacts present, moderately impacting the overall image quality.	Few artifacts present, minimally affecting the image quality and interpretation.	Virtually no artifacts, ensuring a clean and artifact-free orthomosaic image.	
TOTAL TECHNICAL POINTS (120 points maximum)					

(010) Oklahoma BPA Drone Service Provider Team (S|PS)

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 Violated Federal Aviation Regulations or CBO Safety 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 applicable regulations	1-5	6-10	11-15	16-20	
Demonstrated knowledge of UAS operations	1-5	6-10	11-15	16-20	
Applied real world UAS operational skills	1-5	6-10	11-15	16-20	
Created a deliverable that met specifications	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Setup lasted no longer than three (3) minutes				5	
Presentation lasted no longer than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy) and signed Release Form(s) (1 copy) at time of presentation - ***Must have copies for SLC presentation.***				10	
Works Cited formatted according to the *Style & Reference Manual*				10	
At least two (2) original team members in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (180 points maximum)					

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

TOTAL MAXIMUM POINTS = 300

PRESENTATION WILL BE STOPPED AT TEN MINUTES

Business Professionals of America Workplace Skills Assessment Program
Material contained in this publication may be reproduced for member and/or event use only.
October 9, 2022 Initial Release v1.0   Page | 221

(015) Oklahoma BPA Digital Photography (S|PS)

Description
Students will demonstrate their skill and creative vision using a DSLR camera and image editing. This state-only event will be submitted and judged at the Oklahoma Spring Leadership Conference. Only the top 12 students based on objective test scores will be eligible to compete in the hands-on application portion on-site at SLC.
.

Eligibility
Any student member may enter this individual event. Members participating in state-level competition must be registered for the event, prior to participating in the objective test portion. Individuals must participate in both the objective test and on-site application parts of the competition to be ranked.

Topic
For the on-site application portion of this event, a theme will be given to the contestants on-site at SLC and they will follow the theme during the location shoot.

Members who do *not* submit an entry following the provided theme will be *disqualified*

Member Must Supply
Digital Camera
Computers/Laptops
Related software for video editing and word processing
Carry-in and set-up of equipment must be done solely by the member and must take place within the time allotted
No Internet access will be provided on-site at SLC
Members 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 member.**
> **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 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
- Apply knowledge of software, equipment, and skills related to photography
- Demonstrate knowledge of copyright laws
- Demonstrate an understanding of developing a final product for a target audience

Specifications
- The member will submit one (1) original photo and one (1) corrected photo in JPEG or JPG format and (1) contact sheet containing 5 images in PDF format.
- The member is responsible for securing a signed [Release Form](#) from anyone whose likeness is used in the production.
- Member ID will be required for all submissions.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- The length of the application portion at SLC will include 30 minutes of on-site application time after the theme is provided to members, followed by 30 minutes of on-site editing.
- Materials from non-registered members, those missing Member ID, 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 an 8x10 with a resolution of 300.
- The photograph, in its entirety, must be an original work of art by the contestant.
- Only minor burning, dodging, and/or color correction is acceptable, as are hand tinting and cropping.
- Photographs must not constitute copyright infringement or fraud.
- Watermarks are not acceptable.
- Photos may not be taken using a mobile device or edited using mobile app software.
- 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 https://www.copyright.gov/title17/title17.pdf. The Style & Reference Manual contains guidelines for Copyright and Fair Use. Participant(s) will be disqualified for violations of the guidelines.

Method of evaluation
Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Technical Scoring)
Technical Scoring Rubric (top 12 based on Objective Test scores)
No reference materials are allowed for this competition.

Length of application event
30 minutes utilized for online objective test
No more than five (5) minutes orientation @ SLC
No more than sixty (60) minutes testing time @ SLC (30 minutes for theme application; 30 minutes editing)

Equipment/Supplies Provided
Theme
Jump drive

Entries
Each chapter is allowed five (5) entries. There is NO ADVANCEMENT to NLC for this event.

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

(015) Oklahoma BPA Digital Photography (S|PS)

Judge Number _____   **Member ID** _____

Technical Scoring Rubric

Member 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:				
Member followed theme	☐ Yes		☐ No (*Disqualification*)	

Items to Evaluate PHOTOGRAPHY	**Below Average**	**Average**	**Good**	**Excellent**	**Points Awarded**
Member submitted the correct information and in the correct format: • Signed Release Form(s) - PDF format • One (1) original photo and one (1) corrected photo in JPEG or JPG format • One contact sheet with 5 theme images ***All points or none are awarded by the technical judge.***				10	
Photos show imagination, creativity, and originality	1-5	6-10	11-15	16-20	
Photos are sharp and well-focused	1-5	6-10	11-15	16-20	
Photos gains attention and have eye appeal	1-5	6-10	11-15	16-20	
Photos shows use of proper lighting and exposure	1-5	6-10	11-15	16-20	
Photos deliver a selection and arrangement within the frame (i.e. rule of thirds)	1-5	6-10	11-15	16-20	
Photos show proper image manipulation techniques (only minor burning, dodging, and/or color correction are acceptable)	1-5	6-10	11-15	16-20	
Overall Effectiveness of Composition	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (150 points maximum)					

Academic Integrity Policy

Academic integrity is at the center of Business Professionals of America's educational mission. It is imperative that all work submitted by our membership be a true reflection of that individual's and/or team's effort and ability. This includes, but is not limited to:

- Workplace Skills Assessment Program (WSAP) competitive event project submissions and all online assessments.
- Application submissions for the BPA Cares, Torch Awards or scholarship programs.

