

























# BUSINESS ADMINISTRATION

## POST-SECONDARY COMPETITIONS

COMPETITION NAME / FORMAT	ENTRY	ALIGNED CERTIFICATION	CAREERS
Administrative Support Concepts - Open  	Individual		2
Administrative Support Team 	2-4 Team		2,6
Business Law & Ethics 	Individual	<input type="checkbox"/> Business Law PE	2,4,7
Database Applications 	Individual	<input checked="" type="checkbox"/> MOS* Access 2019 Expert c	2,6
Integrated Office Applications 	Individual	<input checked="" type="checkbox"/> MOS PowerPoint 2019 Associate <input type="checkbox"/> Business Office Specialist PE	2,6
Legal Office Procedures  	Individual		2,6,7
Office Systems & Procedures, Basic  	Individual		2,6
Office Systems & Procedures, Advanced  	Individual		2,6
Spreadsheet Applications, Fundamental 	Individual	<input checked="" type="checkbox"/> MOS Excel 2019 Associate c	2,3,6
Spreadsheet Applications, Advanced 	Individual	<input checked="" type="checkbox"/> MOS Excel 2019 Expert c	2,3,6
Word Processing, Fundamental 	Individual	<input checked="" type="checkbox"/> Word Processing PE	2,6
Word Processing, Intermediate 	Individual	<input checked="" type="checkbox"/> MOS Word 2019 Associate c	2,6
Word Processing, Advanced 	Individual	<input checked="" type="checkbox"/> MOS Word 2019 Expert c	2,6

**MOS\*** Microsoft Office Specialist

### Competition Types

-  **Application** - evaluated task/project
-  **Judged** - presentation or project
-  **Objective** - test with multiple-choice or true/false questions
-  **Pre-submitted** - project pre-submitted before the competition date
-  **Open event** - any regional, state, or national conference attendee can compete

### Entry

Individual event (Ind.) or team size

### Aligned Certification Exams

- Exam part of the national competition
  - Optional exam (requires purchase of discounted certification lab pass)
- C** Certiport **PE** Precision Exams/YouScience

### National Career Clusters®

- 1 Arts, A/V Technology, and Communications
- 2 Business, Management, and Administration
- 3 Finance
- 4 Government and Public Administration
- 5 Health Science
- 6 Information Technology
- 7 Law, Public Safety, Corrections, and Security
- 8 Marketing, Sales, and Service

2022–2023

## WORKPLACE SKILLS ASSESSMENT PROGRAM

Find competition guidelines, competencies, and rubrics at [members.BPA.org](https://members.BPA.org).




BUSINESS  
PROFESSIONALS  
of AMERICA








# DIGITAL COMMUNICATIONS & DESIGN

## POST-SECONDARY COMPETITIONS

COMPETITION NAME / FORMAT	ENTRY	ALIGNED CERTIFICATION	CAREERS
Broadcast News Production Team  	2-4 Team	<input type="checkbox"/> Television Production I PE	1,6
Desktop Publishing, Fundamental 	Individual	<input type="checkbox"/> Desktop Publishing I PE	1,2,6,8
Desktop Publishing, Advanced 	Individual	<input type="checkbox"/> Desktop Publishing II PE	1,2,6,8
Digital Communication & Design Concepts - Open  	Individual		1,6
Digital Media Production  	Individual	<input type="checkbox"/> Digital Media IB PE	1,6,8
Graphic Design Promotion  	Individual	<input type="checkbox"/> Design and Visual Communication PE	1,2,3,6,8
Podcast Production Team  	2-4 Team		1,6,8
Video Production Team  	2-4 Team	<input type="checkbox"/> Video Production I PE	1,6,8
Visual Design Team - Pilot  	2-4 Team		1,2,6,8
Web Design, Fundamentals of  	Individual	<input checked="" type="checkbox"/> IT Specialist - HTML and CSS	6,8
Website Design Team  	2-4 Team	<input type="checkbox"/> Business Web Page Design PE	6,8

