BUSINESS PROFESSIONALS of AMERICA
Giving Purpose to Potential

Secondary Guidelines 2022-23

Workplace Skills Assessment Program

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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 National Leadership Conference.

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

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

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

Awards and Recognition
For the Secondary Division, the top ten (10) winners will be recognized at the National Leadership Conference. For judged events, all finalists shall be recognized at NLC. For Open Events, the top ten (10) scores, plus ties, will be recognized.

Non-Discrimination Policy

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

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2022-2023 WSAP
What's Changed/What's New

General WSAP Updates (applicable to multiple competitive events)

- Office 2021 will be used in the 2023-2024 membership year (this is a one-year notice before the transition occurs).
- All points previously under Specification rubrics have been allocated to either the Technical or Presentation Scoring rubrics and the Specification rubrics have been removed from all competitions.
- A statement regarding whether reference materials are allowed in an event has been added to all competitive events.
    - The statement will read "***Reference materials are allowed in this event.***" or "***Reference materials are not allowed in this event.***"
- A table of Virtual Events Pre-submit Requirements has been created and added to the Events-At-A-Glance pages of the WSAP Guidelines.
    - This includes naming conventions and project due dates.
- The following statement clarifying National BPA submission deadlines has been added to all events requiring pre-submission of projects and/or forms.
    - The statement reads "***This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.***"
- A column for "release form" requirements has been added to the Events-At-A-Glance table.
- The number of National Leadership Conference (NLC) team qualifiers from each State Association has been increased from the Top Two (2) Teams to the Top Three (3) Teams in all judged events.
- The statement "Ideas presented become the property of Business Professionals of America." has been removed from all WSAP Competitions.
- A statement regarding props and visual aids has been added to all applicable competitive events.
    - The statement will read **"Props or visual aids are allowed in this competition."** or **"Props or visual aids are NOT allowed in this competition."**
- All references to awarding points for competitors NOT using other materials have been removed from multiple competitive events.
- A table has been created with links to industry certification competencies for all competitions with a required industry certification alignment.
- 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.

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WSAP Updates (Specific Assessment Area Changes)

100's Finance

- Financial Audit (170) has been removed from the WSAP competition offerings.
- Federal Income Tax (140) has been removed from the WSAP competition offerings.

200's Business Administration

- The Microsoft Office Specialist (MOS) Excel 2019 Associate certification (offered by Certiport) has been added as a requirement for Fundamental Spreadsheet Applications (230) at the National level.
    - **https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/Excel**
- The Word Processing certification (offered by Precision Exams by YouScience) has been added as a requirement for Fundamental Word Processing (200) at the National level.
    - **https://resources.youscience.com/exam-catalog**
- The Microsoft Office Specialist (MOS) Word 2019 Associate certification (offered by Certiport) has been added as a requirement for Intermediate Word Processing (200) at the National level.
    - **https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/Word**
- The Microsoft Office Specialist (MOS) Word 2019 Expert certification (offered by Certiport) has been added as a requirement for Advanced Word Processing (205) at the National level.
    - **https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/Word**

300's Management Information System

- The statement "A USB-Type A capable laptop is required." has been added to the following events:
    - C# Programming (330)
    - C++ Programming (335)
    - Java Programming (340)
    - Python Programming (355)
- Python Programming (355) is no longer a pilot and has been adopted as a full event.

400's Digital Communication and Design

- Graphic Design Promotion (410) has a new topic and will NOT use the next National Leadership Conference (NLC) as it has for many years. Please pay attention to the new topic in the contest guidelines.
- A new competition, Visual Design Team (460), has been created as a pilot event for the 2022-2023 membership year.
- Podcast Production Team (450) is no longer a pilot and has been adopted as a full event.
- User Experience Design Team Using Adobe XD (455) is no longer a pilot and has been adopted as a full event.
- Advanced Desktop Publishing has been renumbered from (415) to (405)
- Fundamentals of Web Design has been renumbered from (405) to (415)

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500's Management Marketing Human Resources

- The business plan maximum page limit for Entrepreneurship (505) has been reduced from fifteen (15) pages to ten (10) pages.
- Presentation Management Individual (555) has been renamed to Presentation Individual (555)
- Presentation Management Team (560) has been renamed to Presentation Team (560)
- Business Meeting Management Concepts - Open (590) has been renamed to Meeting and Event Planning Concepts - Open (590)

600's Health Administration - Newly created for 2020-2021

- Health Insurance & Medical Billing (605) is no longer a pilot and has been adopted as a full event.
- Health Administration Leadership - Special Topics (615) is no longer a pilot and has been adopted as a full event.
- Medical Terminology Concepts - Open (690) is no longer a pilot and has been adopted as a full event.

Virtual Events

- The project length for Virtual Multimedia Promotion Team (V01) has been increased to be 3:00 to 5:00 minutes.
- A new competition, 2D Animation Team (V11), has been created as a pilot event for the 2022-2023 membership year.
- A new competition, Social Media Marketing Campaign Team (V12), has been created as a pilot event for the 2022-2023 membership year.
    - The required formatting and template for the Social Media Marketing Campaign has been added to the Style & Reference Manual.
- The maximum length of the Start-Up Enterprise Team business plan has been reduced from fifteen (15) pages to ten (10) pages.

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WSAP INDUSTRY CERTIFICATION ALIGNMENT CHANGES

The following table provides an updated alignment to the WSAP competitive events listed below.

Competitive Event	2022-2023 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)**
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)**
415 - Fundamentals of Web Design	**IT Specialist - HTML and CSS (Certiport)**
505 - Entrepreneurship	**Entrepreneurship and Small Business (ESB) (Certiport)**

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GENERAL GUIDELINES

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

The guidelines for each event indicate the number of members that a state may enter at NLC. All entries for Workplace Skills Assessment events must be registered for NLC 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 national membership online or by contacting the National Center. Be sure to check your State Association membership deadline to ensure eligibility at the regional/district and state levels.

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

NOTE: These guidelines apply directly to the National Level; State Associations may impose different restrictions regarding the number of contests in which a member may compete.

Event Length
The length of events varies. Times are listed on the "Events-At-A-Glance" chart as well as within the guidelines for each event.

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

Event Registration Changes
The State Advisor or state designee must report any change in the original event entrants to the Director of Education & Professional Learning no later than the deadline designated in the pre-conference program.

Event Rescheduling
Only time conflicts caused by two concurrent BPA competitive events may be rescheduled. All conflicts for Executive Council Candidates will be rescheduled at the National level.

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.

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

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Merit Scholar
Although this test is part of BPA Cares, it will be given at the same time as the Open Events. Any member or advisor attending NLC may take this test on the activities, history, and programs of Business Professionals of America. Recognition is provided to all that achieve at least **90 percent**. Guidelines are printed in the *BPA Cares Handbook*. No reference materials are allowed.

ARMA Rules
For those events including records management as a competency, the ARMA *Rules for Alphabetic Filing* will be considered the authority. Refer to the *Style & Reference Manual* for excerpts of the ARMA rules. Further information is available at www.arma.org, 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*.

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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, 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 National Center.

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.

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NLC 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.

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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 Using Adobe XD
(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 Administration Leadership/Special Topics

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

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

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Pre-submitted Events

- (260) Administrative Support Research Project
- (520) Advanced Interview Skills
- (445) Broadcast News Production Team
- (440) Computer Animation Team
- (425) Computer Modeling
- (420) Digital Media Production
- (155) Economic Research Individual
- (160) Economic Research Team
- (505) Entrepreneurship
- (500) Global Marketing Team
- (410) Graphic Design Promotion
- (515) Interview Skills
- (325) Network Design Team
- (450) Podcast Production Team
- (455) User Experience Design Team Using Adobe XD
- (430) Video Production Team
- (460) Visual Design Team - Pilot
- (435) Website Design Team

Judges' Comments

Judges' comments will be returned digitally through the online judging system at the national level.

Technical Judging Materials

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

Judged Events Requiring Preliminaries and Finals

When the number of entrants in the judged event requires multiple sections, preliminaries and finals will be held. An equal number of the top 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.

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2022-2023 Judged Event Topics

(V01) Virtual Multimedia and Promotion Individual
Topic: Create a 1:00 - 2:30 minute video for a festival happening in your area.

(V02) Virtual Multimedia and Promotion Team
Topic: The chamber of commerce has asked your team to create a 3:00 - 5:00 minute promotional video to attract new business to your area.

(V03) Software Engineering Team
Topic: Create a top-down fantasy action arcade game. Examples of similar games include, but are not limited to, Gauntlet®, Battle Axe®, or Dungeon Defenders®. Suggested game mechanics to include are, but are not limited to, single or multi-player game play, character power-ups, multiple enemy types and abilities, special attacks/items, multiple levels, gates and keys, etc.

(V04) Web Application Team
Topic: Professional Business Associates would like to have their own social media platform. This platform will be used by all its members to communicate, educate, and entertain. Your team's primary objectives are to create an application to register and authenticate users. All registered/authenticated users will be able to add content to their profile. This content will include, but not limited to pictures, videos, audio, and posts (text). All added content may be marked as public (open for all users to view) or private (only visible to the logged in user).

Required Features
- Have an administrator account
- Register users
- Authenticate users
- Protect all passwords
- Add user content

Possible Features
- The ability direct message
- The ability to report improper use
- Statistics
    - How many post the user has
    - How many views the content has

(V05) Mobile Applications
Topic: You are challenged to create a mobile application that will be used by users to store and retrieve information regarding their involvement in a community/school-based service organization. Examples of involvement may include, but are not limited to volunteer service hours, student council activities, organizational fundraising, organizing a blood/food drive, or tracking a student-run tutoring center. The application will use external back-end database connection to store authentication and other information and form validation.

Required Features
- External backend database to store information
- Authentication
- Administrative account
- Form validation
- Data entered is stored

Possible Features
- Ability to choose a time
- Store hours worked
- Comments
- Create reports
- Advertising
- Reminders or notifications

(V06) Promotional Photography
Topic: A local art studio is asking for a photograph for an upcoming art exhibit showcasing the theme "Up Close and Personal".

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(V07) Cybersecurity/Digital Forensics

Topic (Round Two Competitors Only): You have been asked to develop a presentation on the trends in cybersecurity attacks that affect individuals, corporations, or governments. Suggested topics to cover are, but are not limited to:

- Strategies that mitigate the attacks
- Impact on those effected
- Are these trends continual from previous years and how have they evolved
- The financial impact/stability of the individual, corporation, or government

(V10) Virtual Branding Team

Topic: Your team has been contracted to promote a three-day Comic Con happening April 24 - 30 in Anaheim, California.

- Social media (30 second promo video)
- Promotional billboard (registration information, specifications, cost,)
- Commemorative ticket (promotional product)
- Commemorative stickers (promotional product)
- Mobile app mockup (event schedule, specifications, cost, reservations, etc.)
- Event website mockup (event schedule, specifications, cost, reservations, etc.)
- One (1) page overview document outlining the team decision making process Include branding guidelines for fonts, color guide, and acceptable brand usage

NOTE: The key points of this contest are the actual virtual cross-platform branding components and not the event itself.

(V11) 2D Animation Team - Pilot

Topic: Create a 1:30 - 2:30 minute 2D animation retelling of a classic fable or fairy tale in a new and engaging way.

(V12) Social Media Marketing Campaign Team - Pilot

Topic: Background - Your fictitious consulting firm has been retained to develop and present a social media marketing campaign for an event in your local region. Concerts have the potential to create additional excitement for both a performer and companies that sponsor them. One key component of ensuring success during live events is the social media marketing approach utilized by both the sponsoring corporations and the musical acts.

Task: Your task is to create a comprehensive social media marketing campaign utilizing the following information. Digital Solutions is interested in partnering with a high-profile musician and hosting a charity concert benefiting your chosen nonprofit organization. In your campaign, you must be able to defend your budget in regard to the revenue and profit of the business.

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(150) Financial Analyst Team

Initial Case Study Topic:

Prior to the pandemic, Amber was a yoga teacher at a local yoga studio in Cleveland, Ohio. During the pandemic, Amber began to post yoga videos to her personal social media accounts, since the yoga studio she taught at was closed. The yoga studio has since closed permanently, so Amber is now considering opening her own yoga studio and has identified two possible scenarios.

Scenario 1: Amber found a building she could buy for $550,000 in an older residential neighborhood. The studio has five rooms that could be used as activity rooms, plus a small office and front desk area.

Scenario 2: Amber also found a space to lease for $1,200 a month in the entertainment district. The studio has two small activity rooms and a small front desk area.

Under both scenarios, Amber would need to hire a front desk receptionist and estimates she can charge $25 per yoga or Pilates class.

Amber is unsure what she should do and would like your expert advice. Please prepare a financial analysis of both scenarios, including all additional expenses that Amber has not yet considered and potential revenue streams. Amber has hired you as a consultant to help her through this process. You will make a presentation of your findings, including break-even analysis and pro forma financial statements, along with your recommendation as to how she should proceed.

(155) Economic Research Individual

Topic: Currently the economy in the United States is dealing with high inflation. One of the tools the Federal Reserve uses to fight inflation is raising interest rates. Historically, how effective has the practice been? Compare and contrast the current period of inflation with prior periods of high inflation in the United States.

(160) Economic Research Team

Topic: In the National Football League (NFL), the Raiders recently relocated from Oakland to Las Vegas. Research the economic situation that would lead a professional sports team to move from one city to another. What is the economic impact on both cities?

(260) Administrative Support Research Project

Topic: What are three challenges that administrative assistants face in their day-to-day work? Why are these challenges, and how do those affect the organization? What are some solutions or strategies for each of the challenges that an administrative assistant can use to solve or cope with them?

(325) Network Design Team

Topic: Tech Stadium is a new tech company specializing in implementing new networks for high demands in sporting events across the United States. They are multiplying quickly; they are seeking new companies to help complete some of the upcoming work, specifically for ballparks across the United States. Tech Stadium is located in Los Angeles, California, and expanding across the US. Your company has just been contracted to assist with the planning, developing, installing, and maintaining of a new network system within the stadiums and ballparks.

Tech Stadium has accepted contracts on implementing the computer network systems, specifically in baseball stadiums. The stadiums are being either remodeled or built to specifications in the following cities: Arlington, Texas; Kansas City, Missouri; and New Orleans, Louisiana.

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These stadiums will be state-of-the-art, one-of-a-kind four-story structures with seating and experiences on each level. The board of directors' opinion is fans want to experience more than just the live action of the game. Fans are looking for mobility and screen experience through mobile devices and televisions and the fun happening on the field.

There will be 48 concessions or restaurants and 150 vendor booths on the scattered levels of the ballpark, and four leading gift shops for merchandising. These venues will be private businesses subcontracted by the ballparks to provide services. Each vendor will need to have connections and secure access to their networks for point-of-sale systems. Each location will have four point-of-sale systems, with the ballpark providing the primary Internet connection. Additionally, each concession stand and the vendors will need to implement a dual 65" digital menu solution and a solution for management in a centralized data center.

Through the concourses of the 4-story building, there will be 192 televisions to broadcast the game. The marketing department will need a solution for several digital touch screen kiosks, which will be connected to the network with Wi-Fi, for feedback and user experiences scattered throughout the building.

There will be 50 suites available for fans to purchase. These suites will need television access the game's broadcast, the live play on the field, and Wi-Fi for electronic online kiosk menu ordering and guest access to the Internet to keep up with game stats. Fans in the stands need a strong Wi-Fi connection as well. They can purchase food, beverages, and menu items directly from the mobile app and keep stats along with the game.

Each stadium will have a ticketing office, business office, marketing, and sales department. These offices will need fast, reliable computers, a telephone solution, and a centralized and redundant data storage network. They will need a solution for office software servers to house their bookkeeping, client sales database, and ticketing software for at least 15 staff members in each department. The closed-circuit television station on-site will need a solution to store all the game footage. Each stadium will need a solution to provide reliable, high-speed, and accessible access to their video footage and game data so replay officials and players in the dugouts can have access to the material ready to go. Security and IoT in today's world are essential. Safety is of the utmost importance to protect networks, the public, and workers in the stadium. Use of technology can improve our understanding of providing solutions for physical protection to the facility as well.

Needs of a Tech Stadium's Network Plan

- High-speed, high-performance, secure internal network access for concessions, gift shops, and vendors.
- Solution for digital menu signage and centralized datacenter.
- High-speed, high-performance guest network access for mobile app and ordering experience.
- High-speed, high-performance, secure internal Wi-Fi to support in-game tablets for analysis and game footage for review.
- TVs and cabling for local broadcasting entertainment of the closed-circuit internal TV broadcast.
- An entire network and computer solution for business and ticketing offices.

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(410) Graphic Design Promotion
Topic: You have been hired by a local video game company called Games 'R Us create promotion materials for an upcoming conference. You will need to design a skin that will work on a phone, a computer, and a sticker for water bottles. You can choose the phone and computer skin models you would like to design for, and your designs must follow the same theme but cannot be the same for all three products.

(420) Digital Media Production
Topic: Create a one to two (1:00-2:00) minute video showcasing a monument or historical site or in your area and why someone should visit it.

(425) Computer Modeling
Topic: Create a futuristic character for an upcoming theater production that takes place in the year 2332.

(430) Video Production Team
Topic: Create a three to five (3:00-5:00) minute video showing an endangered animal of your choice, and how you can help its species.

(435) Website Design Team
Topic: Develop a website for a used car lot. Your site may include, but is not limited to:

- Company name, company logo, and tagline
- Listings of cars with specifications
- Links to sales representative(s)
- Contact forms
- Hours of operation
- Chat feature
- Loan estimator
- Car inventory search (color, year, drive, etc.)

(440) Computer Animation Team
Topic: Your team just inherited a deserted/uninhabited island along the equator. Design this island so that it includes everything you would need to live on it for a year. Examples include, but are not limited to, shelter, water, food source, entertainment, etc.

(445) Broadcast News Production Team
Topic: Create a three to five (3:00 - 5:00) minute news broadcast containing two stories. One story should focus on a topic in your local community or BPA chapter and the second story should focus on the national staffing shortage. Create a fifteen to twenty (0:15 - 0:20) second promo or tease on one the stories.

(450) Podcast Production Team - Pilot
Topic: Create a three to five (3:00 - 5:00) minute podcast of a top ten list of your choice. (Examples: Greatest movies of all time, travel spots in the US, rides at Disneyland, heroes, or villains, etc.)

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(455) User Experience Design Team using Adobe XD - Pilot

Topic: Design and build a media package for a new amusement park of your choice.

You are tasked with designing the branding/identity of the event, and using Adobe XD® to:

- prototype the promotional landing page/website for the new amusement park *(minimum: one (1) landing page designed for a desktop web browser experience)*
- prototype a mobile app for attendees to use in the amusement park *(minimum: five (5) screens of a mobile app, designed for a smartphone or tablet of your choosing)*
- design a social media campaign to promote the amusement park *(minimum: one (1) artboard for the social platform of your choosing)*

(460) Visual Design Team - Pilot

Topic: Your team has been hired to design promotional components for a new up-and-coming E-rated video game. The team must create a minimum of 4 items, and one must include the video game case cover (front, back and spine). Other items could be characters, digital download gift card, social media ad campaign, store posters, swag, etc.

(500) Global Marketing Team

Topic: Background - The old adage "a picture is worth a thousand words" has become a standard in today's world of real estate. As the market evolves at lightning speed, the aerial photography services industry is reporting unprecedented growth, particularly in residential and commercial listings. By providing professionally captured 360-degree aerial photos and videos that showcase key selling points of a real estate listing, realtors are leveraging drone aerial photography services to increase online visibility and stand out to potential clients.

Task - To capitalize on this growing trend, Nirvana Aerial Solutions, a local "fictious" drone aerial photography company, 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.

