

Administrative Support Research Project (S) (260)

Description

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

Eligibility

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

Contestant must supply

One envelope containing the materials as listed in the specifications section.

Notes or note cards for oral presentation (optional).

Presentation device

Presentation software

Sound cards (optional)

External speakers (optional)

Projection system (optional)

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

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

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

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

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

Competencies

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

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The completed research paper and an [Individual Entry Form](#) must be submitted to the National Center website at <http://www.bpa.org/submit> in .pdf format no later than 11:59 p.m. Eastern Time on April 1, 2017.

- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made to the paper after the date of submission.
- **The research paper must follow the Report format located in the [Style & Reference Manual](#). (Note: no title page is required.)** Header information on the first page of the report should be as follows: Contestant ID Number (Sender's ID Number – XX-XXXX-XXXX), Edna Renick (Recipient's Name), Administrative Support Department (Recipient's Department), and Current Date.
- Length of document is limited to seven (7) double-spaced, single-sided, numbered pages with one-inch margins. The Works Cited page(s) is/are not included in the seven pages; however any graphs, tables or charts included will be included in the seven page limit. **JUDGES WILL NOT READ ADDITIONAL PAGES BEYOND THE SEVEN (7) ALLOWED PAGES.**
- Each research paper must reflect the contestant's own research, writing, and original thinking.
- Contestant may use **one** laptop/notebook computer and projection equipment for presentation. Those who want to use computer/projection equipment for presentation **must** provide their own equipment. Carry-in and set-up of equipment must be done solely by the team and take place within the time allotted.
- The research paper and entry form must be keyed/word processed.
- No changes can be made to the paper after the date of submission.
- Each paper must include word processed Works Cited page which follows the [Style & Reference Manual](#) format.
- One (1) copy of the completed research paper including Works Cited, and one (1) copy of the [Individual Entry Form](#), including signatures, must be submitted at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minutes.
- **The presentation will be stopped at seven (7) minutes and will be followed by judges' questions.**
- Notes or note cards may be used.
- It is the policy of Business Professionals of America to comply with state and Federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be DISQUALIFIED for violations of the guidelines.

Topic

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

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

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

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

No more than seven (7) minutes presentation time

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

Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

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

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

Administrative Support Research Project (S) (260)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

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

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

Contestant is required to format research paper according to the [Style & Reference Manual](#).

Administrative Support Research Project (S) (260)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation: Voice projection, transitions, flow, stage presence, etc.	1-5	6-10	11-15	16-20	
Quality of problem solution	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Points Rubric

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

TOTAL MAXIMUM POINTS = 240

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

Administrative Support Concepts – Open Event (290)

Description

Evaluate knowledge of basic administrative support concepts.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

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

Competencies

- Demonstrate knowledge of general office procedures
- Apply skills in proofreading and editing business documents for grammar and format
- Perform math calculations including budgeting, expenses, simple interest, payroll deductions, petty cash, etc.
- Apply knowledge of customer service skills
- Prepare telephone messages
- Demonstrate knowledge of correct business spelling
- Demonstrate knowledge of ARMA filing
- Analyze spreadsheet data
- Identify letter parts

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes actual testing time

Entries

Unlimited

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

Administrative Support Team (255)

Dedicated to the memory of Deborah Paul

Description

The team will function as an office staff to produce a variety of business documents.

Eligibility

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

Team must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Props and/or electronic presentations are not allowed

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Competencies

- Apply technical skills to manage information and produce business documents
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Key and compose business correspondence
- Use database management software
- Use spreadsheet software
- Use presentation software
- Merge word processing, database, spreadsheet, and/or presentation files
- Plan meetings and events
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Establish work priorities and timelines

Equipment/supplies provided

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

Software as designated for this event

Flash drive (one per team, which must be submitted with test materials at conclusion of testing)

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed two (2) entries

Advanced Office Systems & Procedures (225)

Description

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

Eligibility

Student members may *not* compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. Contestants may *not* compete in Basic Office Systems & Procedures after competing in the Advanced Office Systems & Procedures event. This event may be repeated.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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

Competencies

- Apply technical skills to manage information and produce business documents
- Identify functions of the office manager in coordinating administrative support staff
- Demonstrate knowledge of administrative procedures, records and file management, and office technologies
- Compose business correspondence
- Key documents with mail merge
- Proofread using edited copy
- Create and format tables
- Create and edit a database
- Create and edit slides using presentation software
- Schedule administrative support staff and organize workload distribution
- Prepare travel expense reports and coordinate travel for supervisors
- Plan meetings and events