### Competition Types

-  **Application** - evaluated task/project
-  **Judged** - presentation or project
-  **Objective** - test with multiple-choice or true/false questions
-  **Pre-submitted** - project pre-submitted before the competition date
-  **Open event** - any regional, state, or national conference attendee can compete

### Entry

Individual event (Ind.) or team size

### Aligned Certification Exams

- Exam part of the national competition
  - Optional exam (requires purchase of discounted certification lab pass)
- C** Certiport **PE** Precision Exams/YouScience

### National Career Clusters®

- 1 Arts, A/V Technology, and Communications
- 2 Business, Management, and Administration
- 3 Finance
- 4 Government and Public Administration
- 5 Health Science
- 6 Information Technology
- 7 Law, Public Safety, Corrections, and Security
- 8 Marketing, Sales, and Service

2022–2023

## WORKPLACE SKILLS ASSESSMENT PROGRAM

Find competition guidelines, competencies, and rubrics at [members.BPA.org](https://members.BPA.org).


















BUSINESS PROFESSIONALS of AMERICA








# FINANCE

## POST-SECONDARY COMPETITIONS

COMPETITION NAME / FORMAT	ENTRY	ALIGNED CERTIFICATION	CAREERS
Accounting, College  	Individual	<input type="checkbox"/> Accounting I PE	2,3
Accounting, Advanced College  	Individual	<input type="checkbox"/> Accounting II PE	2,3
Accounting, Managerial  	Individual		2,3
Accounting, Payroll  	Individual		2,3
Banking and Finance  	Individual	<input type="checkbox"/> Banking and Finance PE	2,3
Financial Analyst Team 	2-4 Team		2,3,6
Financial Math & Analysis Concepts - Open  	Individual		3
Personal Financial Management  	Individual	<input type="checkbox"/> Business Mathematics and Personal Finance PE	2,3

### Competition Types

-  **Application** - evaluated task/project
-  **Judged** - presentation or project
-  **Objective** - test with multiple-choice or true/false questions
-  **Pre-submitted** - project pre-submitted before the competition date
-  **Open event** - any regional, state, or national conference attendee can compete

### Entry

Individual event or team size

### Aligned Certification Exams

- Exam part of the national competition
  - Optional exam (requires purchase of discounted certification lab pass)
- C** Certiport **PE** Precision Exams/YouScience

### National Career Clusters®

- 1 Arts, A/V Technology, and Communications
- 2 Business, Management, and Administration
- 3 Finance
- 4 Government and Public Administration
- 5 Health Science
- 6 Information Technology
- 7 Law, Public Safety, Corrections, and Security
- 8 Marketing, Sales, and Service

2022–2023

## WORKPLACE SKILLS ASSESSMENT PROGRAM

Find competition guidelines, competencies, and rubrics at [members.BPA.org](https://members.BPA.org).



BUSINESS  
PROFESSIONALS  
of AMERICA



# HEALTH ADMINISTRATION

## POST-SECONDARY COMPETITIONS

COMPETITION NAME / FORMAT	ENTRY	ALIGNED CERTIFICATION	CAREERS
Health Administration Leadership / Special Topics	Individual		2,5
Health Administration Procedures	Individual	<input type="checkbox"/> Medical Assistant: Medical Office Management PE	2,3,5,6,8
Health Insurance & Medical Billing	Individual		2,3,5,8
ICD-10-CM Medical Diagnostic Coding	Individual		2,5
Medical Terminology Concepts - Open	Individual		2,5

### Competition Types

- Application** - evaluated task/project
- Judged** - presentation or project
- Objective** - test with multiple-choice or true/false questions
- Pre-submitted** - project pre-submitted before the competition date
- Open event** - any regional, state, or national conference attendee can compete

### Entry

Individual event or team size

### Aligned Certification Exams

- Exam part of the national competition
  - Optional exam (requires purchase of discounted certification lab pass)
- C** Certiport **PE** Precision Exams/YouScience

### National Career Clusters®

- 1 Arts, A/V Technology, and Communications
- 2 Business, Management, and Administration
- 3 Finance
- 4 Government and Public Administration
- 5 Health Science
- 6 Information Technology
- 7 Law, Public Safety, Corrections, and Security
- 8 Marketing, Sales, and Service