(510) Small Business Management Team

A local business owner, Juan Mendez, is looking for ways to grow his small electronics repair business. Juan runs the business by himself and often stays late at work to ensure that his orders are completed quickly for his customers. Juan has a reputation for being affordable and able to fix most issues his customers have with their devices, from cell phones to gaming consoles to computers. Juan has earned a reputation for being very knowledgeable and always being able to help his customers. Juan spends more time at the business away from his family than he would like but is not able to take any time off from the business and continue to meet the demand of customers. Juan's services are the average price for repairs for his area, but he is only able to complete three to five repairs per day, depending on what repairs need to be made and what equipment is needed to repair items. Juan has also accumulated several pieces of equipment that he has not needed and was unable to return. Things such as internal components of gaming controllers, outdated cell phone screen replacements, and other outdated equipment are scattered throughout the storage areas of his business. Additionally, Juan spends a large chunk of time learning how to repair new devices as he receives them due to the wide variety of services he offers. Juan has hired your team to provide possible strategies to allow Juan to be able to grow his business.

The process for a repair begins with a customer contacting the store by phone, Juan will answer and get the necessary details from the customer. Juan arranges a time for the customers to bring in their equipment so he can begin working on it. Juan will also let the customer know the approximate day he anticipates the repair to be finished. Juan's current turnaround time is approximately 5 days depending on the severity of the repair. Juan spends a considerable amount of time checking in on customers and answering the phones, which takes him away from the repair he is currently working on. Juan does not have a standardized pricing method due to the variety of repairs he makes and the various level of severity a repair might be.

Juan has tried to solve some of these problems on his own but has run into additional problems. Juan considered raising prices to lessen his workload and be able to focus more on his most dedicated customers, but Juan does not want to alienate any of his customers as they often return time and time again based on his skills, customer service skills, and turnaround times. Juan is one of the few electronic repair businesses in his area and knows that several people in his community rely on him.

Juan has considered hiring someone to help him process the repairs but has been unable to find someone due to the labor shortage. Juan also considered hiring someone to help make the repairs themselves but has struggled to find anyone with the credentials to work on the equipment without Juan's constant supervision. Juan also worries about training a new person when his time is already stretched so thin.

Prepare a presentation for Juan with your suggestions for his company including, but not limited to, the questions below.

- How can Juan alleviate the overwhelming demand from customers he is experiencing?
- How can Juan create a more profitable business without dedicating more of his time?
- What are some ways Juan could find qualified employees to help him?
- What can Juan do to allow him to be able to dedicate more time to repairs even if he can't hire any new staff?
- Are there any strategies Juan can use to attract employees during a labor shortage?
- How will your suggested changes or additions create value for Juan's business and ensure that his business will grow without damaging customer satisfaction or wait times?

(555) Presentation Individual

Topic: The cost of higher education continues to rise — and more and more future college students are finding it difficult to keep up. So, what are your options? You know it's important to get an education and develop a marketable skill so you can compete in the workforce of the future. One solution many students overlook is starting at a community college. Prepare a presentation for your counseling office showcasing community college as a viable option for post-secondary education.

Things to consider but not limited to:

- The pros and cons of a community college education
- Options for students while still in high school
- How would you promote community college as an option
- Anecdotal stories from current students

(560) Presentation Team

Topic: The working world is changing. In our increasing flexible workplaces, the notion of a "job for life" and the concept of a 9-5 workday is diminishing. In its place is the gig economy, cooperative working online platforms (often apps) where people work on temporary contracted assignments (gigs), often as self-employed freelancers. Some well-known gig economy platforms include Shipt, DoorDash, Fiverr, and Airbnb.

Create a presentation for your local chamber of commerce explaining what the gig economy is and why a town/city should consider this a valid business model to include in their membership that can benefit their city and other member businesses.

Things to consider but not limited to:

- The positives and negatives of gig work for a person
- The role gig work can play in supporting local businesses
- How gig workers can benefit a local community

(615) Health Administration Leadership / Special Topics - Pilot

Topic: According to a recent survey of health care consumers, the optimal health care experience requires a personal touch, whether that encounter occurs virtually or in person. Patients say it's essential that clinicians take time to listen, show they care, and communicate clearly. Create a presentation highlighting the benefits and downsides of adding more personalized care in a clinic setting.

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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

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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 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 _____

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Virtual																
(V01) Virtual Multimedia and Promotion Individual	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		Y
(V02) Virtual Multimedia and Promotion Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		Y
(V03) Software Engineering Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		Y
(V04) Web Application Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		Y
(V05) Mobile Applications	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		Y
(V06) Promotional Photography	3		7	5	Y	Y	N	N	Y	Y	Y	U	S	Y		Y
(V07) Cybersecurity/Digital Forensics	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		N
(V08) Start-up Enterprise Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		N
(V09) Financial Portfolio Management Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		N
(V10) Virtual Branding Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		Y
(V11) 2D Animation Team - Pilot	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		Y
(V12) Social Media Marketing Campaign Team - Pilot	3		10	5	Y	Y	N	N	Y	Y	Y	U	S	Y		Y
Finance																
(100) Fundamental Accounting	10	10	90		N	N	Y	N				5	S	Y		N
(110) Advanced Accounting	10	10	90		Y	N	Y	N				5	S	Y		N
(125) Payroll Accounting	10	10	60		Y	N	Y	N				5	S	Y		N
(145) Banking and Finance	10	10	60		Y	N	Y	N				5	S	Y		N
(150) Financial Analyst Team	8		30/10	10	Y	N	Y	N	Y	Y	2	3	S	Y		N
(155) Economic Research Individual	3		7	5	Y	N	N	N			2	3	S	Y		N
(160) Economic Research Team	3		7	5	Y	N	N	N			2	3	S	Y		N
(165) Personal Financial Management			60		Y	N	Y	N				5	S	Y		N
(190) Financial Math and Analysis Concepts - Open Event			60		Y	N	N	N				U	S	Y		N

***Rating sheets are provided in the guidelines.**

Y = Yes N = No S = Secondary U = Unlimited

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Business Administration																
(200) Fundamental Word Processing	10	10	60		N	Y	Y	Y				5	S	Y	Y	N
(205) Intermediate Word Processing	10	10	60		N	Y	Y	Y				5	S	Y	Y	N
(210) Advanced Word Processing	10	10	90		Y	Y	Y	Y				5	S	Y	Y	N
(215) Integrated Office Applications	10	10	90		Y	Y	Y	Y				5	S	Y	Y	N
(220) Basic Office Systems and Procedures	10	10	90		N	Y	Y	Y				5	S	Y		N
(225) Advanced Office Systems and Procedures	10	10	90		Y	Y	Y	Y				5	S	Y		N
(230) Fundamental Spreadsheet Applications	10	10	90		N	N	Y	Y				5	S	Y	Y	N
(235) Advanced Spreadsheet Applications	10	10	90		Y	N	Y	Y				5	S	Y	Y	N
(240) Database Applications	10	10	90		Y	N	Y	Y				5	S	Y	Y	N
(245) Legal Office Procedures	10	10	60		Y	Y	Y	Y				5	S	Y		N
(255) Administrative Support Team	10	10	90		Y	Y	Y	Y				2	S	Y		N
(260) Admin. Support Research Project	3		7	5	Y	N	N	N			2	3	S	Y		N
(265) Business Law and Ethics	10	10	60		Y	N	Y	Y				5	S	Y		N
(290) Admin. Support Concepts - Open Event			60		Y	N	N	N				U	S	Y		N
Management Information Systems																
(300) Computer Network Technology			60		Y	N	Y	N				5	S	Y	Y	N
(305) Device Configuration and Troubleshooting			60		Y	N	Y	N				5	S	Y	Y	N
(310) Server Administration Using Microsoft®			60		Y	N	Y	N				5	S	Y		N
(315) Network Administration Using Cisco®			60		Y	N	Y	N				5	S	Y		N
(320) Computer Security			60		Y	N	Y	N				5	S	Y	Y	N
(325) Network Design Team	3		30/10	10	Y	Y	Y	N	Y	Y	2	3	S	Y		N
(330) C# Programming	10	10	90		Y	N	Y	N		Y		5	S	Y	Y	N
(335) C++ Programming	10	10	90		Y	N	Y	N		Y		5	S	Y		N
(340) Java Programming	10	10	90		Y	N	Y	N		Y		5	S	Y	Y	N
(345) SQL Database Fundamentals			60		Y	N	Y	N				5	S	Y	Y	N
(350) Linux Operating System Fundamentals			60		Y	N	Y	N				5	S	Y	Y	N
(355) Python Programming	10	10	90		Y	N	Y	N		Y		5	S	Y	Y	N
(390) Computer Programming Concepts - Open Event			60		Y	N	N	N				U	S	Y		N
(391) Information Tech Concepts - Open Event			60		Y	N	N	N				U	S	Y		N

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Digital Communication and Design																
(400) Fundamental Desktop Publishing	10	10	90		Y	Y	Y	Y	Y			5	S	Y		N
(405) Advanced Desktop Publishing	10	10	90		Y	Y	Y	Y	Y			5	S	Y		N
(410) Graphic Design Promotion	3		6	5	Y	N	N	N	Y		2	3	S	Y		Y
(415) Fundamentals of Web Design	10	10	90		Y	N	Y	Y				5	S	Y	Y	N
(420) Digital Media Production	3		10	5	Y	N	N	N	Y	Y	2	3	S	Y		Y
(425) Computer Modeling	3		10	5	Y	N	N	N		Y	2	3	S	Y		Y
(430) Video Production Team	3		10	5	Y	N	N	N	Y	Y	2	3	S	Y		Y
(435) Website Design Team	3		10	5	Y	N	N	N	Y	Y	2	3	S	Y		Y
(440) Computer Animation Team	3		10	5	Y	N	N	N		Y	2	3	S	Y		Y
(445) Broadcast News Production Team	3		10	5	Y	N	N	N		Y	2	3	S	Y		Y
(450) Podcast Production Team	3		10	5	Y	N	N	N		Y	2	3	S	Y		Y
(455) User Experience Design Team Using Adobe XD	3		10	5	Y	N	N	N		Y	2	3	S	Y		Y
(460) Visual Design Team - Pilot	3		10	5	Y	N	N	N		Y	2	3	S	Y		Y
(490) Digital Communication and Design Concepts - Open Event			60		Y	N	N	N				U	S	Y		N
Management, Marketing and Communication																
(500) Global Marketing Team	3		10	5	Y	N	N	N	Y	Y	2	3	S	Y		N
(505) Entrepreneurship	3		5-7	5	Y	N	N	N	Y	Y	2	3	S	Y	Y	N
(510) Small Business Management Team	8		30/10	10	Y	N	N	N		Y	2	3	S	Y		N
(515) Interview Skills			15	0	N	N	N	N			2	3	S	Y		N
(520) Advanced Interview Skills			15	0	Y	N	N	N			2	3	S	Y		N
(525) Extemporaneous Speech	10		2-4	0	Y	N	N	N			2	3	S	Y		N
(535) Human Resource Management	20		3-5	3	Y	N	Y	N			2	3	S	Y		N
(540) Ethics and Professionalism	20		5-7	3	Y	N	N	N			2	3	S	Y		N
(545) Prepared Speech	1		5-7	5	Y	N	Y	N			2	3	S	Y		N
(550) Parliamentary Procedure Team	15		15	5	Y	N	Y	N			3	3	S	Y		N
(555) Presentation Individual	3		7-10	5	Y	N	N	N		Y	2	3	S	Y		Y
(560) Presentation Team	3		7-10	5	Y	N	N	N		Y	2	3	S	Y		Y
(590) Meeting and Event Planning Concepts Open Event			60		Y	N	N	N				U	S	Y		N
(591) Management, Marketing and Human Resources Concepts - Open Event			60		Y	N	N	N				U	S	Y		N
(592) Parliamentary Procedure Concepts - Open Event			60		Y	N	N	N				U	S	Y		N
(594) Digital Marketing Concepts - Open Event			60		Y	N	N	N				U	S	Y		N

***Rating sheets are provided in the guidelines.**

Y = Yes N = No S = Secondary U = Unlimited

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BUSINESS PROFESSIONALS of AMERICA
Giving Purpose to Potential

EVENTS-AT-A-GLANCE

	Maximum minutes for orientation, prep, and warm-up.	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges s Questions (Min.)	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component	Release Forms Required?
Health Administration																
(600) ICD-10-CM Medical Diagnostic Coding	10	10	60		Y	N	Y	N				5	S	Y		N
(605) Health Insurance and Medical Billing	10	10	60		Y	N	Y	Y				5	S	Y		N
(610) Health Administration Procedures	10	10	60		Y	Y	Y	Y				5	S	Y		N
(615) Health Leadership/Special Topics	3		10	5	Y	N	Y	N		Y		3	S	Y		N
(690) Medical Terminology Concepts-Open Event			60		Y	N	N	Y				U	S	Y		N

Rating sheets are provided in the guidelines.

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NATIONAL BPA DEADLINES

All pre-submitted events must be submitted electronically. Each site will contain instructions on uploading files. 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 NLC.

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

Item	Deadline	Websites
Administrative Support Research Project	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Advanced Interview Skills	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Broadcast News Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Computer Animation Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Computer Modeling	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Digital Media Production	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Economic Research Individual	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Economic Research Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Entrepreneurship	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Global Marketing Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Graphic Design Promotion	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Interview Skills	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Network Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Podcast Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
User Experience Design Team Using Adobe XD	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Video Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Visual Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Website Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2023	https://presubmit.bpa.org
Virtual Events	See individual event for specifications	https://presubmit.bpa.org
NLC Competitive Events Registration	Online registration by April 1, 2023	https://register.bpa.org

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Item	Deadline	Websites
NLC Registration	2/28/2022 - 4/1/2022	http://www.bpa.org/nlc/registration
NLC Hotel Reservations	Online by April 1, 2023	http://www.bpa.org/nlc/registration
NLC Registration Refund Requests	Submitted by April 13, 2023	http://www.bpa.org/nlc/registration
National Officer Candidate Application	March 25, 2023	Submit as outlined in the BPA National Officer Candidate Handbook
BPA Cares Awards	Submitted by March 15, 2023	Submit as outlined in BPA Cares Handbook
Torch Award—Ambassador	Submitted by March 15, 2023	http://bpa.org/torch-awards/

FUTURE NLC SITES

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

National Leadership Conference 2023

Anaheim, CA
April 26-30

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NATIONAL BPA PRE-SUBMISSION GUIDELINES

2023 National Leadership Conference

Submission Deadline: April 1, 2023, by 11:59 p.m. Eastern Time

NOTE: PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS

Event	What to Submit at https://presubmit.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	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	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	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	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	1) Phone Skin - PDF or JPG or PNG format 2) Computer Skin - PDF or JPG or PNG format 3) Sticker - PDF or JPG or PNG format 4) Works Cited - PDF format 5) Release form - PDF format	**GDP-MemberID-PhoneSkin** **GDP-MemberID-ComputerSkin** **GDP-MemberID-Sticker** **GDP-MemberID-WorksCited.pdf** **GDP-MemberID-Releaseform.pdf**	1 copy of Phone Skin 1 copy of Computer Skin 1 copy of Sticker 1 copy Works Cited 1 copy Release Forms
(420) Digital Media Production	**URL** to project, Works Cited, and Release Form(s) in one combined PDF file.	**DMP-MemberID.pdf**	1 copy of Works Cited

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

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Event	What to Submit at https://presubmit.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)			
(425) Computer Modeling	**URL** to project, One Page Profile, Works Cited and Release Form(s) in one combined PDF file.	**CM-MemberID.pdf**	1 copy of Concept Art/Prototypes 1 copy of One Page Profile 1 copy of Works Cited
(430) Video Production Team	**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	**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
(440) Computer Animation Team	**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	**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	**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 Using Adobe XD	**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	**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	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	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	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	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*)

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

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VIRTUAL EVENT PRE-SUBMISSION GUIDELINES

Event	What to Submit at https://presubmit.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**

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

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NLC 2023 COMPUTER SOFTWARE LIST

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

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

Event	*Software Packages*
Administrative Support Team (255)	MS Office 2019
Advanced Desktop Publishing (405)	Adobe InDesign® CC, Adobe Illustrator® CC, Adobe Photoshop® CC
Advanced Office Systems and Procedures (225)	MS Office 2019
Advanced Spreadsheet Applications (235)	MS Excel 2019
Advanced Word Processing (210)	MS Office 2019
Basic Office Systems and Procedures (220)	MS Office 2019
Database Applications (240)	MS Access 2019
Fundamental Desktop Publishing (400)	MS Office 2019, MS Publisher 2019, Adobe InDesign® CC, Adobe Photoshop® CC
Fundamental Spreadsheet Applications (230)	MS Excel 2019
Fundamental Word Processing (200)	MS Office 2019
Fundamentals of Web Design (415)	Notepad
Health Administration Procedures (250)	MS Office 2019
Integrated Office Applications (215)	MS Office 2019
Intermediate Word Processing (205)	MS Office 2019
Legal Office Procedures (245)	MS Office 2019

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 by the National Center.

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NLC 2023 Required Industry Certification Alignments and Objectives

The following industry certifications are required and provided (free of charge) for all competitors at the national level in each competition listed below. The certification test will count for up to 100 points (pass=100 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)
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 100 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.

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Industry Certification Offered by Certiport	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)
Word Processing	https://s3.amazonaws.com/pe-wp-media/wp-content/uploads/2020/08/30185226/ks_262.18.pdf

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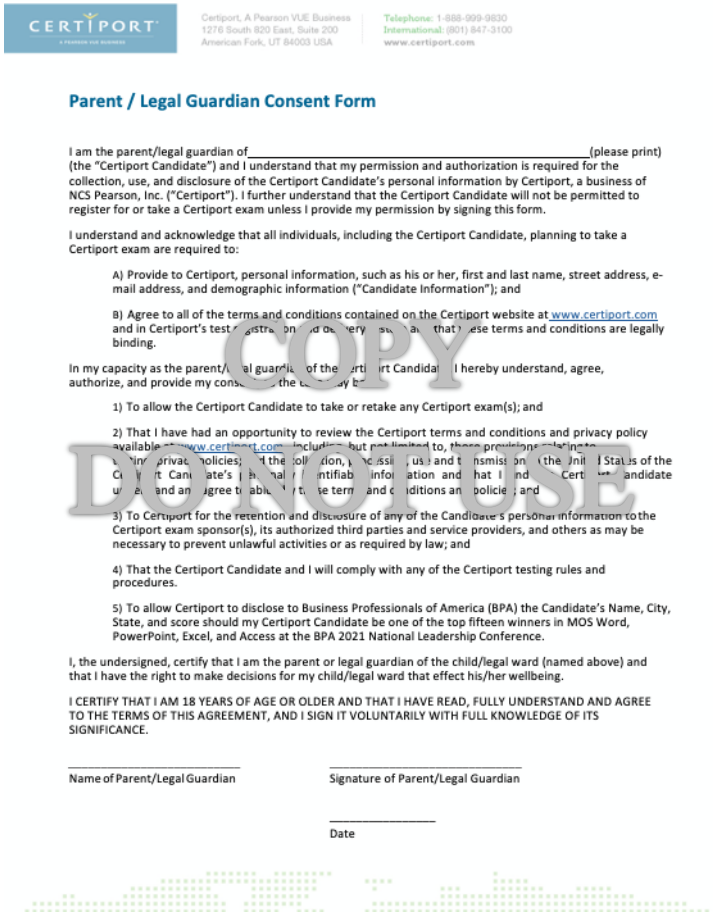
Parental Consent Form

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

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 agreement 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 Certiport Candidate to:

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 Certiport privacy policies; and the collection, processing, use and transmission of the United States of the Certiport Candidate's personal identifiable information and that I and 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, 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

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A PEARSON VUE BUSINESS

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American Fork, UT 84003 USA

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International: (801) 847-3100
www.certiport.com

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

B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com 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.