Any member (including, but not limited to, advisors, students, alumni, volunteers) who has demonstrated unacceptable academic behavior by violating the National BPA Academic Integrity Policy is subject to disciplinary action.

Intentional or unintentional violations of the Academic Integrity Policy, include but are not limited to:
- Not citing a source in text and/or in a Works Cited when:
  - Using another individual's work, idea or opinion
  - Using information from any source or reference material
  - Using any charts, infographics, pictures, sounds or any other media elements
  - Using quotations from an individual's actual spoken or written words
  - Paraphrasing (putting into your own words) an individual's work
- Allowing advisors, alumni, parents, friends or any other individual to create content for the competitor(s)
- Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event)
- Removing and/or sharing any event-specific information from the event (such as the test, application tasks, objective test questions, speech prompts, etc...)
- Fabricating signatures on entry forms and/or release forms
- Fabricating sources (such as creating fictitious articles or authors)
- Re-using your own projects from previous years (self-plagiarism)
- The use of ChatGPT (or other AI tools) to complete any submitted work must be properly documented and sourced on the works cited document.

National BPA Academic Integrity Violation Procedures
The following guidelines will be adhered to if a member has demonstrated a violation of the National BPA Academic Integrity Policy:
1. Any individual who discovers sufficient information to substantiate an academic integrity violation should immediately (within one hour) complete an Academic Integrity Violation Form and submit to the BPA Director of Education at the Competitive Events Headquarters if during NLC, or via email if occurring prior to NLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.).
2. Upon receipt and review of the Academic Integrity Violation Form, the Director of Education will notify the Grievance Committee of the alleged violation (including a detailed synopsis and proof to substantiate the violation via the Academic Integrity Violation Form).
3. The Grievance Committee will review the Academic Integrity Violation Form and, if the violation is substantiated, determine an appropriate course of disciplinary sanction(s) based on proof and the severity of the violation, which may include:
   a. a reduced score on any scorable item/entry
   b. a grade of "zero" on any scorable item/entry
   c. immediate disqualification from the related competitive event, BPA Cares program, Torch Awards program, scholarship and/or any other related event in the BPA Platform, and/or
   d. membership suspension.

4. The respective member, local advisor, and state advisor or designee will be notified of the Academic Integrity Violation and given the opportunity to respond/appeal the decision if disciplinary action is taken.

State associations may follow these violation procedures for their regional and state leadership conferences and/or may enforce additional penalties.

ACADEMIC INTEGRITY VIOLATION
FORM

Please fill out the form below within one (1) hour of the violation to file an academic integrity violation. The completed form should be hand delivered to the SLC Competitive Events Headquarters and handed to a BMITE staff member. If the violation occurs during SLC, or via email if occurring prior to SLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.). The BPA Grievance Committee will notify the member, local advisor, and state advisor or designee of the Academic Integrity Violation and an opportunity will be provided to respond/appeal the decision if the violation is substantiated and disciplinary action is taken.

If you have multiple members and/or a team to report for the same violation, complete the form and save the file once for each member/team and update the information beginning on page 2.

REPORTER INFORMATION

Name:

Report Date:

Position Title:

Report Time:

Cell Phone:

Email:

VIOLATION INFORMATION

Member/Team Name:

Date(s) of Violation:

Violation Description:
Please include **specific details/proof** *as to what happened, when it happened, where it happened, and who was involved.* Please attach any supporting documentation to this form.

MEMBER/TEAM INFORAMTION

Please complete this section of the form for **each member/team** you believe is/are responsible for academic dishonesty.

Member/Team Name:

Member/Team ID# (if known):

Violation(s): *(Mark all that apply.)*

☐ **1a. Cheating:** Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event). Allowing advisors, alumni, parents, friends or any other individual to create content for a member/team.

☐ **1b. Citation(s)**: Failure to cite a source in text and/or in a Works Cited when using another individual's work, idea or opinion, using information from any source or reference material, using any charts, info-graphics, pictures, sounds or any other media elements, and/or using quotations from an individual's actual spoken or written work.

☐ **1c. Complicity in Academic Dishonesty:** Helping or attempting to help another member/team to commit an act of academic dishonesty.

☐ **1d. Fabrication**: Fabricating signatures on entry forms and/or release forms and/or fabricating sources (such as creating fictitious articles or authors).

☐ **1e. Impermissible Collaboration:** Removing and/or sharing any event-specific information from an event (such as a test, application tasks, objective test questions, speech prompts, etc.).

☐ **1f. Self-Plagiarism**: Re-using your own project(s) from previous years.

Disciplinary Sanctions Imposed: *(Mark all that apply.)*

☐ No sanctions imposed

☐ Reduced score

☐ Zero score

☐ Disqualification

☐ Membership suspension

Comments regarding committee sanctions:

_____	_____
Board Representative	Board Representative
_____	_____
National Officer	National Officer
_____	_____
Local Advisor	Local Advisor

_____

Executive Director