2022–2023

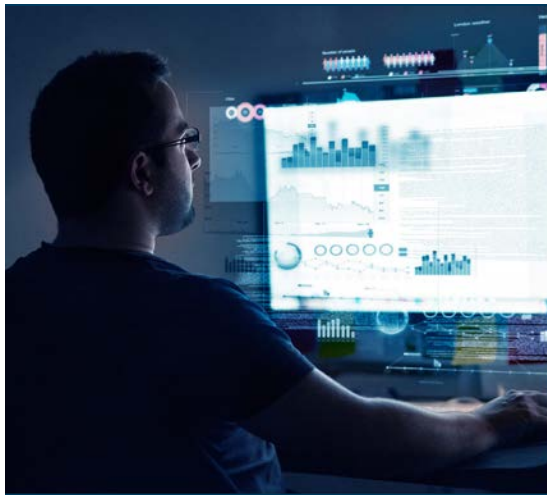
## WORKPLACE SKILLS ASSESSMENT PROGRAM

Find competition guidelines, competencies, and rubrics at [members.BPA.org](https://members.BPA.org).



BUSINESS  
PROFESSIONALS  
of AMERICA





# MANAGEMENT INFORMATION SYSTEMS

## POST-SECONDARY COMPETITIONS

COMPETITION NAME / FORMAT	ENTRY	ALIGNED CERTIFICATION	CAREERS
C# Programming	Individual	<input checked="" type="checkbox"/> IT Specialist - Software Development c <input type="checkbox"/> Computer Programming II (C#) PE	6
C++ Programming	Individual	<input type="checkbox"/> Computer Programming II (C++) PE	6
Computer Network Technology	Individual	<input checked="" type="checkbox"/> IT Specialist - Networking c <input type="checkbox"/> Network Fundamentals PE	6
Computer Programming Concepts - Open	Individual		6
Computer Security	Individual	<input checked="" type="checkbox"/> IT Specialist - Network Security c	2,6
Device Configuration & Troubleshooting	Individual	<input checked="" type="checkbox"/> IT Specialist - Device Configuration and Management c <input type="checkbox"/> Computer Maintenance and Repair PE	2,6
Information Technology Concepts - Open	Individual		6
Java Programming	Individual	<input checked="" type="checkbox"/> IT Specialist - Java c <input type="checkbox"/> Computer Programming II (Java) PE	6
Linux Operating System Fundamentals	Individual	<input checked="" type="checkbox"/> Linux Pro TO	6
Network Administration Using Cisco®	Individual		6
Network Design Team	2-4 Team		2,6
Python Programming	Individual	<input checked="" type="checkbox"/> IT Specialist - Python c	6
Server Administration Using Microsoft®	Individual		6
SQL Database Fundamentals	Individual	<input checked="" type="checkbox"/> IT Specialist - Databases c	6

### Competition Types

- Application** - evaluated task/project
- Judged** - presentation or project
- Objective** - test with multiple-choice or true/false questions
- Pre-submitted** - project pre-submitted before the competition date
- Open event** - any regional, state, or national conference attendee can compete

### Entry

Individual event or team size

### Aligned Certification Exams

- Exam part of the national competition
- Optional exam (requires purchase of discounted certification lab pass)

**C** Certiport **PE** Precision Exams/YouScience  
**TO** TestOut

### National Career Clusters®

- 1 Arts, A/V Technology, and Communications
- 2 Business, Management, and Administration
- 3 Finance
- 4 Government and Public Administration
- 5 Health Science
- 6 Information Technology
- 7 Law, Public Safety, Corrections, and Security
- 8 Marketing, Sales, and Service

2022–2023

## WORKPLACE SKILLS ASSESSMENT PROGRAM

Find competition guidelines, competencies, and rubrics at [members.BPA.org](https://members.BPA.org).