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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

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NLC 2023 RECOMMENDED (NOT REQUIRED) Industry Certifications

The following certification exams ARE NOT REQUIRED as part of any 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)
(400) Fundamental Desktop Publishing	PE Desktop Publishing I
(405) Advanced Desktop Publishing	PE Desktop Publishing II
(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

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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)
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 Procedures (610)
Health Insurance and Medical Billing (605)
Health Leadership/Special Topics (615)
Human Resource Management (535)
ICD-10-CM Medical Diagnostic Coding (600)
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 Terminology Concepts - Open Event (690)
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 Using Adobe XD (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)

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WORKPLACE SKILLS ASSESSMENT STANDARDS

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

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

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

Essential Skills

BPAES1 Demonstrate effective written and oral communication skills.
BPAES2 Demonstrate critical thinking skills to make decisions and to solve problems.
BPAES3 Demonstrate professionalism and ethical behavior.
BPAES4 Demonstrate effective leadership and teamwork skills.
BPAES5 Conduct accurate research using various resources and methods.
BPAES6 Demonstrate appropriate technology concepts and digital citizenship.
BPAES7 Demonstrate knowledge of employability skills.
BPAES8 Develop products using creativity and innovation.
BPAES9 Demonstrate skills needed to function effectively in today's global economy.
BPAES10 Perform mathematical calculations.

Finance Workplace Skills

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

Business Administration Workplace Skills

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

Management Information Systems Workplace Skills

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

Digital Communication and Design Workplace Skills

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

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Management, Marketing and Communication Workplace Skills

MMC1 Demonstrate an understanding of management, marketing, and human resources concepts and practices.

MMC2 Demonstrate an understanding of integrity and ethics in work environments across domestic and international demographics.

MMC3 Evaluate, prioritize, interpret, and communicate analysis of business data to develop and communicate solutions.

MMC4 Produce a written marketing plan focusing on price, product, place and promotion.

MMC5 Demonstrate knowledge and understanding of an entrepreneurial business plan.

MMC6 Analyze short- and long-term financial impacts to recommend a plan of action.

MMC7 Apply understanding of managing equipment needs, merchandising, business ethics, personal image, market research, advertising, bankruptcy, legal issues, financial issues, expansion, international business, environmental issues, economic issues, and customer relations.

MMC8 Demonstrate professionalism through appearance and interpersonal skills.

Health Administration Workplace Skills

HA1 Demonstrate an understanding of management in health administration and practices.

HA2 Use correct terminology related to health administration.

HA3 Demonstrate an understanding of integrity and ethics in work environments across domestic and international demographics.

HA4 Demonstrate an understanding of how to operate under federal health guidelines.

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CAREER CLUSTER CROSSWALKS

For more information about the National Career Clusters® Framework, visit *www.careertech.org/career-clusters*.

BUSINESS PROFESSIONALS of AMERICA Giving Purpose to Potential	Arts, A/V Technology and Communications	Business, Management and Administration	Finance	Government and Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections and Security	Marketing, Sales and Service
Virtual								
(V01) Virtual Multimedia and Promotion Individual	x					x		
(V02) Virtual Multimedia and Promotion Team	x					x		
(V03) Software Engineering Team	x					x		
(V04) Web Application Team						x		x
(V05) Mobile Applications						x		
(V06) Promotional Photography	x					x		
(V07) Cybersecurity/Digital Forensics		x				x	x	
(V08) Start-up Enterprise Team		x	x			x		x
(V09) Financial Portfolio Management Team		x	x					
(V10) Virtual Branding Team	x	x				x		x
(V11) 2D Animation Team - Pilot	x	x				x		x
(V12) Social Media Campaign Team - Pilot	x	x				x		x
Finance								
(100) Fundamental Accounting		x	x					
(110) Advanced Accounting		x	x					
(125) Payroll Accounting		x	x					
(145) Banking and Finance		x	x					
(150) Financial Analyst Team		x	x			x		
(155) Economic Research Individual		x	x					
(160) Economic Research Team		x	x					
(165) Personal Financial Management		x	x					
(190) Financial Math and Analysis Concepts - Open Event			x					

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BUSINESS PROFESSIONALS of AMERICA Giving Purpose to Potential	Arts, A/V Technology and Communications	Business, Management and Administration	Finance	Government and Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections and Security	Marketing, Sales and Service
Business Administration								
(200) Fundamental Word Processing		x				x		
(205) Intermediate Word Processing		x				x		
(210) Advanced Word Processing		x				x		
(215) Integrated Office Applications		x				x		
(220) Basic Office Systems and Procedures		x				x		
(225) Advanced Office Systems and Procedures		x				x		
(230) Fundamental Spreadsheet Applications		x	x			x		
(235) Advanced Spreadsheet Applications		x	x			x		
(240) Database Applications		x				x		
(245) Legal Office Procedures		x				x	x	
(255) Administrative Support Team		x				x		
(260) Admin. Support Research Project		x						
(265) Business Law and Ethics		x		x			x	
(290) Admin. Support Concepts - Open Event		x						
Management Information Systems								
(300) Computer Network Technology						x		
(305) Device Configuration and Troubleshooting		x				x		
(310) Server Administration Using Microsoft®						x		
(315) Network Administration Using Cisco®						x		
(320) Computer Security		x				x		
(325) Network Design Team		x				x		
(330) C# Programming						x		
(335) C++ Programming						x		
(340) Java Programming						x		
(345) SQL Database Fundamentals						x		
(350) Linux Operating System Fundamentals						x		
(390) Computer Programming Concepts - Open Event						x		
(391) Information Tech Concepts - Open Event						x		

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BUSINESS PROFESSIONALS of AMERICA Giving Purpose to Potential	Arts, A/V Technology and Communications	Business, Management and Administration	Finance	Government and Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections and Security	Marketing, Sales and Service
Digital Communication and Design								
(400) Fundamental Desktop Publishing	x	x				x		x
(405) Advanced Desktop Publishing	x	x				x		
(410) Graphic Design Promotion	x	x	x			x		x
(415) Fundamentals of Web Design						x		x
(420) Digital Media Production	x					x		x
(425) Computer Modeling						x		
(430) Video Production Team	x					x		x
(435) Website Design Team						x		x
(440) Computer Animation Team	x					x		x
(445) Broadcast News Production Team	x					x		
(450) Podcast Production Team	x					x		x
(455) User Experience Design Team Using Adobe XD®	x	x				x		x
(460) Visual Design Team - Pilot	x	x				x		x
(490) Digital Communication and Design Concepts - Open Event	x					x		
Management, Marketing and Communication								
(500) Global Marketing Team		x	x	x		x		x
(505) Entrepreneurship		x	x					x
(510) Small Business Management Team		x	x					x
(515) Interview Skills		x						x
(520) Advanced Interview Skills		x						x
(525) Extemporaneous Speech		x						x
(535) Human Resource Management		x						x
(540) Ethics and Professionalism		x						x
(545) Prepared Speech		x						
(550) Parliamentary Procedure Team		x				x		x
(555) Presentation Individual		x				x		x
(560) Presentation Team		x						x
(590) Meeting and Event Planning Concepts - Open Event		x						
(591) Management, Marketing and Human Resources Concepts - Open Event		x						
(592) Parliamentary Procedure Concepts - Open Event		x				x		
Health Administration								
(600) ICD-10-CM Medical Diagnostic Coding		x			x			
(605) Health Insurance and Medical Billing		x	x		x			x
(610) Health Administration Procedures		x	x		x	x		x
(615) Health Leadership/Special Topics		x			x			
(690) Medical Terminology Concepts - Open Event		x			x			

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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 - V12) competitive events.

Virtual Competiton 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.

(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

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(V01) Virtual Multimedia and Promotion Individual

Description
Create a 1:00 to 2:30 minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

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

Event Registration
- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

Topic
Create a 1:00 - 2:30 minute video for a festival happening in your area.

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 (2D and/or 3D)

Specifications
- Completed final product dimensions should be at least 720 x 480.
- Completed projects may be uploaded to a video/file sharing site (Vimeo, YouTube, 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on January 15, 2023.**
- Member ID will be required for all submissions.
- Participants must include the BPA logo, tagline, and colors in the video.
- The member is responsible for securing a signed Release Form from any person whose image is used in the production.

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- All text/graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*)
- Multiple submissions will *not* be accepted.
- Members will be assigned to sections prior to their preliminary presentation.
- For members who qualify, members' advisors will be contacted to reserve a time for a video conference presentation before a panel of judges. Email confirmation will be sent to those members eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
- The top members with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
- 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
Application
Technical Judges' Rating Sheets
Presentation Judges' Rating Sheets

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

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(V01) Virtual Multimedia and Promotion Individual

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:		

Project Requirements					
Items to Evaluate	**All points or none are awarded.**				**Points Awarded**
Member submitted the correct information and in the correct format. ● URL to project, signed Release Form(s), and Works Cited in a single combined PDF.	10				
Adhered to time specifications of 1:00 minute to 2:30 minutes.	10				
Video contains motion graphics.	10				
Adhered to specified dimensions of at least 720 x 480.	10				
Conformed to BPA Graphic Standards. Logo and tagline must be used together. Color could be the same either in black, navy, or the official colors.	10				
Total Production Layout (50 points maximum)					
Items to Evaluate	**Below Average**	**Average**	**Good**	**Excellent**	**Points Awarded**
Production Layout					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Consistent format	1-5	6-10	11-15	16-20	
Total Production Layout (60 points maximum)					
Graphics/Media Use					
Enhances theme	1-5	6-10	11-15	16-20	
Effective use of graphic design and digital assets	1-5	6-10	11-15	16-20	
Effective use of audio	1-5	6-10	11-15	16-20	
Effective use of innovative technology	1-5	6-10	11-15	16-20	
Effective use of lighting and special effects	1-5	6-10	11-15	16-20	
Video contains motion graphics (2D and/or 3D)	1-5	6-10	11-15	16-20	
Total Graphics/Media Use (120 point maximum)					
Content					
Video is generated for target audience	1-5	6-10	11-15	16-20	
Well-developed and portrays theme	1-5	6-10	11-15	16-20	
Total Content (40 points maximum)					
TOTAL TECHNICAL POINTS (270 points maximum)					

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(V01) Virtual Multimedia and Promotion Individual

Judge Number _____ **Member ID** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
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 media elements (graphics, video, audio, special effects, lighting, etc.)	1-5	6-10	11-15	16-20	
Explanation of technology and software used	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
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.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

TOTAL MAXIMUM POINTS = 400

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(V02) Virtual Multimedia and Promotion Team

Description
Create a 3:00 to 5:00 minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

Eligibility
- Any Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Event Registration
- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

Topic
The chamber of commerce has asked your team to create a 3:00 - 5:00 minute promotional video to attract new businesses to your area.

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 an understanding of developing a final product for a target audience

Specifications
- Completed projects may be uploaded to a video/file sharing site (Vimeo, YouTube, 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on January 15, 2023.**
- Member ID will be required for all submissions.

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- Completed final product dimensions should be at least 720 x 480.
- Participants must include the BPA logo, tagline, and colors in the video.
- The team is responsible for securing a signed Release Form from any person whose image is used in the production.
- All text/graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*)
- 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.
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Email confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
- 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
Application
Technical Judges' Rating Sheets
Presentation Judges' Rating Sheets

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

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(V02) Virtual Multimedia and Promotion Team

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:		

Project Requirements					
Items to Evaluate	**All points or none are awarded.**				**Points Awarded**
Member submitted the correct information and in the correct format. ● URL to project, signed Release Form(s), and Works Cited in a single combined PDF.				10	
Adhered to time specifications of 1:00 minute to 2:30 minutes.				10	
Video contains motion graphics.				10	
Adhered to specified dimensions of at least 720 x 480.				10	
Conformed to BPA Graphic Standards. Logo and tagline must be used together. Color could be the same either in black, navy, or the official colors.				10	
Total Production Layout (50 points maximum)					
Items to Evaluate	**Below Average**	**Average**	**Good**	**Excellent**	**Points Awarded**
Production Layout					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Consistent format	1-5	6-10	11-15	16-20	
Total Production Layout (60 points maximum)					
Graphics/Media Use					
Enhances theme	1-5	6-10	11-15	16-20	
Effective use of graphic design and digital assets	1-5	6-10	11-15	16-20	
Effective use of audio	1-5	6-10	11-15	16-20	
Effective use of innovative technology	1-5	6-10	11-15	16-20	
Effective use of lighting and special effects	1-5	6-10	11-15	16-20	
Video contains motion graphics (2D and/or 3D)	1-5	6-10	11-15	16-20	
Total Graphics/Media Use (120 point maximum)					
Content					
Video is generated for target audience	1-5	6-10	11-15	16-20	
Well-developed and portrays theme	1-5	6-10	11-15	16-20	
Total Content (40 points maximum)					
TOTAL TECHNICAL POINTS (270 points maximum)					

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(V02) Virtual Multimedia and Promotion Team

Judge Number _____ **Member ID** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
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 media elements (graphics, video, audio, special effects, lighting, etc.)	1-5	6-10	11-15	16-20	
Explanation of technology and software used	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
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.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

TOTAL MAXIMUM POINTS = 400

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(V03) Software Engineering Team

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

Eligibility
- Any Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Event Registration
- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

Topic
Create a top-down fantasy action arcade game. Examples of similar games include, but are not limited to: Gauntlet®, Battle Axe®, or Dungeon Defenders®. Suggested game mechanics to include are, but not limited to single or multi-player game play, character power-ups, multiple enemy types and abilities, special attacks/items, multiple levels, gates and keys, etc.

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

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Technical Specifications
Minimum functionality required:

- Interactive game environment
- Menu interface for non-gameplay user interaction (e.g., starting game, resuming game, choosing levels, exiting the game.)
- On-screen HUD for display of vital gameplay information
- Minimum average framerate of 30 frames per second (FPS)
- Serialization of game state to a database (see below) for saving and resumption of gameplay sessions.
- Values/stats of all game pieces/cards and related data must be stored on a database

Technology Requirements:
The following languages/frameworks are permitted:

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

The following is a list of possible database systems available:

- Oracle Express 11g
- Microsoft SQL Server
- Oracle MySQL
- PostgreSQL
- SQLite
- JavaDB
- Google Firebase
- Amazon Web Services

Additional languages/frameworks/database may be approved by contacting Patrick Schultz, pschultz@bpa.org.

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

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Specifications

- The final project submission deadline will be January 15, 2023, at 11:59 p.m. Eastern Time.
- All project documents including, but *not* limited to source code, game manual, project plan, resources, libraries, etc. must be packaged together in a compressed format and uploaded to a file sharing site (e.g. Dropbox, etc.).
- **Submit the URL to the final project files, Works Cited, and signed Release Form(s) in a combined PDF file to https://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on January 15, 2023.**
- The use integrated development environments (e.g., Microsoft Visual Studio, Eclipse, IntelliJ, Apple XCode, etc.) is highly recommended.
- A signed Release Form must be obtained by teams from any individual whose work, name, likeness, or personal information is used as part of an event submission.
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Email confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
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- Code must be original work of team.

NOTE ON FINAL PROJECT SUBMISSION

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

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

Method of evaluation

Application
Technical Judges' Rating Sheets
Presentation Judges' Rating Sheets

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

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(V03) Software Engineering Team

Judge Number _____ Team Number _____

Technical Scoring Rubric

TECHNICAL REQUIREMENTS SCORING (150 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Object-Oriented Programming (140 points)					
Proper class design and organization	1 - 3	4 - 15	16 - 27	28 - 40	
Code reuse (minimize code duplication)	1 - 2	3 - 10	11 - 18	19 - 30	
Use of encapsulation	1 - 2	3 - 10	11 - 18	19 - 30	
Use of inheritance	1 - 3	4 - 15	16 - 27	28 - 40	
Design Analysis (50 points)					
Data flow diagram(s)	1 - 4	5 - 20	21 - 36	37 - 50	
Code Documentation (70 points)					
Comment blocks explaining classes, methods, and complex sections of logic	1 - 4	5 - 20	21 - 36	37 - 40	
Provide an in-game tutorial or walkthrough for instructional purposes	1 - 3	4 - 15	16 - 27	28 - 30	
Crash Reporting (50 points)					
Generation of crash reports (via text file or dialog box) on application failure	1 - 3	4 - 15	16 - 27	28 - 30	
Option to email crash report on application failure	1 - 2	3 - 10	11 - 18	19 - 20	
Data Driven Design (90 points)					
Application makes use of data driven design for runtime settings via database	1 - 3	4 - 15	16 - 27	28 - 30	
Session data (saved games, high scores, etc.) are stored via database for later reuse	1 - 3	4 - 15	16 - 27	28 - 30	
Application makes use of data driven design for game content via database	1 - 3	4 - 15	16 - 27	28 - 30	

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(V03) Software Engineering Team

Judge Number _____ Team Number _____

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Error Handling (65 points)					
Proper use of error handling techniques	1 - 2	3 - 10	11 - 18	19 - 20	
Proper use of exception handling techniques	1 - 2	3 - 10	11 - 18	19 - 20	
Clear user alerts on recoverable and non-recoverable error conditions	1 - 3	4 - 10	11 - 20	21 - 25	
Logging (60 points)					
Log system events to dedicated text file for debugging	1 - 3	4 - 15	16 - 27	28 - 30	
Log system errors to dedicated text file	1 - 3	4 - 15	16 - 27	28 - 30	
Technical Requirements (125 points)	These points are awarded all or nothing per judge.				
Project submission includes a manual containing directions for compiling/building and explains the features of the submission				100	
Installer included for project application.				25	

GAMEPLAY SCORING (150 POINTS)

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

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(V03) Software Engineering Team

Judge Number _____ **Team Number _____**

PRESENTATION SCORING (200 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Explain the design and development process from start to finish	1 - 5	6 - 10	11 - 15	16 - 20	
Explain the flow or data (game saves, high scores, etc.)	1 - 5	6 - 10	11 - 15	16 - 20	
Explain the design of game and game mechanics	1 - 5	6 - 10	11 - 15	16 - 20	
Explain the use and design of media elements (sounds, graphics, etc.)	1 - 5	6 - 10	11 - 15	16 - 20	
Explain the software engineering principles utilized	1 - 5	6 - 10	11 - 15	16 - 20	
Explain how the game is innovative	1 - 5	6 - 10	11 - 15	16 - 20	
Team offered clear and direct responses to interview questions	1 - 5	6 - 10	11 - 15	16 - 20	
Demonstrate the entire team's role in the development of the game	1 - 5	6 - 10	11 - 15	16 - 20	
Presentation quality and style	1 - 5	6 - 10	11 - 15	16 - 20	
All points or none are awarded per item below.					
Presentation lasted no more than 10 minutes				10	
At least two original team members in attendance at time of presentation				10	

Scoring Category		Points Awarded
Technical Scoring Points	650	
Gameplay Points	150	
Presentation Points	200	
TOTAL (1,000 points maximum)		

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

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(V04) Web Application Team

Description
The team will create a database-driven website with server-side functionality. The team is provided with the opportunity to design, build, and present a working web application. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

Eligibility
- Any Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Event Registration
- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

Topic
Professional Business Associates would like to have their own social media platform. This platform will be used by all its members to communicate, educate, and entertain. Your team's primary objectives are to create an application to register and authenticate users. All registered/authenticated users will be able to add content to their profile. This content will include, but is not limited to, pictures, videos, audio, and posts (text). All added content may be marked as public (open for all users to view) or private (only visible to the logged in user).

Required Features
- Have an administrator account
- Register users
- Authenticate users
- Protect all passwords
- Add user content

Possible Features
- The ability direct message
- The ability to report improper use
- Statistics
  - How many post the user has
  - How many views the content has

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Competencies

- Demonstrate database development in a structured or unstructured environment
    - Contestants can use a cloud-based environment such as Mongo DB or Firebase
    - Contestants can use an SQL database
    - No flat files (text files) can be used to store data
- Demonstrate knowledge of server-side scripting and Internet concepts
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Utilize external Application Programming Interface (API)
- Apply database development skills to create the back end of the web application
- Apply web design skills and standards to complete the front-end of the website
- Implement problem-solving techniques
- Describe the process, methodology, and lifecycle of your web application
- Create an audit trail of how you built your application

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

Specifications

- Final projects must be uploaded to a file sharing site (Dropbox, etc.) and should include:
    - a written description of the application as a PDF file
    - the source code (as a zipped root folder)
    - the database schema
- It is recommended that you set the access level of your project to one of BPA's recommended settings. See 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on January 15, 2023.**

- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- Only one (1) team member should complete the submission.
- No changes can be made to the project after the date of submission.
- The website must be available for viewing on the Internet on January 15, 2023. If the ISP is experiencing technical difficulty, the advisor will be contacted, and a reasonable amount of time will be provided to solve the problem. No changes can be made to the website after this date. Technical judging of the website will be conducted prior to NLC.
- The following information must be included on the website: chapter name and number and team member names. This information can be included in any format and location.
- The team members must create the conceptual model for the database identifying relationships between tables in the database. Each team will be expected to articulate the design of the database associated with the web application.
- Each team must create forms and associated considerations needed for the scenario.
- Teams may select the database, web server, and middleware solution they prefer. A careful review of the evaluative criteria presented in the contest guidelines will aid in the selection of development technologies. The source code that powers each team's web application will be scrutinized; therefore, it is imperative that team members can answer questions regarding this aspect of the application.

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- The event tests the team's ability to write code and incorporate database. As such, application frameworks, such as Drupal®, Joomla! ®, DotNetNuke® and WordPress® *cannot* be used. Integrated development environments (IDEs) such as Microsoft® Visual Studio/ASP and Dreamweaver® are acceptable. Packages that assist the developer to create components, menus and similar such as JavaScript®, jQuery® and Ajax are acceptable and encouraged. However, downloading third-party code to create a major component of a web application, such as a shopping cart in an e-commerce application, is *not* permissible.
- Code must be original work of the team.
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Email confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
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Method of evaluation

Application
Technical Judges' Rating Sheets
Presentation Judges' Rating Sheets

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

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(V04) Web Application Team

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:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. ● Works Cited - PDF format ● Release Form(s) - PDF format ***All points or none are awarded by the technical judge.***				10	
Page Design					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Images and page file size have been optimized for performance	1-5	6-10	11-15	16-20	
Grammar, spelling, punctuation, and usage	1-5	6-10	11-15	16-20	
Sufficient contrast between text and background color	1-5	6-10	11-15	16-20	
Total Page Design Points (100 points maximum)					
Customer Functionality					
Navigational links consistent and working	1-5	6-10	11-15	16-20	
End-user instructed on the proper formatting for forms and given feedback upon submission	1-5	6-10	11-15	16-20	
Cross-browser and cross platform compatibility	1-5	6-10	11-15	16-20	
Ability to utilize a search feature	1-5	6-10	11-15	16-20	
Total Customer Functionality Points (80 points maximum)					
Database Development					
A database is employed (*as opposed to flat file)*	1-5	6-10	11-15	16-20	
Conceptual model correctly implemented	1-5	6-10	11-15	16-20	
Minimal data redundancy in tables	1-5	6-10	11-15	16-20	
Sensitive data encrypted in the database	1-5	6-10	11-15	16-20	
Database access is controlled through passwords, access control lists, etc.	1-5	6-10	11-15	16-20	
Use of unique key concepts are employed	1-5	6-10	11-15	16-20	
Total Database Development Points (120 points maximum)					

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(V04) Web Application Team

Judge Number _____ **Team Number _____**

Technical Scoring Rubric (continued)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Application Design					
A system/application diagram was created and employed	1-5	6-10	11-15	16-20	
Maintains state through sessions with and without cookies	1-5	6-10	11-15	16-20	
Encrypts highly sensitive user information	1-5	6-10	11-15	16-20	
Forms fields are validated before submission	1-5	6-10	11-15	16-20	
Queries and/or stored procedures are utilized	1-5	6-10	11-15	16-20	
Error capture routines are employed where needed	1-5	6-10	11-15	16-20	
Total Application Design Points (120 points maximum)					
Administration					
Appropriate web-based reports are generated for the application	1-5	6-10	11-15	16-20	
Administrator has the ability to add, modify, and delete data through a password-protected web interface	1-5	6-10	11-15	16-20	
Code is documented	1-5	6-10	11-15	16-20	
Total Administration Points (60 points maximum)					
Application functions as indicated (it works)					
Reports generate accurate results	1-5	6-10	11-15	16-20	
Content may be public or private	1-5	6-10	11-15	16-20	
Administration functions work as indicated (add, modify, delete)	1-5	6-10	11-15	16-20	
Security functions as it should	1-5	6-10	11-15	16-20	
Required features: • Have an administrator account • Register users • Authenticate users • Protect all passwords • Add user content	1-10	11-20	21-30	31-40	
Total Application Points (120 points maximum)					
TOTAL TECHNICAL POINTS (610 points maximum)					

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(V04) Web Application Team

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Ability to demonstrate how the application works through the use of the user interface	1-5	6-10	11-15	16-20	
Ability to explain the logical design of application and design patterns used	1-5	6-10	11-15	16-20	
Ability to explain the code structures that perform front end and backend functionality	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, spelling, punctuation, and usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Equipment setup lasted no more than three (3) minutes.				5	
Presentation lasted no more than ten (10) minutes				10	
At least two original team members in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (165 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 = 775

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(V05) Mobile Applications

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

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

Event Registration
- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

Topic
You are challenged to create a mobile application that will be used by users to store and retrieve information regarding their involvement in a community/school-based service organization. Examples of involvement may include, but are not limited to, volunteer service hours, student council activities, organizational fundraising, organizing a blood/food drive, or tracking a student-run tutoring center. The application will use external back-end database connection to store authentication and other information and form validation.

Required Features
- External backend database to store information
- Authentication
- Administrative account
- Form validation
- Data entered is stored

Possible Features
- Ability to choose a time
- Store hours worked
- Comments
- Create reports
- Advertising
- Reminders or notifications

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Competencies

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

Specifications

- The member will research the topic, and then create a mobile application based upon the topic presented in this document. The member will create the application in a platform of the member's choosing from the list of platforms designated in the technical specifications.
- The projects may be cross platform compatible between Google's Android® or Apple iOS®.
- The application may *not* be deployed as a web application delivered over HTTP.
- The application must be installed on the member's mobile device.
- The member must demonstrate the application from the member's mobile device for presentation to the technical judges at the national level (projection equipment may be used).
- The application need *not* be available for download from a digital-distribution multimedia-content service such as Google Play®, or Apple App Store®.
- Final project components must be uploaded to a file sharing site (Dropbox, etc.) and should include:
    - a written description of the project and details of a design concept
    - source code (as a zipped root folder)
    - application screenshots
- It is recommended that you set the access level of your project to one of BPA's recommended settings. See 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on January 15, 2023.**
- Member will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed due dates.
- Multiple submissions *cannot* be accepted.

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- No changes can be made to the project after the date of submission.
- The member is responsible for securing a Release Form from any individual whose name, photograph, and/or other information is included on in the mobile application.
- All text/graphics materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name, if used. (Refer to the Graphic Standards in the *Style & Reference Manual*)
- Members will be assigned to sections prior to their preliminary presentation.
- For members who qualify, members' advisors will be contacted to reserve a time for a video conference presentation before a panel of judges. Email confirmation will be sent to those members eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top members with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
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Method of evaluation
Application
Technical Judges' Rating Sheets
Presentation Judges' Rating Sheets

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

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(V05) Mobile Applications

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:		

Item to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format. ● Release Form(s) - PDF format and Works Cited - PDF format ***All points or none are awarded by the technical judge.***				10	
User Interface					
Grammar, spelling, punctuation, and usage Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Work is original, innovative, and unique	1-5	6-10	11-15	16-20	
Graphic design is optimized for use on mobile devices	1-5	6-10	11-15	16-20	
Effective and aesthetic use of color, typography, and graphics	1-5	6-10	11-15	16-20	
Interface adheres to platform interface guidelines	1-5	6-10	11-15	16-20	
Interface is clear, uncluttered, and easily understood	1-5	6-10	11-15	16-20	
TOTAL USER INTERFACE (120 points maximum)					
Code and Data					
Application makes use of at least one (1) of the permitted platforms: Google Android® or Apple iOS®	0 (No)			20 (Yes)	
Code is clear, readable, and well structured	1-5	6-10	11-15	16-20	
Code demonstrates clear understanding of object-oriented programming and design patterns	1-5	6-10	11-15	16-20	
Code utilized database to access stored information	1-5	6-10	11-15	16-20	
Code is well-documented	1-5	6-10	11-15	16-20	
TOTAL CODE and DATA (100 points maximum)					
User Functionality					
Application runs on and/or deploys to a smartphone or tablet device running the chosen permitted platform	1-5	6-10	11-15	16-20	
Application loads and accurately retrieves information from database	1-5	6-10	11-15	16-20	
TOTAL USER FUNCTIONALITY (40 points maximum)					
Project Plan					
Grammar, spelling, punctuation without errors.	1-5	6-10	11-15	16-20	
Plan adequately details the how member will meet project requirements within the time allotted	1-5	6-10	11-15	16-20	
TOTAL PROJECT PLAN (40 points maximum)					
TOTAL TECHNICAL POINTS (310 points maximum)					

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(V05) Mobile Applications

Judge Number _____ **Member ID** _____

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Ability to demonstrate how the application works through the use of the user interface	1-5	6-10	11-15	16-20	
Ability to explain the logical design of application and design patterns used	1-5	6-10	11-15	16-20	
Ability to explain the code structures for specific application functionality	1-10	11-20	21-30	31-40	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, spelling, punctuation, and usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Equipment setup lasted no more than three (3) minutes				5	
Presentation lasted no more than ten (10) minutes				10	
TOTAL PRESENTATION POINTS (175 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 = 485

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(V06) Promotional Photography

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

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

Event Registration
- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

Topic
A local art studio is asking for a photograph for an upcoming art exhibit showcasing the theme "Up Close and Personal".

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
- Demonstrate ability to print digital images
- 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

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Specifications

- **Submit one (1) original photo and one (1) corrected photo in JPEG or JPG format as individual files and submit the Works Cited and signed Release Form(s) in a combined PDF file to https://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on January 15, 2023.**
- 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, 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 no larger than 5 megabytes must be in JPEG or JPG format and must be at least 1,600 pixels wide (if a horizontal image) 1,600 pixels tall (if vertical image) OR image size must have a long dimension of at least 1,000 pixels and no more than 3,000 pixels.
- The photograph, 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.
- The member is responsible for securing a signed Release Form from any person whose image is used in the production.
- Members will be assigned to sections prior to their preliminary presentation.
- For members who qualify, members' advisors will be contacted to reserve a time for a video conference presentation before a panel of judges. Email confirmation will be sent to those members eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
- The top members with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
- 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.
- For those students advancing to the National Showcase, photos must meet the following specifications:
    - Display shows original photo on 5"x7" and final photo on 8"x10" photo paper, dry-mounted on a board no larger than 24"x18"
    - Photo can be mounted on the board horizontally or vertically
    - You may print in glossy or matte
    - Photo must be mounted on one board that will fit on an easel for the showcase
- Mount the photo ONLY on the board. Please do *not* include any text or names, borders, stickers, etc.

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Method of evaluation
Application
Technical Judges' Rating Sheets
Presentation Judges' Rating Sheets

Length of event
No more than three (3) minutes setup
No more than seven (7) minutes presentation time
No more than five (5) minutes judges' questions

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(V06) Promotional Photography

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:		

Items to Evaluate	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 • Works Cited - PDF format ***All points or none are awarded by the technical judge.***				10	
Photo shows imagination, creativity, and originality	1-9	10-19	20-29	30-40	
Photo is sharp and well-focused	1-5	6-10	11-15	16-20	
Photo gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Photos shows use of proper lighting and exposure	1-5	6-10	11-15	16-20	
Photo delivers a selection and arrangement within the frame (i.e. rule of thirds)	1-5	6-10	11-15	16-20	
Photo shows proper image manipulation techniques (Only minor burning, dodging, and/or color correction are acceptable)	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (150 points maximum)					

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(V06) Promotional Photography

Judge Number _____ **Member ID _____**

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 photo composition of your photos	1-5	6-10	11-15	16-20	
Explain the lighting selections choices (e.g., exposure, flash photography, studio lighting, natural lighting, etc.)	1-5	6-10	11-15	16-20	
Explanation of camera setting choices	1-5	6-10	11-15	16-20	
Showcases a variety of compositions in photo submissions	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 seven (7) minutes				5	
Member name does *not* appear on submitted output				10	
Photos were *not* edited using mobile app software				10	
TOTAL PRESENTATION POINTS (160 points maximum)					

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

PRESENTATION WILL BE STOPPED AT SEVEN (7) MINUTES

TOTAL MAXIMUM POINTS = 310

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(V07) Cybersecurity/Digital Forensics

Description
Demonstrate knowledge of computer security and cybersecurity management tasks in multiple computer and mobile platforms. This national event will be graded and requires judged components on-site at the National Leadership Conference. Awards will be presented at the National Leadership Conference.

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

Contest Overview
Round One: All registered competitors will complete a fifty (50) question objective test virtually. The top twenty (20) competitors will be invited to participate in Round Two.

Round Two: The top twenty (20) competitors from Round One will be invited to create a presentation no longer than ten (10) minutes on the following topic:

Topic (Round Two Competitors Only)
You have been asked to develop a presentation on the trends in cybersecurity attacks that affect individuals, corporations, or governments. Suggested topics to cover are, but are not limited to:
- Strategies that mitigate the attacks
- Impact on those affected
- Are these trends continual from previous years and how have they evolved
- The financial impact/stability of the individual, corporation, or government

Event Registration
- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

Competencies
- Demonstrate knowledge of security threats
- Understand infrastructure security
- Demonstrate knowledge of cryptography, access control, and authentication
- Demonstrate security tactics to prevent against external attack
- Demonstrate knowledge of operational and organization security
- Identify security threats
- Demonstrate hardening internal Windows and Linux systems and services
- Demonstrate knowledge of TCP/IP
- Demonstrate hardening Internet work devices and services
- Demonstrate knowledge of network defense fundamentals
- Demonstrate knowledge of wireless technologies (i.e., WAN, PAN, and/or WPAN)
- Create security polices

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- Perform a risk analysis
- Demonstrate knowledge of biometrics
- Demonstrate knowledge of cryptography
- Create router and access control lists
- Demonstrate knowledge of Internet security issues
- Manage certificates
- Monitor security infrastructure

Information Technology Common Standards

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

Specifications

- Compete in the objective portion of the event at proctored testing site determined by National BPA.
- 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.).
- 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 text/graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*)
- Members will be assigned to sections prior to their preliminary presentation.
- For members who qualify, members' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Email confirmation will be sent to those members eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
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Method of evaluation
Objective - ***Reference materials are not allowed.***
Presentation Judges' Rating Sheets

Length of event
Objective - No more than sixty (60) minutes for objective test
Presentation - No more than three (3) minutes setup
Presentation - No more than ten (10) minutes presentation time
Presentation - No more than five (5) minutes judges' questions

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(V07) Cybersecurity/Digital Forensics

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	
Ability to use technical terms, along with appropriate explanations that achieve effective communication	1-5	6-10	11-15	16-20	
General content	1-5	6-10	11-15	16-20	
Typography (typeface, size, and color) and 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	
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	
Development of stated theme	1-10	11-20	21-30	31-40	
Answers to judges' questions	1-10	11-20	21-30	31-40	
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	
TOTAL PRESENTATION POINTS (290 points maximum)					

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

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(V08) Start-up Enterprise Team

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

Eligibility
- Any Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Event Registration
- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

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

Specifications
- **Submit the completed Business Plan, Works Cited, and signed Release Form(s) in a combined PDF file to https://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on January 15, 2023.**
- Member ID will be required for all submissions.
- Information in the business plan must be authentic; however, team may choose to use a fictitious address and telephone number.
- Teams will demonstrate oral communication skills.
- Entries outlining the purchase of a franchise do *not* satisfy the topic and are subject to *disqualification*.

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- 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, Table of Contents, and Works Cited (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 income statement, balance sheet, cash flow statement, and other analyses)
    - Supporting documents (research, charts, brochures, résumés, etc.)
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- Only one (1) team members should complete the submission.
- No changes can be made to the project after the date of submission.
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Email confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
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Method of evaluation	**Length of event**
Application	No more than three (3) minutes setup
Technical Judges' Rating Sheets	No more than ten (10) minutes presentation time
Presentation Judges' Rating Sheets	No more than five (5) minutes judges' questions

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(V08) Start-up Enterprise Team

Judge Number_____ **Team Number** _____

Technical Scoring Rubric

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

Written Business Plan Evaluation	**Below Average**	**Average**	**Good**	**Excellent**	**Points Awarded**
Team submitted the correct information and in the correct format. • Business Plan and supporting documentation, Works Cited in a combined PDF ***All points or none are awarded by the technical judge.***				10	
Executive summary for business	1-5	6-10	11-15	16-20	
Description of proposed business	1-5	6-10	11-15	16-20	
Objectives of business	1-5	6-10	11-15	16-20	
Proposed business strategies	1-5	6-10	11-15	16-20	
Product(s) and/or service(s) description	1-5	6-10	11-15	16-20	
Management and ownership of the business	1-5	6-10	11-15	16-20	
Marketing analysis	1-5	6-10	11-15	16-20	
Financial Analysis Includes income statement, balance sheet, cash flow statement, and other analyses	1-5	6-10	11-15	16-20	
Overall appearance, conciseness, and completeness	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (190 points maximum)					

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(V08) Start-up Enterprise Team

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

Oral Presentation Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Supporting documentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
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				10	
Plan used the correct format for Title Page, Table of Contents, Works Cited, and Business Plan according to the *Style & Reference Manual*				10	
At least two original team members in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (135 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 = 325

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(V09) Financial Portfolio Management Team

Description
Teams (2-4 members) will enter an investment simulation using an online platform provided by a BPA partner. The simulation will provide the students $100,000 initially, to be used to invest in stocks, mutual funds, and/or bonds. Awards will be presented at the National Leadership Conference.

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

Contest Overview
Round One: All registered teams will participate in a virtual stock market challenge.

Teams manage their portfolios throughout the contest with the following requirements:

- Teams can buy any investment allowed through the NYSE and NASDAQ markets, including stocks, mutual funds, ETFs, and bonds.
- Teams will be limited on any one investment to 20% of their portfolio, thus mandating a diversification strategy.
- Teams will be allowed to buy on margin up to 100% of their initial cash balance, at an interest rate to be determined by current market factors at the inception of the contest.
- Teams will receive interest on any cash balance maintained, at a rate to be determined by current market factors at the inception of the contest.
- Teams will buy and sell as they wish, with each transaction subject to a pre-determined fee subtracted from their cash balance (online platform will determine the fee).
- Teams must make a minimum of five transactions to be eligible for placement.

The top twenty (20) teams, in terms of portfolio value, will be invited to participate in Round Two.

Additional information (team credentials and tutorials) regarding Round One will be sent to all registered teams by December 8, 2022.

Round Two: The top twenty (20) teams from Round One will be invited to create and present a virtual presentation no longer than ten (10) minutes on their strategies for success and challenges faced.