BUSINESS  
PROFESSIONALS  
of AMERICA



# MANAGEMENT, MARKETING & COMMUNICATION

## POST-SECONDARY COMPETITIONS

COMPETITION NAME / FORMAT	ENTRY	ALIGNED CERTIFICATION	CAREERS
Contemporary Issues	Individual		2,6
Digital Marketing Concepts - Open	Individual		1,6
Entrepreneurship	Individual	<input checked="" type="checkbox"/> Entrepreneurship and Small Business C <input type="checkbox"/> Entrepreneurship PE	2,3,8
Ethics & Professionalism	Individual		2,8
Human Resource Management	Individual		2,8
Interview Skills	Individual	<input type="checkbox"/> Preparing for College and Career PE	2,8
Interview Skills, Advanced	Individual	<input type="checkbox"/> Preparing for College and Career PE	2,8
Management, Marketing, and Human Resources Concepts - Open	Individual		2
Meeting and Event Planning Concepts - Open	Individual		2
Parliamentary Procedure Concepts - Open	Individual		2,6
Presentation Individual	Individual	<input type="checkbox"/> Business Communication I PE	2,6,8
Presentation Team	2-4 Team	<input type="checkbox"/> Business Communication I PE	2,8
Project Management Concepts - Open	Individual		1,6,8
Small Business Management Team	2-4 Team	<input type="checkbox"/> Business Communication I PE	2,3,8
Speech, Prepared	Individual	<input type="checkbox"/> Business Communication I PE	2

### Competition Types

- Application** - evaluated task/project
- Judged** - presentation or project
- Objective** - test with multiple-choice or true/false questions
- Pre-submitted** - project pre-submitted before the competition date
- Open event** - Any regional, state, or national conference attendee can compete

### Entry

Individual event or team size

### Aligned Certification Exams

- Exam part of the national competition
  - Optional exam (requires purchase of discounted certification lab pass)
- C** Certiport **PE** Precision Exams/YouScience

### National Career Clusters®

- 1 Arts, A/V Technology, and Communications
- 2 Business, Management, and Administration
- 3 Finance
- 4 Government and Public Administration
- 5 Health Science
- 6 Information Technology
- 7 Law, Public Safety, Corrections, and Security
- 8 Marketing, Sales, and Service

2022–2023

## WORKPLACE SKILLS ASSESSMENT PROGRAM

Find competition guidelines, competencies, and rubrics at [members.BPA.org](https://members.BPA.org).



BUSINESS  
PROFESSIONALS  
of AMERICA



# VIRTUAL COMPETITIONS

NATIONAL LEVEL ONLY

POST-SECONDARY COMPETITIONS

COMPETITION NAME / FORMAT	ENTRY	CAREERS
2D Animation Team - Pilot	2-4 Team	1,2,6,8
Cybersecurity - Digital Forensics	Individual	2,6,7
Financial Portfolio Management Team	2-4 Team	2,3
Mobile Applications	Individual	6
Promotional Photography	Individual	1,6
Social Media Marketing Campaign Team - Pilot	2-4 Team	1,2,6,8
Software Engineering Team	2-4 Team	1,6
Start-up Enterprise Team	2-4 Team	2,3,6,8
Virtual Branding Team	2-4 Team	1,2,6,8
Virtual Multimedia & Promotion - Individual	Individual	1,6
Virtual Multimedia & Promotion - Team	2-4 Team	1,6
Web Application Team	2-4 Team	6,8

## Competition Types

- Application** - evaluated task/project
- Judged** - presentation or project
- Objective** - test with multiple-choice or true/false questions
- Pre-submitted** - project pre-submitted before the competition date
- Open event** - any regional, state, or national conference attendee can compete

## National Career Clusters®

- 1 Arts, A/V Technology, and Communications
- 2 Business, Management, and Administration
- 3 Finance
- 4 Government and Public Administration
- 5 Health Science
- 6 Information Technology
- 7 Law, Public Safety, Corrections, and Security
- 8 Marketing, Sales, and Service

## Entry

Individual event or team size

Register to compete  
by December 1, 2022.  
[register.bpa.org](https://register.bpa.org)

2022–2023

## WORKPLACE SKILLS ASSESSMENT PROGRAM

Find competition guidelines, competencies, and rubrics at [members.BPA.org](https://members.BPA.org).



BUSINESS  
PROFESSIONALS  
of AMERICA