Suggested strategies include, but not limited to:
- Analysis of day-to-day stock trends and historic performance
- Research on companies' past news releases
- Research on companies' development of products, patents, potential buyouts, etc.-
- Research on historic and future quarterly earnings reports
- Research on market initial public offerings (IPOs)
- Analysis of financial statements, including financial ratios
- Industry research and analysis

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Event Registration

- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

Entry Fee

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

Competencies

- Calculate investment amounts given current prices and investment restrictions
- Research and analyze various investment options
- Manage an online fund
- Determine timing of buying and selling investments using various market and economic factors
- Calculate return on investments
- Analyze cash and investments to maximize return
- Prepare a presentation using a presentation software
- Prepare reports using Excel
- Present investment strategies

Specifications

- Compete in the virtual stock market challenge, powered by StockTrak.
- 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.).
- 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 text/graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*)
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Email confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
- The top teams with the highest cumulative presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
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Method of evaluation
Virtual Stock Market Challenge (virtual hands-on)
Presentation Judges' Rating Sheets

Length of event
Virtual Stock Market Challenge (virtual hands-on) - December 15, 2022 - January 31, 2023
Presentation - No more than three (3) minutes setup
Presentation - No more than ten (10) minutes presentation time
Presentation - No more than five (5) minutes judges' questions

This event is sponsored by:

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(V09) Financial Portfolio Investment Team

Judge Number _____ **Team Number _____**

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
Introduction and conclusion	1-5	6-10	11-15	16-20	
Investment strategy is explained	1-5	6-10	11-15	16-20	
Ability to use technical terms, along with appropriate explanations	1-5	6-10	11-15	16-20	
Investment strategy and research demonstrated financial understanding and knowledge	1-5	6-10	11-15	16-20	
Typography and graphics used effectively	1-5	6-10	11-15	16-20	
Professionalism of presentation (voice quality, diction, eye contact)	1-5	6-10	11-15	16-20	
Presentation achieved desired results	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				10	
At least two original team members in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (185 points maximum)					

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

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(V10) Virtual Branding Team

Description
Marketing in today's world focuses on the combination of digital design, social media, virtual mockups, and engaging multimedia experiences. This virtual event will evaluate knowledge and skills utilizing cross-medium branding in a team environment.

Teams are recommended to use Adobe XD®, Adobe Illustrator®, Adobe Dimension®, Adobe Photoshop®, Adobe Premiere (Rush)® or other software that meets the contest specifications.

Event Registration

- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

Topic
Your team has been contracted to promote a three-day Comic Con happening April 24 - 30 in Anaheim, California.

- Social media (30-second promo video)
- Promotional billboard (registration information, specifications, cost,)
- Commemorative ticket (promotional product)
- Commemorative stickers (promotional product)
- Mobile app mockup (event schedule, specifications, cost, reservations, etc.)
- Event website mockup (event schedule, specifications, cost, reservations, etc.)
- One (1) page overview document outlining the team decision making process; include branding guidelines for fonts, color guide, and acceptable brand usage

NOTE: The key points of this contest are the actual virtual cross-platform branding components and not the event itself.

Competencies

- Demonstrate knowledge of transitions and audio/video editing techniques
- Demonstrate proper use in placement of titles and visual effects
- 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
- Apply principles of design and rules for proper layout in developing business publications for multiple screens and printing situations
- Use principles of design, layout, and typography in media and user experience design
- Demonstrate effective persuasive and informative communication and presentation skills

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Specifications

- Completed projects (see topic for all project requirements) may be uploaded to a file sharing site (Google Drive 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on January 15, 2023.**
- Member ID will be required for all submissions.
- The team is responsible for securing a signed Release Form from any person whose image is used in the production.
- All text/graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*)
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Email confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
- 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

Application
Technical Judges' Rating Sheets
Presentation Judges' Rating Sheets

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

This event is sponsored by:

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(V10) Virtual Branding Team

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:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. • Signed Release Form(s) - PDF format • One-page team design process overview document • Works Cited - PDF format ***All points or none are awarded by the technical judge.***				10	
Content Aligns to topic, depth of research	1-5	6-1	11-15	16-20	
Technique Aesthetic use of colors and fonts, consistent format, visually organized	1-5	6-10	11-15	16-20	
Creativity/originality	1-5	6-10	11-15	16-20	
Influence Influences audience	1-5	6-1	11-15	16-20	
Innovative Technology Variety of software applications are used to demonstrate cross-platform branding	1-5	6-10	11-15	16-20	
Grammar Spelling, punctuation, and usage	0 (3+ errors)	5 (2 errors)	10 (1 error)	20 (0 errors)	

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(V10) Virtual Branding Team

Technical Scoring (Continued)

Social Media Event Promotion					
Design gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Event information is identifiable	1-5	6-10	11-15	16-20	
Billboard					
Design gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Design demonstrates awareness of target audience	1-5	6-10	11-15	16-20	
Event flyer is informative and follows principles of typography	1-5	6-10	11-15	16-20	
Commentative Ticket & Sticker					
Design gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Event is accurately shown, and features are identifiable	1-5	6-10	11-15	16-20	
Event Mobile App Prototype					
Design gains attention and has eye appeal	1-5	6-10	11-15	16-20	
User Experience workflow is evident	1-5	6-10	11-15	16-20	
Event Webpage Prototype					
Design gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Event information is easily identifiable	1-5	6-10	11-15	16-20	
One Page Overview - Team Design Process					
Team involvement is evident	1-5	6-10	11-15	16-20	
Rationale for branding decisions is detailed	1-5	6-10	11-15	16-20	
Branding guidelines for color, fonts, and acceptable usage are outlined	1-5	6-10	11-15	16-20	
TECHNICAL SCORE (410 points maximum)					

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(V10) Virtual Branding Team

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery	1-5	6-10	11-15	16-20	
Ability to discuss software used, technology, and specifications of design)	1-5	6-10	11-15	16-20	
Ability to explain inspiration for the theme and concept development	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	1-5	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				10	
Conformed to BPA Graphic Standards.				10	
At least two original team members in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (155 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 = 565

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(V11) 2D Animation Team - Pilot

Description
Create a 2D animation, at least (1:30) and not to exceed (2:30) minutes, based upon the assigned topic provided

Event Registration
- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

Topic
Create a 1:30 - 2:30 minute 2D animation retelling of a classic fable or fairy tale in a new and engaging way.

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
- Completed projects (see topic for all project requirements) must be uploaded to a file sharing site (Google Drive 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on January 15, 2023.**
- The team must create a 2D animation utilizing audio, text, video, and graphics.
- The team must utilize audio, text, video, graphics, and 2D animation.
- Animated graphics must be saved as a standard format that can be played on both PC or Mac (i.e., QuickTime videos).
- The final project components, including, but limited to, storyboard and rendered video should be compressed in zip format and uploaded to a file-sharing site (Dropbox, etc.)
- Member ID will be required for all submissions.
- The team is responsible for securing a signed **Release Form** from any person whose image is used in the production.

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- All text/graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*)
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Email confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
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- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation
Technical Judges' Rating Sheets
Presentation Judges' Rating Sheets

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

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(V11) 2D Animation Team - Pilot

Judge Number _____ **Team Number** _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (*Disqualification*)	☐ No
If yes, please stop scoring and provide a brief reason for the *disqualification* below:		
Team used 2D animation software	☐ Yes	☐ No (*Disqualification)*
If no, please stop scoring and provide a brief reason for the *disqualification* below:		
Team followed topic and time limit (*1:30 - 2:30 minutes*)	☐ 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, • URL to the final project files, Works Cited, storyboard and signed Release Form(s) in one combined PDF file ***All points or none are awarded by the technical judge.***				10	
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	
Innovative use of technology/advanced techniques employed	1-5	6-10	11-15	16-20	
Animation is fluid, natural, and/or supports theme	1-5	6-10	11-15	16-20	
Attention to detail was evident in the project's color scheme	1-5	6-10	11-15	16-20	
Attention to detail was evident in animation techniques	1-5	6-10	11-15	16-20	
Camera angles, timing, transitions, and techniques support project objectives	1-5	6-10	11-15	16-20	
Total Complexity/Craftsmanship (120 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)					

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(V11) 2D Animation Team - Pilot

Technical Scoring (Continued)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Composition					
Execution of Plan: Concept art and storyboard demonstrate project objectives	1-5	6-10	11-15	16-20	
Artistic Layout/Design Principles: Aesthetic, consistent use of colors, fonts, and layout	1-5	6-10	11-15	16-20	
Clarity of Message: Message is attention-grabbing, compelling, and/or entertaining Message has a beginning, middle, and an ending and was developed according to topic	1-5	6-10	11-15	16-20	
Entertainment Value: Animation is memorable, entertaining, and/or fulfills objectives Media elements support and/or enhance message	1-5	6-10	11-15	16-20	
Grammar, spelling, punctuation, and usage; Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Total Composition (100 points maximum)					
Creativity					
Animation is original Fresh ideas, innovative, unique	1-5	6-10	11-15	16-20	
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 (80 points maximum)					
TOTAL TECHNICAL POINTS (410 points maximum)					

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(V11) 2D Animation Team

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

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	1-5	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.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

TOTAL MAXIMUM POINTS = 570

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(V12) Social Media Marketing Campaign Team - Pilot

Description
Develop a social media marketing campaign, 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
- Executive summary
- Description of event, product, or service
- Marketing objectives
- Creative content
- Content strategy
- Campaign budget
- Methods of measuring success
- Works Cited

Submitted separately during presentation ONLY:

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

Event Registration

- Advisors register members for the event using the Membership Registration System, accessible at https://register.bpa.org.
- Click on the "Conferences" tab and then select the "2023 National Virtual Events".
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is no later than 11:59 p.m. Eastern Time, on December 1, 2022.
- Members participating in competition must be registered for the event prior to the submission deadline to be eligible.

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

Topic
Background - Your consulting firm has been retained to develop and present a social media marketing campaign for an event in your local region. Concerts have the potential to create additional excitement for both a performer and companies that sponsor them. One key component of ensuring success during live events is the social media marketing approach utilized by both the sponsoring corporations and the musical acts.

Task - Your task is to create a comprehensive social media marketing campaign utilizing the following information. Digital Solutions is interested in partnering with a high-profile musician and hosting a charity concert benefiting your chosen nonprofit organization. In your campaign, you must be able to defend your budget in regard to the revenue and profit of the business.

Use the Social Media Marketing Campaign 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*.

Competencies

- Develop a written social media marketing campaign
- 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 consumer buyer persona

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- Demonstrate successful content creation and execution
- Demonstrate successful content strategies for implementation
- Identify the relationship between content and consumer persona
- Identify customer base including consumer and organizational markets
- Utilizing fixed financial resources in a marketing environment
- Understand how digital marketing affects consumer demographics
- Apply a reflective growth mindset to business goals
- Demonstrate teamwork skills needed to function in a world-class workforce
- Demonstrate effective persuasive and informative communication and presentation skills

Specifications

- 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 Social Media Marketing Campaign format in the *Style & Reference Manual*.
- Submit the Marketing Plan, Works Cited, and signed Release Form(s) in a combined PDF file to **https://presubmit.bpa.org** no later than 11:59 p.m. Eastern Time, on January 15, 2023.
- Any campaign submitted beyond the maximum number of pages will be *disqualified*.
- Member ID will be required for all submissions.
- The team is responsible for securing a signed Release Form from any person whose image is used in the production.
- All text/graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*)
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Email confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via email notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/ for more information.
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- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Technical Judges' Rating Sheets
Presentation Judges' Rating Sheets

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

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(V12) Social Media Marketing Campaign Team - Pilot

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, ● Social Media Marketing Campaign Plan and Works Cited in one combined PDF file ***All points or none are awarded by the technical judge.***				10	
Executive summary	1-5	6-10	11-15	16-20	
Description of events, product, or service	1-5	6-10	11-15	16-20	
Marketing objectives	1-5	6-10	11-15	16-20	
Market persona	1-5	6-10	11-15	16-20	
Creative content	1-5	6-10	11-15	16-20	
Content strategy	1-5	6-10	11-15	16-20	
Campaign budget	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 (190 points maximum)					

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(V12) Social Media Marketing Campaign Team - Pilot

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

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	1-5	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				10	
At least two original team members in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (165 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 = 335

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FINANCE EVENTS

(100) Fundamental Accounting

(110) Advanced Accounting

(125) Payroll Accounting

(145) Banking and Finance

(150) Financial Analyst Team

(155) Economic Research Individual

(160) Economic Research Team

(165) Personal Financial Management

(190) Financial Math and Analysis Concepts — Open Event

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(100) Fundamental Accounting

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 NLC 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
Application and Objective Test - ***Reference materials are allowed.***

Entries
Each state is allowed five (5) entries

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

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(110) Advanced Accounting

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 NLC 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 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
Application and Objective Test - ***Reference materials are allowed.***

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

Entries
Each state is allowed five (5) entries

This event is sponsored by:

AICPA

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

(125) Payroll Accounting

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 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 NLC 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
- 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
Application and Objective Test - ***Reference materials are 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 state is allowed five (5) entries

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

(145) Banking and Finance

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 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 NLC 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
Application and Objective Test - ***Reference materials are allowed.***

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

Entries
Each state is allowed five (5) entries

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

(150) Financial Analyst Team

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 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 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)

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 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.

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

Initial Case Study Topic:

Prior to the pandemic, Amber was a yoga teacher at a local yoga studio in Cleveland, Ohio. During the pandemic, Amber began to post yoga videos to her personal social media accounts, since the yoga studio she taught at was closed. The yoga studio has since closed permanently, so Amber is now considering opening her own yoga studio and has identified two possible scenarios.

Scenario 1: Amber found a building she could buy for $550,000 in an older residential neighborhood. The studio has five rooms that could be used as activity rooms, plus a small office and front desk area.

Scenario 2: Amber also found a space to lease for $1,200 a month in the entertainment district. The studio has two small activity rooms and a small front desk area.

Under both scenarios, Amber would need to hire a front desk receptionist, and estimates she can charge $25 per yoga or Pilates class.

Amber is unsure what she should do and would like your expert advice. Please prepare a financial analysis of both scenarios, including all additional expenses that Amber has not yet considered and potential revenue streams. Amber has hired you as a consultant to help her through this process. You will make a presentation of your findings, including break-even analysis and pro forma financial statements, along with your recommendation as to how she 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
Case problem

Entries
Each state 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. 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.

Judges' comments will be returned digitally through the online judging system at the national level.

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(150) Financial Analyst Team

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

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

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation *Opening and summary*	1-5	6-10	11-15	16-20	
Organization of content *(Presentation flowed in a logical sequence*)	1-5	6-10	11-15	16-20	
Demonstrated knowledge of financial concepts	1-5	6-10	11-15	16-20	
Analysis of data	1-5	6-10	11-15	16-20	
Solution to problem	1-5	6-10	11-15	16-20	
Team addressed additional information that was given on-site*	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
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	
All registered team members participated in the presentation				10	
TOTAL PRESENTATION POINTS (160 points maximum)					

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

TOTAL MAXIMUM POINTS = 160

PRESENTATION WILL BE STOPPED AT TEN MINUTES

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(155) Economic Research Individual

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 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
Currently the economy in the United States is dealing with high inflation. One of the tools the Federal Reserve uses to fight inflation is raising interest rates. Historically, how effective has the practice been? Compare and contrast the current period of inflation with prior periods of high inflation in the United States.

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 NLC; 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

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

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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- 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 NLC at both the Preliminary and Final Competition.
- 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
Presentation Scoring Rubric

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 for judges' questions
Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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(155) Economic Research Individual

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 - PDF format ***All points or none are awarded by the technical judge.***				10	
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 (130 points maximum)					

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(155) Economic Research Individual

Judge Number _____ **Member ID** _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation: Voice projection, transitions, flow, stage presence, etc.	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
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 both preliminaries and finals***				10	
Word-processed research paper and Works Cited page(s) followed the *Style & Reference Manual*				10	
TOTAL PRESENTATION POINTS 110 points maximum)					

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

TOTAL MAXIMUM POINTS = 240

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

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(160) Economic Research Team

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 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
In the National Football League (NFL), the Raiders recently relocated from Oakland to Las Vegas. Research the economic situation that would lead a professional sports team to move from one city to another. What is the economic impact on both cities?

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 NLC; 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.

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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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- 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 NLC at both the Preliminary and Final Competition.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at 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.

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

Method of evaluation
Technical Scoring Rubric
Presentation Scoring Rubric

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 state and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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

(160) Economic Research Team

Judge Number _____ **Team Number** _____

Technical Scoring Rubric

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

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. ● Research Paper - PDF format ***All points or none are awarded by the technical judge.***				10	
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 (130 points maximum)					

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(160) Economic Research Team

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation: Voice projection, transitions, flow, stage presence, etc.	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
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 both preliminaries and finals***				10	
Word-processed research paper and Works Cited page(s) followed the *Style & Reference Manual*				10	
All registered team members participated in the 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 = 250

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

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(165) Personal Financial Management

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 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 NLC 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 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
Application and Objective Test - ***Reference materials are allowed.***
Length of event
No more than sixty (60) minutes testing time
Entries
Each state is allowed five (5) entries

This event is sponsored by:

STUKENT

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

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

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

Eligibility
Any 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 NLC 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 - ***Reference materials are NOT allowed.***

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

Entries
Unlimited

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BUSINESS ADMINISTRATION EVENTS

(200) Fundamental Word Processing

(205) Intermediate Word Processing

(210) Advanced Word Processing

(215) Integrated Office Applications

(220) Basic Office Systems and Procedures

(225) Advanced Office Systems and Procedures

(230) Fundamental Spreadsheet Applications

(235) Advanced Spreadsheet Applications

(240) Database Applications

(245) Legal Office Procedures

(255) Administrative Support Team

(260) Administrative Support Research Project

(265) Business Law and Ethics

(290) Administrative Support Concepts — Open

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(200) Fundamental Word Processing

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 100 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 Secondary/Post-secondary 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 NLC 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)

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

Method of evaluation
Application - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

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
No more than ninety (90) minutes for certification test

Entries
Each state is allowed five (5) entries

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Certiport's Parental Consent Form
Required

(205) Intermediate Word Processing

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 100 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 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 NLC 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)

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

Method of evaluation
Application - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

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
No more than fifty (50) minutes for certification test

Entries
Each state is allowed five (5) entries

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Certiport's Parental Consent Form
Required

(210) Advanced Word Processing

Description
Evaluate advanced-level skills in word processing and document production. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all 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 100 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 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 NLC 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
Application - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

Length of event
No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time
No more than ten (10) minutes wrap-up
No more than fifty (50) minutes for certification test

Entries
Each state is allowed five (5) entries

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

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Certiport's Parental Consent Form
Required

(215) Integrated Office Applications

Description
Evaluate advanced-level skills in information technologies and the integration of software applications. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all 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 100 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 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 NLC 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

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

Method of evaluation
Application Test - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

Length of event
No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time
No more than ten (10) minutes wrap-up
No more than fifty (50) minutes for certification test

Entries
Each state is allowed five (5) entries

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

(220) Basic Office Systems and Procedures

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

Eligibility
Any 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 NLC 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

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

Method of evaluation
Application and Objective Test - ***Reference materials are allowed.***

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

Entries
Each state is allowed five (5) entries

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

(225) Advanced Office Systems and Procedures

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

Eligibility
Any 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 NLC 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

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

Method of evaluation
Application and Objective Test - ***Reference materials are allowed.***

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

Entries
Each state is allowed five (5) entries

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Certiport's Parental Consent Form
Required

(230) Fundamental Spreadsheet Applications

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 100 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 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 NLC 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

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

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

Entries
Each state is allowed five (5) entries

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
No more than fifty (50) minutes for certification test

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Certiport's Parental Consent Form
Required

(235) Advanced Spreadsheet Applications

Description
Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all 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 100 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 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 NLC 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

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

Method of evaluation
Application - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

Length of event
No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time
No more than ten (10) minutes wrap-up
No more than fifty (50) minutes for certification test

Entries
Each state is allowed five (5) entries

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Certiport's Parental Consent Form
Required

(240) Database Applications

Description
Demonstrate database development skills to include object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all 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 100 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 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 NLC 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

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

Method of evaluation
Application - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

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

Entries
Each state is allowed five (5) entries

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(245) Legal Office Procedures

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

Eligibility
Any 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 NLC 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

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

Method of evaluation
Application and Objective Test - ***Reference materials are 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 state is allowed five (5) entries

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(255) Administrative Support Team

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 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 NLC 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

Equipment/supplies provided

Computer (one per team member), printer, and paper
Software as designated for this event
Flash drive (one per team, which must be submitted with test materials at conclusion of testing)

Method of evaluation

Application - ***Reference materials are allowed.***

Entries

Each state is allowed two (2) entries

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

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(260) Administrative Support Research Project

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 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
What are three challenges that administrative assistants face in their day-to-day work? Why are these challenges, and how do those affect the organization? What are some solutions or strategies for each of the challenges that an administrative assistant can use to solve or cope with them?

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 NLC; 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

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- 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- 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 andReference Manual* format.
- One (1) copy of the completed research paper and Works Cited must be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- 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.

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Method of evaluation
Technical Scoring Rubric
Presentation Scoring Rubric

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 state and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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(260) Administrative Support Research Project

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 - 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)					

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(260) Administrative Support Research Project

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 both preliminaries and finals***				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

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(265) Business Law and Ethics

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

Eligibility
Any 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 NLC 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 - ***Reference materials are 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 state is allowed five (5) entries

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(290) Administrative Support Concepts - Open Event

Description
Evaluate knowledge of basic administrative support concepts.

Eligibility
Any 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 NLC 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 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 - ***Reference materials are NOT allowed.***

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

Entries
Unlimited

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MANAGEMENT INFORMATION SYSTEMS EVENTS

(300) Computer Network Technology

(305) Device Configuration and Troubleshooting

(310) Server Administration Using Microsoft®

(315) Network Administration Using Cisco®

(320) Computer Security

(325) Network Design Team

(330) C# Programming

(335) C++ Programming

(340) Java Programming

(345) SQL Database Fundamentals

(350) Linux Operating System Fundamentals

(355) Python Programming - Pilot

(390) Computer Programming Concepts - Open

(391) Information Technology Concepts - Open

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Certiport's Parental Consent Form
Required

(300) Computer Network Technology

Description
Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all 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 100 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 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 NLC 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 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 - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC
Application: Top 10 members at national level only. Reference materials are allowed for the application portion. At the national level, scores from the preliminary round and objective test do *not* advance with member to finals. Final contest score is based solely on hands-on component.

Length of event
Preliminaries - No more than sixty (60) minutes for objective test, no more than one hundred twenty (120) minutes for certification test.
Finals - No more than sixty (60) minutes for hands-on tasks

Entries
Each state is allowed five (5) entries

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Certiport's Parental Consent Form
Required

(305) Device Configuration and Troubleshooting

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 100 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 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 NLC 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
- 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

Equipment/supplies provided
Toolkit for hands-on component at national level

Method of evaluation
Objective Test - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC
Application: Top 10 members at national level only. Reference materials are allowed for the application portion. At the national level, scores from the preliminary round and objective test do *not* advance with member to finals. Final contest score is based solely on hands-on component.

Length of event
Preliminaries - No more than sixty (60) minutes for objective test, no more than one hundred twenty (120) minutes for certification test
Finals - No more than sixty (60) minutes for hands-on tasks

Entries
Each state is allowed five (5) entries

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(310) Server Administration Using Microsoft®

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

Eligibility
Any 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 NLC 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 - ***Reference materials are allowed.***

Length of event
Preliminaries - No more than sixty (60) minutes for objective test
Finals - No more than sixty (60) minutes for hands-on tasks

Entries
Each state is allowed five (5) entries

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(315) Network Administration Using Cisco®

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

Eligibility
Any 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 NLC 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 - ***Reference materials are allowed.***
Application: Top 10 members at national level only (Packet Tracer Simulation software provided by Cisco® may be utilized). Reference materials are allowed for the application portion. At the national level, scores from the preliminary round and objective test do *not* advance with member to finals. Final contest score is based solely on hands-on component.

Length of event
Preliminaries - No more than sixty (60) minutes for objective test
Finals - No more than sixty (60) minutes for hands-on tasks

Entries
Each state is allowed five (5) entries

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Certiport's Parental Consent Form
Required

(320) Computer Security

Description
Demonstrate knowledge of fundamental security management tasks in Windows® and Linux® networking environments. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all 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 100 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 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 NLC 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 - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC
Application: Top 10 members at national level only. Reference materials are allowed for the application portion. At the national level, scores from the preliminary round and objective test do *not* advance with member to finals. Final contest score is based solely on hands-on component.

Length of event
Preliminaries - No more than sixty (60) minutes for objective test, no more than one hundred twenty (120) minutes for certification test.
Finals - No more than sixty (60) minutes for hands-on tasks

Entries
Each state is allowed five (5) entries

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(325) Network Design Team

Description

Analyze existing and planned business environments and develop a strategy for the implementation of a network infrastructure that addresses the business needs of the scenario provided. At state and national level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.

Eligibility

Any 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:

Tech Stadium is a new tech company specializing in implementing new networks for high demands in sporting events across the United States. They are multiplying quickly; they are seeking new companies to help complete some of the upcoming work, specifically for ballparks across the United States. Tech Stadium is located in Los Angeles, California, and expanding across the US. Your company has just been contracted to assist with the planning, developing, installing, and maintaining of a new network system within the stadiums and ballparks.

Tech Stadium has accepted contracts on implementing the computer network systems, specifically in baseball stadiums. These baseball stadiums are positioning themselves to attract baseball teams just like the professional leagues worldwide. The stadiums are being either remodeled or built to specifications in the following cities: Arlington, Texas, Kansas City, Missouri, and New Orleans, Louisiana.

These stadiums will be state-of-the-art, one-of-a-kind four-story structures with seating and experiences on each level. The board of directors' opinion is fans want to experience more than just the live action of the game. Fans are looking for mobility and screen experience through mobile devices and televisions and the fun happening on the field.

There will be 48 concessions or restaurants and 150 vendor booths on the scattered levels of the ballpark, and four leading gift shops for merchandising. These venues will be private businesses subcontracted by the ballparks to provide services. Each vendor will need to have connections and secure access to their networks for point-of-sale systems. Each location will have four point-of-sale systems, with the ballpark providing the primary Internet connection. Additionally, each concession stand and the vendors will need to implement a dual 65" digital menu solution and a solution for management in a centralized data center.

Through the concourses of the 4-story building, there will be 192 televisions to broadcast the game. The marketing department will need a solution for several digital touch screen kiosks, which will be connected to the network with Wi-Fi, for feedback and user experiences scattered throughout the building.

There will be 50 suites available for fans to purchase. These suites will need television access the game's broadcast, the live play on the field, and Wi-Fi for electronic online kiosk menu ordering and guest access to the Internet to keep up with game stats. Fans in the stands need a strong Wi-Fi connection as well. They can purchase food, beverages, and menu items directly from the mobile app and keep stats along with the game.

Each stadium will have a ticketing office, business office, marketing, and sales department. These offices will need fast, reliable computers, a telephone solution, and a centralized and redundant data storage network. They will need a solution for office software servers to house their bookkeeping, client sales

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database, and ticketing software for at least 15 staff members in each department. The closed-circuit television station on-site will need a solution to store all the game footage. Each stadium will need a solution to provide reliable, high-speed, and accessible access to their video footage and game data so replay officials and players in the dugouts can have access to the material ready to go. Security and IoT in today's world are essential. Safety is of the utmost importance to protect networks, the public, and workers in the stadium. Use of technology can improve our understanding of providing solutions for physical protection to the facility as well.

Needs of a Tech Stadium's Network Plan

- High-speed, high-performance, secure internal network access for concessions, gift shops, and vendors.
- Solution for digital menu signage and centralized datacenter.
- High-speed, high-performance guest network access for mobile app and ordering experience.
- High-speed, high-performance, secure internal Wi-Fi to support in-game tablets for analysis and game footage for review.
- TVs and cabling for local broadcasting entertainment of the closed-circuit internal TV broadcast.
- An entire network and computer solution for business and ticketing offices.

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.

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Competencies

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

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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- 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 by the National Center.
- 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 national level competition 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

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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 NLC at both the Preliminary and Final Competition.
- Notes or note cards may be used.

Method of evaluation
Judge's Scoring Rubric

Length of event
No more than thirty (30) minutes preparation time at State and National Level Only
No more than three (3) minutes 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

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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(325) Network Design Team

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)					

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(325) Network Design Team

Judge Number _____ **Team Number _____**

Presentation Scoring Rubric

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

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Certiport's Parental Consent Form
Required

(330) C# Programming

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 100 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 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
Application - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

Length of event
No more than ten (10) minutes orientation, ninety (90) minutes testing time, ten (10) minutes wrap-up
No more than one hundred twenty (120) minutes for certification test.

Entries
Each state is allowed five (5) entries

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(335) C++ Programming

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 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
Application

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

Entries
Each state is allowed five (5) entries

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Certiport's Parental Consent Form
Required

(340) Java Programming

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 100 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 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

This event is sponsored by:

Method of evaluation
Application - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

ORACLE ACADEMY

Length of event
No more than ten (10) minutes orientation, ninety (90) minutes testing time, ten (10) minutes wrap-up
No more than one hundred twenty (120) minutes for certification test.

Entries
Each state is allowed five (5) entries

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Certiport's Parental Consent Form
Required

(345) SQL Database Fundamentals

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 100 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 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 NLC 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 - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

Length of event
No more than sixty (60) minutes for objective test, no more than one hundred twenty (120) minutes for certification test.

Entries
Each state is allowed five (5) entries

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(350) Linux Operating System Fundamentals

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 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 NLC 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 - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC
Application: Top 10 members at national level only. Reference materials are allowed for the application portion. At the national level, scores from the preliminary round and objective test do *not* advance with member to finals. Final contest score is based solely on hands-on component.

Length of event
Preliminaries - No more than sixty (60) minutes for objective test, no more than one hundred twenty (120) minutes for certification test.
Finals - No more than sixty (60) minutes for hands-on tasks

This event is sponsored by:

Entries
Each state is allowed five (5) entries

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Certiport's Parental Consent Form
Required

(355) Python Programming

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 100 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 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
Application - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

Length of event
No more than ten (10) minutes orientation, ninety (90) minutes testing time, ten (10) minutes wrap-up
No more than one hundred twenty (120) minutes for certification test.

Entries
Each state is allowed five (5) entries

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(390) Computer Programming Concepts - Open Event

Description
Demonstrate general knowledge of the computer programming industry.

Eligibility
Any 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 NLC 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 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 - ***Reference materials are NOT allowed.***

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

Entries
Unlimited

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(391) Information Technology Concepts - Open Event

Description
Demonstrate general knowledge of the information technology industry.

Eligibility
Any 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 NLC 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 - ***Reference materials are NOT allowed.***

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

Entries
Unlimited

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DIGITAL COMMUNICATION and DESIGN EVENTS

(400) Fundamental Desktop Publishing

(405) Advanced Desktop Publishing

(410) Graphic Design Promotion

(415) Fundamentals of Web Design

(420) Digital Media Production

(425) Computer Modeling

(430) Video Production Team

(435) Website Design Team

(440) Computer Animation Team

(445) Broadcast New Production Team

(450) Podcast Production Team

(455) User Experience Design Team using Adobe XD®

(460) Virtual Design Team - Pilot

(490) Digital Communication and Design— Open Event

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(400) Fundamental Desktop Publishing

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

Eligibility
Any 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.
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 NLC.*

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

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

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

Entries
Each state is allowed five (5) entries

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(405) Advanced Desktop Publishing

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

Eligibility
Any 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
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. Violation of this rule will result in disqualification.

Competencies
- Demonstrate expertise in using desktop publishing software to create a variety of business publications for web, print, and mobile devices
- Apply principles of design and rules for proper layout in developing business publications for multiple screens and printing situations
- Create and edit documents using 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.

Equipment/supplies provided
Computer
Flash drive
Software, as designated for this event
Graphics files

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

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

Entries
Each state is allowed five (5) entries

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(410) Graphic Design Promotion

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

Eligibility
Any Secondary division student member may enter this event. Members participating in 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
You have been hired by a local video game company called Games 'R Us create promotion materials for an upcoming conference. You will need to design a skin that will work on a phone, a computer, and a sticker for water bottles. You can choose the phone and computer skin models you would like to design for, and your designs must follow the same theme but cannot be the same for all three products.

Member must supply
Prints of phone skin, computer skin, sticker, and Works Cited
Additional copies student work, and Works Cited for final rounds
Digital presentation tools may be used
Props (optional)
Carry-in and set-up of equipment must be done solely by the member and must take place within the time allotted
Member 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 a promotional flyer for marketing purposes
- Use appropriate artwork and design techniques to effectively illustrate a theme
- Apply technical skills to manipulate graphics, artwork, and image
- Demonstrate an understanding of developing for a target audience

Specifications
- This is a pre-submitted event. See instructions for submissions.
- All designs must be printed on 8½" x 11" paper
- It is recommended to be designed at least 300 dpi.
- **The phone skin, computer skin, sticker, signed Release Form(s), and Works Cited must be submitted in JPG, PNG, or PDF formats at https://presubmit.bpa.org no later than 11:59 p.m. Eastern Standard Time on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*

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- The member 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 by the National Center.
- 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 printed phone skin, computer skin, sticker, Works Cited *must* be submitted at the time of the presentation at NLC, at both the preliminary and final competition.
- The member will give a presentation on how the graphic was developed and produced. A question-and-answer session will follow.
- Student printout 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.
- 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 materials, may be left with judges.

Method of evaluation
Technical Scoring Rubric
Presentation Scoring Rubric

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 regional, state, and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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(410) Graphic Design Promotion

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) ● Phone Skin - PDF, JPG or PNG Format ● Computer Skin - PDF, JPG or PNG Format ● Sticker - PDF, JPG 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 show 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)					

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(410) Graphic Design Promotion

Judge Number _____ **Member ID** _____

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	
Demonstrates clear connection between the three designs	1-5	6-10	11-15	16-20	
Covers selection of design elements typography, color scheme, layout, etc.	1-5	6-10	11-15	16-20	
Explanation of technology and software used	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-2	3-5	6-8	9-10	
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 met presentation time requirements (maximum 6 minutes)				5	
Documentation submitted at time of check-in: Printed Phone Skin (1 copy), Computer Skin (1 copy), Sticker (1 copy), Works Cited (1 copy) ***Must have copies for both preliminaries and finals***				10	
Appropriate use of grammar, spelling, and punctuation				10	
TOTAL PRESENTATION POINTS (150 points maximum)					

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

TOTAL MAXIMUM POINTS = 350

PRESENTATION WILL BE STOPPED AT SIX (6) MINUTES

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Certiport's Parental Consent Form
Required

(415) Fundamentals of Web Design

Description
Demonstrate knowledge of fundamental web design coding and syntax to include CSS. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all 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 100 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 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 a 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
Application and Objective Test - ***Reference materials are allowed.***
Certification test taken per conference schedule at NLC

Length of event
No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time
No more than ten (10) minutes wrap-up
No more than one hundred twenty (120) minutes for certification test

Entries
Each state is allowed five (5) entries

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(420) Digital Media Production

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

Eligibility
Any Secondary division student member may enter this event. Members participating in 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 one to two (1:00-2:00) minute video showcasing a monument or historical site or in your area and why someone should visit it.

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 NLC; 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 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State*

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Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.

- Individual confirmation of receipt *cannot* be provided by the National Center.
- 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 by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions will *not* be accepted.
- Materials from non-registered 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 NLC at both the Preliminary and Final Competition.
- 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
Presentation Scoring Rubric

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 regional, state, and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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(420) Digital Media Production

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	
Production Layout					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Consistent format	1-5	6-10	11-15	16-20	
Total Production Layout (60 points maximum)					
Graphics/Media Use					
Enhances theme	1-5	6-10	11-15	16-20	
Effective use of graphic design and digital assets	1-5	6-10	11-15	16-20	
Effective use of audio	1-5	6-10	11-15	16-20	
Effective use of innovative technology	1-5	6-10	11-15	16-20	
Effective use of lighting and special effects	1-5	6-10	11-15	16-20	
Total Graphics/Media Use (100 points maximum)					
Content					
Video is generated for target audience	1-5	6-10	11-15	16-20	
Well-developed and portrays theme	1-5	6-10	11-15	16-20	
Total Content (40 points maximum)					
TECHNICAL POINTS (210 points maximum)					

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(420) Digital Media Production

Judge Number _____ **Member ID _____**

Presentation Scoring Rubric

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 (i.e., pre-production phase and target audience)	1-5	6-10	11-15	16-20	
Ability to explain the use of media elements (graphics, video, audio, special effects, lighting, etc.)	1-5	6-10	11-15	16-20	
Explanation of technology and software used	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				10	
Presentation lasted at least no longer than ten (10) minutes				10	
Documentation submitted at time of check-in: Works Cited (1 copy). ***Must have copies for both preliminaries and finals***				10	
TOTAL PRESENTATION POINTS (140 points maximum)					

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

TOTAL MAXIMUM POINTS = 350

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(425) Computer Modeling

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 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 futuristic character for an upcoming theater production that takes place in the year 2332.

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 NLC; 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

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Specifications

- This is a pre-submitted event. See instructions for submissions.
- **The individual will research the topic, including reference information provided in prompts, the time era, trends to support design, etc., and from that information will develop a profile to be submitted along with assets to be generated. The profile should *not* exceed one (1) page and should provide the artist's vision for the project, and the rationale for the submission.**
- The individual will use digital tools, i.e., cameras, writing tablets, etc., for researching, planning, development and/or revision of content for model(s).
- The individual will develop the concept design(s) for the submission.
- The individual will produce 3D models.
- The individual will develop a final model and/or scene, including the application of color, textures, lighting, etc.
- Graphics developed should accurately depict and/or increase dramatic or entertainment value of scenario or prompt given.
- The final project components, including, but *not* limited to, concept art, the one (1) page profile, screenshots, and model project files, should be compressed in zip format and uploaded to a video/file sharing site (e.g., Dropbox, etc.).
- For completed projects uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.), it is recommended to set the access level of your project to one of BPA's recommended settings. See 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- 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 by the National Center.
- 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 NLC, at both the Preliminary and Final Competition.
- Must be viewable on both Windows and Mac platforms.
- The individual may utilize hand drawings and sketches, computer drawings, text, graphics and/or illustration applications, 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.

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Method of evaluation
Technical Scoring Rubric
Presentation Scoring Rubric

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 regional, state, and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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

(425) Computer Modeling

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	
Complexity/Craftsmanship					
Profile (*not* to exceed 1 page) Developed from research following prompt Goals and artistic vision developed for scene/model Provides rationale for submission Portrays personality, era, appropriate details	1-5	6-10	11-15	16-20	
Grammar, spelling, punctuation, and usage Content without errors	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Concept art developed to support prototype	1-5	6-10	11-15	16-20	
Model/Scene is realistic and/or supports goals, contains original content.	1-5	6-10	11-15	16-20	
Materials, lighting, and finishes support project plan with consistency	1-5	6-10	11-15	16-20	
Final model shown at a variety of angles/views	1-5	6-10	11-15	16-20	
Accuracy and/or attention to detail was evident	1-5	6-10	11-15	16-20	
Graphics developed are original and depict and/or increase dramatic or entertainment value of scenario or prompt given	1-5	6-10	11-15	16-20	
Total Complexity/Craftsmanship (160 points maximum)					
Composition					
Execution of Plan Depth of research Goals/Concept Art/Prototypes developed and shared	1-5	6-10	11-15	16-20	
Artistic Layout/Design Principles Aesthetic consistent use of colors, textures, lighting, and finishes	1-5	6-10	11-15	16-20	
Total Composition Points (40 points maximum)					
Creativity					
Work is original fresh ideas, innovative, unique	1-5	6-10	11-15	16-20	
Model/Scene effectively fulfills project goals	1-5	6-10	11-15	16-20	
Utilizes original work for concept/model and exceeds expectations	1-5	6-10	11-15	16-20	
Model/Scene is visually appealing, has personality, matches profile, and fits prompts/scenario	1-5	6-10	11-15	16-20	
Total Creativity Points (80 points maximum)					
TOTAL TECHNICAL POINTS (290 points maximum)					

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(425) Computer Modeling

Judge Number _____ Member ID _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Ability to explain the initial development process	1-5	6-10	11-15	16-20	
Ability to explain the creative/design process	1-5	6-10	11-15	16-20	
Ability to explain the use of innovative technology	1-5	6-10	11-15	16-20	
Ability to explain the development of model, concept art and prototypes	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	
Presentation quality/style	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 at least no longer than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy), One (1) Page Profile (1 copy), and Concept Art/Prototypes (1 copy) at the time of presentation ***Must have copies for both preliminaries and finals***				10	
TOTAL PRESENTATION POINTS (150 points maximum)					

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

TOTAL MAXIMUM POINTS = 440

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(430) Video Production Team

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

Eligibility
Any Secondary division student member may enter this team 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
Create a three to five (3:00-5:00) minute video showing an endangered animal of your choice, and how you can help its species.

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

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

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

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- 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- 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 by the National Center.
- 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 NLC at both the Preliminary and Final Competition.
- 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
Presentation Scoring Rubric

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 regional, state, and national levels

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

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Details for Final event (National only)

- The teams will have no more than four (4) hours to plan the storyline and complete all production phases including, exporting of video.
- The teams will film their production on site.
- The team is responsible for securing a signed Release Form from any person whose image is used in the project.
- 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 state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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(430) Video Production Team

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. ● 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	
● 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, and foley sound)	1-5	6-10	11-15	16-20	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (230 points maximum)					

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(430) Video Production Team

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 and 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.					
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: One (1) copy Works Cited at time of presentation ***Must have copies for both preliminaries and finals***				10	
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 = 390

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(430) Video Production Team - NLC Finals Rubric

Judge Number _____ **Team Number** _____

Technical Scoring Rubric - FINAL (Nationals Only)

Items to Evaluate					Points Awarded
Required Elements	**Select One**		**Award all or none**		
Included more than one camera angle	☐ Y | ☐ N		10		
Video is exactly one (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)					
All points or none are awarded per item below.					
Signed Release Form(s) are provided for all individuals featured in final round video				10	
TOTAL TECHNICAL POINTS (260 points maximum)					

TOTAL MAXIMUM POINTS = 260

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(435) Website Design Team

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

Eligibility
Any Secondary division student member may enter this team 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
Develop a website for a used car lot. Your site may include, but is not limited to:

- Company name, company logo, and tagline
- Listings of cars with specifications
- Links to sales representative(s)
- Contact forms
- Hours of operation
- Chat feature
- Loan estimator
- Car inventory search (color, tear, drive, etc.)

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

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

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

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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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- 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 by the National Center.
- 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 NLC at both the Preliminary and Final Competition.
- The website must be available for viewing on the Internet on April 1, 2023. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the website after this date.
- The team will administer and present their website at NLC.
- The following information must be included on the site: name of chapter, team member names, theme, school, city, state, and year. This information can be included in any format and location.
- Attention must be given to cross-browser capabilities.
- Attention must be given to monitor capabilities, such as resolution.
- All written material must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- 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.

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Method of evaluation
Technical Scoring Rubric
Presentation Scoring Rubric

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 regional, state, and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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(435) Website Design Team

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	1-5	6-10	11-15	16-20	
(template, code, or combined)	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	1-5	6-10	11-15	16-20	
(Look For: original coding, use of SASS, Python, JavaScript, code widgets)	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)					

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(435) Website Design Team

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	
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 both preliminaries and finals***				10	
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 = 490

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(440) Computer Animation Team

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 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
Your team just inherited a deserted/uninhabited island along the equator. Design this island that includes everything you would need to live on it for a year. Examples include, but are not limited to, shelter, water, food source, entertainment, etc.

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

Team must supply
Digital presentation tools
Props (optional)
Carry-in and setup of equipment must be done solely by the team and must take place within the time allotted
No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges
Supporting devices (e.g., extension cord, power supply, etc.). Electrical power will be provided.

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

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- 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.
- 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 NLC, at both the Preliminary and Final Competition.
- 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
Judge's Scoring Rubric

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 state and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

Materials submitted for technical judging *cannot* be returned.

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(440) Computer Animation Team

Judge Number _____ **Team Number _____**

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	☐ Yes (*Disqualification*)	☐ No
If yes, please stop scoring and provide a brief reason for the *disqualification* below:		
Team used 3D animation software	☐ Yes	☐ No (*Disqualification*)
If no, please stop scoring and provide a brief reason for the *disqualification* below:		
Team followed topic and time limit (*2 minutes max*)	☐ 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, storyboard and signed Release Form(s) in one combined PDF file ***All points or none are awarded by the technical judge.***				10	
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	
Innovative use of technology/advanced techniques employed	1-5	6-10	11-15	16-20	
Animation is fluid, natural, and/or supports theme	1-5	6-10	11-15	16-20	
Attention to detail was evident in modeling techniques	1-5	6-10	11-15	16-20	
Attention to detail was evident in animation techniques	1-5	6-10	11-15	16-20	
Camera angles, timing, transitions, and techniques support project objectives	1-5	6-10	11-15	16-20	
Total Complexity/Craftsmanship (120 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)					

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(440) Computer Animation Team

Judge Number _____ **Team Number _____**

Technical Scoring Rubric ***(Continued)***					
Items to Evaluate	**Below Average**	**Average**	**Good**	**Excellent**	**Points Awarded**
Composition					
Execution of Plan: Concept art, and storyboard demonstrate project objectives	1-5	6-10	11-15	16-20	
Artistic Layout/Design Principles: Aesthetic, consistent use of colors, fonts, and layout	1-5	6-10	11-15	16-20	
Clarity of Message: Message is attention-grabbing, compelling and/or entertaining Message has a beginning, middle, and an ending and was developed according to topic	1-5	6-10	11-15	16-20	
Entertainment Value: Animation is memorable, entertaining, and/or fulfills objectives Media elements support and/or enhance message	1-5	6-10	11-15	16-20	
Grammar, spelling, punctuation, and usage: Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
				Total Composition (100 points maximum)	
Creativity					
Animation is original Fresh ideas, innovative, unique	1-5	6-10	11-15	16-20	
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 (80 points maximum)	
				TOTAL TECHNICAL POINTS (410 points maximum)	

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(440) Computer Animation Team

Judge Number _____ **Team Number _____**

Presentation Scoring Rubric

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	
Documentation submitted at time of check-in: Works Cited (1 copy) and Storyboard (1 copy) ***Must have copies for both preliminaries and finals***				10	
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 = 570

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(445) Broadcast News Production Team

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 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
Create a three to five (3:00 - 5:00) minute news broadcast containing two stories. One story should focus on a topic in your local community or BPA chapter and the second story should focus on the national staffing shortage. Create a fifteen to twenty (0:15 - 0:20) second promo or tease on one the stories.

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

Teams must supply
Digital presentation tools
Props (optional)
Carry-in and setup of equipment must be done solely by the team and must take place within the time allotted
Team must bring all supporting devices (e.g., extension cords, power supply, etc.).
For 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

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- 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:
    - Broadcast intro
    - Two (2) well-developed news stories
    - 15-20 second promo or tease
    - Outro music with credits
    - Teams must research actual events
    - 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- 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 by the National Center.
- 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 NLC at both the Preliminary and Final Competition.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at 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.

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Method of evaluation
Technical Scoring Rubric
Presentation Scoring Rubric

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 regional, state, and national levels

Length of Final event (National only)
No more than three (3) hours to plan, produce, and export a news segment 1-minute in length.

Details for Final event (National only)
- The teams will have no more than 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 team is responsible for securing a signed Release Form from any person whose image is used in the project.
- 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 state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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(445) Broadcast News Production Team

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 two news stories	☐ Yes | ☐ No	20	
Includes an introduction	☐ 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	
Script provided	☐ Yes | ☐ No	20	
Total Required Elements (120) points maximum)			
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	

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	
Total Content (120 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 maximum)					

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(445) Broadcast News Production Team

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	
Documentation submitted at time of check-in: Works Cited (1 copy) ***Must have copies for both preliminaries and finals***				10	
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 = 490

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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Broadcast News Production Team (445) - NLC Finals Rubric

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 one (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)					
All points or none are awarded per item below.					
Signed Release Form(s) are provided for all individuals featured in final round video				10	
TOTAL TECHNICAL POINTS (340 points)					

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(450) Podcast Production Team

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 division student member may enter this team 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
Create a three to five (3:00 - 5:00) minute podcast of a top ten list of your choice. (Examples: Greatest movies of all time, travel spots in the US, rides at Disneyland, heroes, or villains, etc.)

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 NLC; 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

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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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- 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 by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions will *not* be accepted.
- Only one (1) team members 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 NLC at both the Preliminary and Final Competition.
- 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
Presentation Scoring Rubric

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 regional, state, and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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(450) Podcast Production Team

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					
• Episode title and cover art		☐ Y | ☐ N		10	
• Opening/Introduction		☐ 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	
• 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 (90 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 (200 points maximum)					

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(450) Podcast Production Team

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Ability to explain the development and design process	1-5	6-10	11-15	16-20	
Ability to explain the use of innovative technology	1-5	6-10	11-15	16-20	
Ability to explain the impact of the podcast	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	
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 both preliminaries and finals***				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 = 330

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(455) User Experience Design Team using Adobe XD®

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.

Teams are required to use Adobe XD®.

Eligibility

Any Secondary division student member may enter this team 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:

Design and build a media package for a new amusement park of your choice.

You are tasked with designing the branding/identity of the event, and using Adobe XD® to:

- prototype the promotional landing page/website for the new amusement park *(minimum: one (1) landing page designed for a desktop web browser experience)*
- prototype a mobile app for attendees to use in the amusement park *(minimum: five (5) screens of a mobile app, designed for a smartphone or tablet of your choosing)*
- design a social media campaign to promote the amusement park *(minimum: one (1) artboard for the social platform of your choosing)*

Note: Adobe XD® provides you all of the device and platform screen sizes you need to choose from when you are using the Artboard tool to design for web, mobile apps, and social media.

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 NLC; 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.

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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

Resources Provided

- UI Platform Kits for Adobe XD®
  - https://www.adobe.com/products/xd/features/ui-kits.html
- Creating and sharing multiple flows in Adobe XD®
  - https://www.adobe.com/products/xd/learn/collaborate/stakeholder-review/creating-sharing-multiple-flows.html
- Working with a team in Adobe XD®
  - https://www.adobe.com/products/xd/learn/collaborate/stakeholder-review/working-with-teams.html
- Share selected artboards
  - https://www.adobe.com/products/xd/learn/collaborate/stakeholder-review/share-selected-artboards.html

Specifications

- This is a pre-submitted event. See instructions for submissions.
- **Submit the three (3) clickable URLs to the three (3) Adobe XD® projects, Works Cited, and signed Release Form(s) in a combined PDF file to https://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** ***This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.***
  - **For each of the three designed deliverables (web, mobile app, social media), you will be creating a shareable link to the prototypes you create in Adobe XD®. 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 by the National Center.
- 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.

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

- 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 NLC at both the Preliminary and Final Competition.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at 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
Application
Technical Judges' Rating Sheet
Presentation Judges' Rating Sheet

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 state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

This event is sponsored by:

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(455) User Experience Design Team using Adobe XD®

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:		

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) Adobe XD® projects in one (1) combined PDF ***All points or none are awarded by the technical judge.***				10	
Content Aligns to topic, depth of research	1-15	16-25	26-35	36-50	
Technique Aesthetic use of colors and fonts, Consistent format, visually organized	1-5	6-10	11-15	16-20	
Creativity/Originality	1-5	6-10	11-15	16-20	
Influence Influences audience, gains attention, and has eye appeal	1-5	6-10	11-15	16-20	
Innovative Technology Variety of form factors are represented (desktop, mobile app) to demonstrate cross-platform branding	1-5	6-10	11-15	16-20	
Grammar Spelling, punctuation, and usage	0 (3+ errors)	5 (2 errors)	10 (1 error)	20 (0 errors)	
Considerations of user flow for an intuitive and enjoyable user experience	1-5	6-10	11-15	16-20	
TECHNICAL SCORE (180 points maximum)					

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(455) User Experience Design Team using Adobe XD®

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery	1-5	6-10	11-15	16-20	
Content of presentation (inspiration for the theme, concept development, software used, technology used, and specifications of design) NOTE: It is highly recommended to use the Adobe XD® Presentation Plugin.	1-15	16-25	26-35	36-50	
Effectiveness of presentation	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) ***Must have copies for both preliminaries and finals***				10	
At least two original team members in attendance at time of 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

ESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(460) Visual Design Team - Pilot

Description
Use team based visual design strategies to create a new brand image for a company.

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

Topic
Your team has been hired to design promotional components for a new up and coming E rated video game. The team must create a minimum of 4 items, and one must include the Video Game Case Cover (Front, Back and Spine). Other items could be Characters, Digital Download Gift Card, Social Media Ad Campaign, Store Posters, Swag, etc.

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

Team must supply
Visual display technology in the form of, but *not* limited to, a desktop/laptop/tablet with internal or external speakers, projector, TV, or DVD player
Team 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
No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges

Business Professionals of America assumes no responsibility for hardware/software provided by the 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 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
- 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, signed Release Form(s), and Works Cited must be**

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submitted in JPG, PNG, or PDF formats at https://presubmit.bpa.org no later than 11:59 p.m. Eastern Standard Time on April 1, 2023. *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*

- 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 by the National Center.
- 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 NLC, at both the preliminary and final competition.
- 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.
- 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
Presentation Scoring Rubric

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 state and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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

(460) Visual Design Team - Pilot

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**
Team submitted the correct information and in the correct format. • Signed Released Form(s) • Video game case cover - PDF, JPG or PNG Format • At least 3 other components - PDF, JPG or PNG Format • Works Cited • ***All points or none are awarded by the Technical Judge.***	20	

Items to Evaluate	**Below Average**	**Average**	**Good**	**Excellent**	**Points Awarded**
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)					

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(460) Visual Design Team - Pilot

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 and 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	
Effectiveness of oral presentation	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: Video Game Case Cover (Front, Back and Spine) and Other Items (1 copy of each) and Works Cited (1 copy) ***Must have copies for preliminaries and finals***				10	
At least two original team members 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.

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

MAXIMUM POSSIBLE POINTS = 370

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(490) Digital Communications and Design - Open Event

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

Eligibility
Any 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 NLC 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 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 - ***Reference materials are NOT allowed.***

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

Entries
Unlimited

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MANAGEMENT, MARKETING, and COMMUNICATION EVENTS

(500) Global Marketing Team

(505) Entrepreneurship

(510) Small Business Management Team

(515) Interview Skills

(520) Advanced Interview Skills

(525) Extemporaneous Speech

(530) Contemporary Issues

(535) Human Resource Management

(540) Ethics and Professionalism

(545) Prepared Speech

(550) Parliamentary Procedure Team

(555) Presentation Individual

(560) Presentation Team

(590) Meeting and Event Planning Concepts - Open

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

(592) Parliamentary Procedure Concepts - Open

(593) Project Management Concepts - Open

(594) Digital Marketing Concepts - Open

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(500) Global Marketing Team

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 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
Background - The old adage "a picture is worth a thousand words" has become a standard in today's world of real estate. As the market evolves at lightning speed, the aerial photography services industry is reporting unprecedented growth, particularly in residential and commercial listings. By providing professionally captured 360-degree aerial photos and videos that showcase key selling points of a real estate listing, realtors are leveraging drone aerial photography services to increase online visibility and stand out to potential clients.

Task - To capitalize on this growing trend, Nirvana Aerial Solutions, a local "fictious" drone aerial photography company, 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 NLC; however, teams may provide their own access to be used only for their presentation to the judges

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

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.

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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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- Members will receive an automated response confirmation at the time of submission.
- Individual conformation of receipt *cannot* be provided by the National Center.
- 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 NLC at both the Preliminary and Final Competition.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- 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.

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Method of evaluation
Technical Scoring Rubric
Presentation Scoring Rubric

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 state and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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(500) Global Marketing Team

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 or mini plan for business	1-5	6-10	11-15	16-20	
Company goals	1-5	6-10	11-15	16-20	
Description of customer needs	1-5	6-10	11-15	16-20	
Description of pricing strategy	1-5	6-10	11-15	16-20	
Competition	1-5	6-10	11-15	16-20	
Marketing mix	1-5	6-10	11-15	16-20	
Economic, social, legal, technological trends	1-5	6-10	11-15	16-20	
Human resources requirements	1-5	6-10	11-15	16-20	
Marketing timeline	1-5	6-10	11-15	16-20	
Methods of measuring success	1-5	6-10	11-15	16-20	
Overall appearance, conciseness, and completeness	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (230 points maximum)					

ANY MARKETING PLAN SUBMITTED BEYOND THE MAXIMUM NUMBER OF PAGES (10) EXCLUDING TITLE PAGE, TABLE OF CONTENTS, SUPPORTING DOCUMENTATION, and WORKS CITED, WILL BE *DISQUALIFIED*

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(500) Global Marketing Team

Judge Number _____ **Team Number _____**

Presentation Scoring Rubric

Evaluation of oral presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Contribution by all team members	1-5	6-10	11-15	16-20	
Quality of problem solution	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
Supporting documentation	1-5	6-10	11-15	16-20	
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: Marketing Plan including Title Page, Table of Contents, and Works Cited (1 copy) ***Must have copies for both preliminaries and finals***				10	
Plan used the correct format for Title Page, Table of Contents, Marketing Plan, and Works Cited according to the *Style & Reference Manual*				10	
At least two 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 = 410

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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Certiport's Parental Consent Form
Required

(505) Entrepreneurship

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

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 100 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 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 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.

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 NLC; 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

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

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.)

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- **Submit completed business plan (do not submit supporting documentation as listed above) and Works Cited in a combined PDF file to https://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- 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 NLC at both the Preliminary and Final Competition.
- The length of the presentation will be no less than five (5) minutes and no more than seven (7) minutes, followed by no more than five (5) minutes of judges' questions.
- No materials (props, displays, samples, gifts, etc.), other than the required submission, may be left with judges.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at 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
Presentation Scoring Rubric
Certification test taken per conference schedule at NLC

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 state and national levels
No more than one hundred twenty (120) minutes for certification test

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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(505) Entrepreneurship

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*

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(505) Entrepreneurship

Judge Number _____ **Member ID** _____

Presentation Scoring Rubric

Oral Presentation Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Supporting documentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
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 and Business Plan including Title Page and Table of Contents (1 copy) ***Must have copies for both preliminaries and finals***				10	
Plan used the correct format for Title Page, Table of Contents, and Business Plan according to the *Style & Reference Manual*				10	
TOTAL PRESENTATION POINTS (130 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

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(510) Small Business Management Team

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

Eligibility
Any 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. Violation of this rule will result in disqualification.

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:
A local business owner, Juan Mendez, is looking for ways to grow his small electronics repair business. Juan runs the business by himself and often stays late at work to ensure that his orders are completed quickly for his customers. Juan has a reputation for being affordable and able to fix most issues his customers have with their devices from cell phones to gaming consoles to computers. Juan has earned himself a reputation for being very knowledgeable and always being able to help his customers. Juan spends more time at the business away from his family than he would like but is not able to take any time off from the business and continue to meet the demand of customers. Juan's services are the average price for repairs for his area, but he is only able to complete three to five repairs per day depending on what repairs need to be made and what equipment is needed to repair items. Juan has also accumulated several pieces of equipment that he has not needed and was unable to return. Things such as internal components

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of gaming controllers, outdated cell phone screen replacements, and other outdated equipment are scattered throughout the storage areas of his business. Additionally, Juan spends a large chunk of time learning how to repair new devices as he receives them due to the wide variety of services he offers. Juan has hired your team to provide possible strategies to allow Juan to be able to grow his business.

The process for a repair begins with a customer contacting the store's phone where Juan will answer and get the necessary details from the customer. Juan arranges a time for the customer to bring in their equipment so that Juan can begin working on it. Juan will also let the customer know the approximate day he anticipates the repair to be finished. Juan's current turnaround time is approximately 5 days depending on the severity of the repair. Juan spends a considerable amount of time checking in on customers and answering the phones which takes him away from the repair he is currently working on. Juan does not have a standardized pricing method due to the variety of repairs he makes and the various level of severity a repair might be.

Juan has tried to solve some of these problems on his own but has run into additional problems. Juan considered raising prices to lessen his workload and be able to focus more on his most dedicated customers, but Juan does not want to alienate any of his customers as they often return time and time again based on his skills, customer service skills, and turnaround times. Juan is one of the few electronic repair businesses in his area and knows that several people in his community rely on him.

Juan has considered hiring someone to help him process the repairs but has been unable to find someone due to the labor shortage. Juan also considered hiring someone to help make the repairs themselves but has struggled to find anyone with the credentials to work on the equipment without Juan's constant supervision. Juan also worries about training a new person when his time is already stretched so thin.

Prepare a presentation for Juan with your suggestions for his company including, but not limited to, the questions below.

- How can Juan alleviate the overwhelming demand from customers he is experiencing?
- How can Juan create a more profitable business without dedicating more of his time?
- What are some ways Juan could find qualified employees to help him?
- What can Juan do to allow him to be able to dedicate more time to repairs even if he can't hire any new staff?
- Are there any strategies Juan can use to attract employees during a labor shortage?
- How will your suggested changes or additions create value for Juan's business and ensure him that his business will grow without damaging customer satisfaction or wait times?

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

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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 state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

(510) Small Business Management Team

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

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

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

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

(515) Interview Skills

Description
Assess proficiency in job search and interview situations.

Eligibility
Any 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 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.

Member must supply
One (1) copy of their résumé and cover letter at both the Preliminary and Final Competition.

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

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

Competencies
- Apply technical writing skills to produce cover letter and résumé
- Demonstrate knowledge of employability 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Member ID will be required for submissions.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- Due to the nature of the pre-submitted materials, no late registrations/move-ups for Interview Skills can be accepted after April 1, 2023.

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

- 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 NLC at both the Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank you notes, etc.) during the remainder of the Interview Skills contest.

Method of evaluation
Technical Scoring Rubric
Interview Scoring Rubric

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

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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

(515) Interview Skills

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)					

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(515) Interview Skills

Judge Number _____ **Member ID** _____

Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Applicant's Greeting: Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
Applicant's Appearance: Neat, well-groomed, and appropriately attired	1-5	6-10	11-15	16-20	
Personality and Poise: Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
Communication Skills: Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
Responses: Responded with appropriate answers Showed knowledge of potential position Indicated knowledge of company Volunteered information Demonstrated initiative and enthusiasm Asked appropriate questions	 1-5 1-5 1-5 1-5 1-5 1-5	 6-10 6-10 6-10 6-10 6-10 6-10	 11-15 11-15 11-15 11-15 11-15 11-15	 16-20 16-20 16-20 16-20 16-20 16-20	
Showed evidence of the following skills: Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
Close of Interview: Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
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 both preliminaries and finals***				10	
TOTAL INTERVIEW POINTS (250 points maximum)					

TOTAL MAXIMUM POINTS = 420

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

(520) Advanced Interview Skills

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

Eligibility
Any 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 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.

Member must supply
One (1) copy of résumé and cover letter for both Preliminary and Final judges.
One (1) copy of portfolio, hardcopy or digital.

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

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

Competencies
- 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://presubmit.bpa.org no later than 11:59 p.m. Eastern Time, on April 1, 2023.** *This is the deadline for the National Leadership Conference. Each Regional or State Conference may have specific deadlines prior to the National deadlines. Please consult the Regional or State Conference Administrator for Regional or State deadlines.*
- Members will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- 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.

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

- Due to the nature of the pre-submitted materials, no late registrations/move-ups for Advanced Interview Skills can be accepted after April 1, 2023.
- 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 NLC; 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 NLC at both the Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank-you notes, etc.) during the remainder of the Advanced Interview Skills contest.

Method of evaluation
Technical Scoring Rubric
Interview Scoring Rubric

Length of event
No more than fifteen (15) minutes for interview
Finals may be required at state and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

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

(520) Advanced Interview Skills

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)					

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

(520) Advanced Interview Skills

Judge Number _____ **Member ID _____**

Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Applicant's Greeting: Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
Applicant's Appearance: Neat, well-groomed, and appropriately attired	1-5	6-10	11-15	16-20	
Personality and Poise: Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
Communication Skills: Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
Responses: Responded with appropriate answers Showed knowledge of potential position Indicated knowledge of company Volunteered information Demonstrated initiative and enthusiasm Asked appropriate questions	1-5 1-5 1-5 1-5 1-5 1-5	6-10 6-10 6-10 6-10 6-10 6-10	11-15 11-15 11-15 11-15 11-15 11-15	16-20 16-20 16-20 16-20 16-20 16-20	
Showed evidence of the following skills: Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
Portfolio: Information included relates to position Presentation demonstrates job competence Effective use of portfolio	1-5	6-10	11-15	16-20	
Close of Interview: Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
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 both preliminaries and finals***				10	
TOTAL INTERVIEW POINTS (270 points maximum)					

TOTAL MAXIMUM POINTS = 440

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(525) Extemporaneous Speech

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 state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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

(525) Extemporaneous Speech

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

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

(535) Human Resource Management

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 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.**

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

Method of evaluation
Judge's Scoring Rubric

Length of event
No more than twenty (20) minutes preparation time
No less than three (3) and no more than five (5) minutes for oral presentation
No more than three (3) minutes judges' questions
Finals may be included at state and national levels

Equipment/supplies provided
Case scenario
Three (3) note cards

Entries
Each state is allowed three (3) entries

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.

Judges' comments will be returned digitally through the online judging system at the national level.

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

(535) Human Resource Management

Judge Number _____ **Member ID** _____

Presentation Scoring Rubric

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

TOTAL MAXIMUM POINTS = 150

PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES

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

(540) Ethics and Professionalism

Description
Explore the application of ethical frameworks to various aspects used in business today.

Eligibility
Any Secondary division student member may enter this event.

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
- 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

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

Equipment/supplies provided
Case scenario
Three (3) note cards

Entries
Each state is allowed three (3) entries

Members are expected to familiarize themselves with the *Ethics and Professionalism Resources Manual* prior to competition.

Judges' comments will be returned digitally through the online judging system at the national level.

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

(540) Ethics and Professionalism

Judge Number _____ **Member ID** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening: Introduction of case study	1-5	6-10	11-15	16-20	
Effectiveness of presentation: Purpose achieved, logically organized, clearly understood	1-5	6-10	11-15	16-20	
Mechanics: Diction, grammar, pronunciation, gestures, poise, eye contact	1-5	6-10	11-15	16-20	
Closing: Summary and conclusion	1-5	6-10	11-15	16-20	
Solution to case study: Quality of solution Development of subject matter Depth of research	1-5	6-10	11-15	16-20	
Problem solving skills	1-5	6-10	11-15	16-20	
Response to judges' questions	1-5	6-10	11-15	16-20	
All points or none are awarded per item below.					
Presentation lasted no less than five (5) and no more than seven (7) minutes				10	
TOTAL PRESENTATION POINTS (150 points maximum)					

TOTAL MAXIMUM POINTS = 150

PRESENTATION WILL BE STOPPED AT SEVEN (7) MINUTES

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

(545) Prepared Speech

Description
Demonstrate communication skills in securing, arranging, organizing, and presenting information orally.

Eligibility
Any 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.
- 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.
- Member 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.*)
    - For Finals, at the time of check-in members must submit one (1) copy of the following documentation: Works Cited and speech outline. Use the guidelines in the *Style & Reference Manual.*
    - All copies should be on 8½"x11" plain, white non-glossy paper. No binders will be accepted.

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- 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
Judge's Scoring Rubric

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 state and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

Materials submitted for competition will *not* be returned.

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

(545) Prepared Speech

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:		

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 both preliminaries and finals***				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

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(550) Parliamentary Procedure Team

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.

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.

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- 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. 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. Competitors will complete a unique objective test and are NOT taking the Parliamentary Procedures Open 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

This event is sponsored by:

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

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 state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

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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.

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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.)*

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(550) Parliamentary Procedure Team

Judge Number _____ **Team Number _____**

Presentation Scoring Rubric/Criteria

Judge 1 Only

Evaluation Criteria	Non-Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
Chairperson's presiding ability						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
Clarity and correctness of business transactions						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
Total Points Awarded by Judge 1 Only (120 points maximum)						

Judge 2 Only

Evaluation Criteria	Non-Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
Followed voting procedures						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
Judges' questions						
Question #1	0	1-3	4-6	7-9	10	
Question #2	0	1-3	4-6	7-9	10	
Question #3	0	1-3	4-6	7-9	10	
Total Points Awarded by Judge 2 Only (90 points maximum)						

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(550) Parliamentary Procedure Team

Judge Number _____ **Team Number _____**

Presentation Scoring Rubric/Criteria

Judge 3 Only

Evaluation Criteria	Non-Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
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 two 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

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

(555) Presentation Individual

Description
Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

Eligibility
Any 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
The cost of higher education continues to rise — and more and more future college students are finding it difficult to keep up. So, what are your options? You know it's important to get an education and develop a marketable skill so you can compete in the workforce of the future. One solution many students overlook is starting at a community college. Prepare a presentation for your counseling office showcasing community college as a viable option for post-secondary education.

Things to consider but not limited to:
- The pros and cons of a community college education
- Options for students while still in high school
- How would you promote community college as an option
- Anecdotal stories from current students

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 NLC; 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. Violation of this rule will result in disqualification.

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

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

Specifications

- 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 NLC at both the Preliminary and Final Competition.
- Format of Works Cited must be according to *Style & Reference Manual*.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- The 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
Judge's Scoring Rubric

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 state and national levels

Entries
Each state is allowed three (3) entries

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

Materials submitted for competition *cannot* be returned.

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

(555) Presentation Individual

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, and 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) and signed Release Form(s) (1 copy) at time of presentation ***Must have copies for both preliminaries and finals***				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

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

(560) Presentation Team

Description
Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

Eligibility
Any 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
The working world is changing. In our increasing flexible workplaces, the notion of a 'job for life' and the concept of a 9-5 workday is diminishing. In its place is the gig economy, cooperative working online platforms (often apps) where people work on temporary contracted assignments (gigs), often as and self-employed freelancers. Some well-known gig economy platforms include Shipt, DoorDash, Fiverr, and Airbnb.

Create a presentation for your local chamber of commerce explaining what the gig economy is and why a town/city should consider this a valid business model to include in their membership that can benefit their city and other member businesses.

Things to consider but not limited to:
- The positives and negatives of gig work for a person
- The role gig work can play in supporting local businesses
- How gig workers can benefit a local community

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 NLC; however, teams may provide their own access to be used only for their presentation to the judges.
Teams must bring all supporting devices (e.g., extension cords, power supply, etc.)
Carry-in and 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.

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

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

- 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 NLC at both the Preliminary and Final Competition.
- Format of Works Cited must be according to *Style & Reference Manual*.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- The team is responsible for securing a 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

Judge's Scoring Rubric

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 state and national levels

Entries

Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level. Materials submitted for competition *cannot* be returned.

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

(560) Presentation Team

Judge Number _____ **Team Number** _____

Presentation Scoring Rubric

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

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Objectives to be achieved are stated	1-5	6-10	11-15	16-20	
Stage presence and delivery	1-5	6-10	11-15	16-20	
General content	1-5	6-10	11-15	16-20	
Participation by all team members	1-5	6-10	11-15	16-20	
Typography (typeface, size, and 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) and signed Release Form(s) (1 copy) at time of presentation ***Must have copies for both preliminaries and finals***				10	
Works Cited formatted according to the *Style & Reference Manual*				10	
At least two original team members in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (280 points maximum)					

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

TOTAL MAXIMUM POINTS = 280

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

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(590) Meeting and Event Planning Concepts - Open Event

Description
To provide a general competitive event addressing business meeting management which incorporates fundamental concepts accepted as good practices in any business unit including business planning and strategy, organization and execution, trust and transparency.

Eligibility
Any 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 NLC 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
The competencies assessed relate to the *Meeting and Business Event Competency Standards* produced by Meeting Professionals International.

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

Method of evaluation
Objective Test - ***Reference materials are NOT allowed.***

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

Entries
Unlimited

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(591) Management, Marketing and Human Resources Concepts - Open Event

Description
Assess knowledge of management, marketing, and human resources concepts.

Eligibility
Any 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 NLC 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.

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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 - ***Reference materials are NOT allowed.***

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

Entries
Unlimited

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

(592) Parliamentary Procedure Concepts - Open Event

Description
Assess knowledge of parliamentary procedure. Test questions are based on the *Dunbar's Manual of Parliamentary Procedure Test Questions I.*

Eligibility
Any 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 NLC Calculator Guidelines. Members who violate this rule will be *disqualified*.

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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 - ***Reference materials are NOT allowed.***

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

Entries
Unlimited

This event is sponsored by:

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

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(594) Digital Marketing Concepts - Open Event

Description
Assess knowledge of digital marketing concepts.

Eligibility
Any 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 NLC Calculator Guidelines**.** Members who violate this rule will be *disqualified*.

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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 - ***Reference materials are NOT allowed.***

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

Entries
Unlimited

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HEALTH ADMINISTRATION EVENTS

(600) ICD-10-CM Medical Diagnostic Coding

(605) Health Insurance and Medical Billing

(610) Health Administration Procedures

(615) Health Leadership/Special Topics

(690) Medical Terminology Concepts - Open Event

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(600) ICD-10-CM Medical Diagnostic Coding

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

Eligibility
Any 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 NLC 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
- Differentiate between ICD-10-CM and ICD-10-PCS code numbers
- Explain what code numbers are used in various healthcare settings
- Recognize the coding method by the number assigned
- Assign codes accurately using appropriate coding guidelines
- Accurately define coding terms, abbreviations, and symbols
- Determine coding sequence based on diagnoses provided

Method of evaluation
Objective Test - ***Reference materials are 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 state is allowed five (5) entries

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(605) Health Insurance and Medical Billing

Description
Assess the student's knowledge of insurance verification, prior authorization, insurance claim submission, insurance payment posting, and medical billing operations.

Eligibility
Any 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 NLC 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
- 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
Application and Objective - ***Reference materials are 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 state is allowed five (5) entries

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(610) Health Administration Procedures

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

Eligibility
Any 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 NLC 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
Application and Objective Test - ***Reference materials are 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 state is allowed five (5) entries

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(615) Health Administration Leadership / Special Topics

Description
Demonstrate communication skills in securing, arranging, organizing, and presenting information orally on the provided health topic.

Eligibility
Any 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 NLC; 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. Violation of this rule will result in disqualification.

Topic
According to a recent survey of health care consumers, the optimal health care experience requires a personal touch, whether that encounter occurs virtually or in person. Patients say it's essential that clinicians take time to listen, show they care and communicate clearly. Create a presentation highlighting the benefits and downsides of adding more personalized care in a clinic setting.

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
- 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.

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- 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 NLC at both the Preliminary and Final Competition.
- Format of Works Cited must be according to *Style & Reference Manual*.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- The 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
Judge's Scoring Rubric

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 state and national levels

Entries
Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

Materials submitted for competition *cannot* be returned.

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(615) Health Administration Leadership / Special Topics

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, and 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					
Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes					
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 both preliminaries and finals***					
Works Cited formatted according to the *Style & Reference Manual*					
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

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(690) Medical Terminology Concepts - Open Event

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 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 NLC Calculator Guidelines. Members who violate this rule will be *disqualified*.

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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 - ***Reference materials are NOT allowed.***

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

Entries
Unlimited

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WORKPLACE SKILLS ASSESSMENT PROGRAM

RECOMMENDATION PROCEDURES

How to Submit a Recommendation:

1. Input from local advisors and/or students for changes in workplace skills assessments shall be submitted on the Workplace Skills Assessment Program Recommendation Form located online at: register.bpa.org by June 15.

2. Recommendations for all changes in events and specifications must describe suggested wording change in the Secondary/Post-secondary Guidelines for the Workplace Skills Assessment Program.

3. Recommendations for all changes in the administration of workplace skills assessments must describe the suggested procedure to be followed by event administrators.

4. Recommendations, including a clearly stated rationale for all changes, must be completed and keyed with no abbreviations. Please attach all supporting documentation, if applicable. For example: if the recommendation concerns a form, refer to and attach the specific form; if it concerns a pilot test, refer to and attach the specific test.

5. Submitted recommendations must include:
   a) specific recommendation
   b) clearly stated rationale

6. Recommendations received after June 15, but prior to the summer CEAC meeting, must be distributed directly to each state advisor, CEAC representative, and the National Center.

How Recommendations are Answered:

1. CEAC will bring the state priority recommendations to the summer meeting for CEAC action as:
   a) approved as presented
   b) approved with changes
   c) rejected
   d) point of information
   e) tabled

2. If the recommendation is approved, and it is a major change, it will be taken to the Programs Committee of the Board of Trustees. Other changes will be presented as a "point of information."

3. Recommendations rejected will be returned to the originating state with an explanation.

4. The Programs Committee will review the CEAC recommendations and submit to the full Board of Trustees for final approval and implementation.

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WORKPLACE SKILLS ASSESSMENT PROGRAM
PILOT PROCEDURE

Step 1 **A PROPOSAL FOR WORKPLACE SKILLS NEW EVENT** be completed by the person proposing the event in coordination with their State Advisor and their CEAC representative(s). This form will be located on the Business Professionals of America website and in the Workplace Skills Assessment Guidelines.

Step 2 **Summer:** At the summer meeting, a need for a new event is presented and supported by a majority of members of SAAC and CEAC. A minimum of two states must agree to pilot the proposed event at either/or both regional and state levels. The proposed event is recommended for Board approval.

Step 3 **Summer:** The proposed event is presented to the Board of Trustees for review and action. If approved, authors will be contracted by the National Center to write all levels of the pilot event and evaluation instruments for pilot states to complete.

Step 4 **Fall:** The regional and state levels of the pilot event are distributed to all state organizations. Other states, in addition to the two initial states that agreed, may decide to pilot the event and must inform the National Center by the designated deadline. Any state who agrees to pilot the new event understands it has *not* been through the CEAC auditing procedure and, thus, agrees to accept and administer the event as received.

Step 5 **Spring:** Proposed event is piloted in at least two states at their spring conference. Event may also be piloted at the regional level, if desired. Each piloting state will conduct an evaluation to be administered immediately upon completion of the contest. Evaluations should be completed by:
a. All participants
b. Administrators, proctors, graders, judges
c. State CEAC representatives
d. State Advisors

Step 6 **Spring:** Proposed event is piloted at NLC.
a. Only students who competed in the pilot event at the state conference may compete in the pilot event at NLC.
b. The number of entries per state in the pilot event will be the same as any other event in the same category.

Step 7 **NLC:** Participants in the pilot event at NLC will be recognized in the same way as participants in other events in the same category.

Step 8 **NLC:** At the conclusion of the pilot, the following groups will evaluate the event:
a. All participants
b. Administrators, proctors, graders, judges
c. CEAC members present
d. SAAC members present

Step 9 **Summer:** At the summer meeting, the proposed new event will be audited by CEAC and submitted for Board review. Joint CEAC and SAAC recommendations will also be submitted for review. If approved by the BOT, authorship will be assigned by the Director of Education & Professional Development and an addendum to the Guidelines will be sent to all states.

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WORKPLACE SKILLS ASSESSMENT PROGRAM
NEW EVENT PROPOSAL

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

Proposed By:	**E-mail Address:**
Contest Name:	
Career Cluster/Pathway:	

Description:

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

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

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

All Aspects of Industry

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

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

Resources: www.bpa.org Business Professionals of America

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

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