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Advanced Spreadsheet Applications (235)

Description

Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Excel 2013 Core and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2013.html>

Eligibility

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

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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Competencies

- Import and export data
- Format, manage and customize Excel workbooks
- Define and work with ranges
- Create and use macros
- Audit worksheets
- Summarize data
- Demonstrate an understanding of workgroup collaboration
- Utilize formula auditors
- Utilize advanced charting and formula creation
- Create advanced formulas

Equipment/supplies provided

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

Method of evaluation

Application
Certification test taken per conference schedule

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Advanced Word Processing (210)

Description

Evaluate advanced-level skills in word processing and document production. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Word 2013 Core and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2013.html>

Eligibility

Student members may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing. This event may be repeated.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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

Competencies

- Apply advanced-level keyboarding and word processing skills to produce business documents
- Demonstrate comprehensive knowledge of word processing software functions
- Format and key letters, memos, reports, agendas, itineraries, labels, minutes, news releases, outlines, speeches, table of contents and works cited documents
- Proofread and correct documents using edited copy
- Create tables with mathematical computations
- Generate a mail merge using variable data
- Insert graphics and special characters in documents
- Format and key text in columns
- Use of fields in documents
- Use of advanced headers and footers
- Enhance documents using features such as leader tabs, shading, lines, borders and graphic tools
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

Equipment/supplies provided

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

Method of evaluation

Application
Certification test taken per conference schedule

Length of event

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

Entries

Each state is allowed five (5) entries

Basic Office Systems & Procedures (220)

Description

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

Eligibility

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

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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

Competencies

- Demonstrate knowledge of office procedures, records and file management, and office technologies
- Apply technical skills to manage information and produce business documents
- Proofreading using edited copy
- Prepare written telephone messages
- Provide customer support and service
- Compose business correspondence
- Key various business documents
- Create and format tables
- Prepare and maintain inventory of equipment and supplies
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Process mail

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Business Law & Ethics-Pilot (265)

Description

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

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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

Competencies

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

Method of evaluation

Objective Test

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Database Applications (240)

Description

Demonstrate database development skills to include: object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Access 2013 and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2013.html>

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials.

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Competencies

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

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Flash drives

Method of evaluation

Application

Certification test taken per conference schedule at NLC

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Fundamental Spreadsheet Applications (230)

Description

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

Eligibility

Any student member may enter this contest. Contestants may *not* enter Fundamental Spreadsheet Applications and Advanced Spreadsheet Applications in the same year. This event may *not* be repeated.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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

Competencies

- Create and format cells, worksheets and workbooks
- Analyze, enter and edit data in cells, worksheets and workbooks
- Analyze, create and modify charts from data
- Create formulas appropriate for the task at hand
- Display formulas
- Modify the print options

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

This event is sponsored by:



Fundamental Word Processing (200)

Description

Evaluate entry-level skills in keyboarding and document production.

Eligibility

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

Post-secondary student members who have completed one semester (or less) of keyboarding and/or word processing and are not enrolled in the second semester.

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

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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

Competencies

- Apply beginning-level keyboarding and document formatting skills to produce business documents
- Demonstrate basic knowledge of word processing software functions
- Format and key letters, memos, tables, columns, and reports
- Revise, edit, and spell-check documents
- Use paragraph formatting, tab settings, and text enhancements (e.g., bold, italics, underline)
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, reference manual, dictionary)

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

This event is sponsored by:



Integrated Office Applications (215)

Description

Evaluate advanced-level skills in information technologies and the integration of software applications. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS PowerPoint 2013 and will count as 25% of the final score. All persons planning to take a certification test **MUST** register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2013.html>

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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

Competencies

- Demonstrate knowledge of advanced word processing software functions
- Demonstrate proficiency in the integration of various software applications
- Apply advanced-level technical skills to manage information and produce business documents
- Use word processing software
- Use spreadsheet software
- Use database software
- Use presentation software
- Proofread and correct documents using edited copy
- Integrate word processing, presentation, database, and/or spreadsheet files to produce business documents

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application Test

Certification test taken per conference schedule

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

This event is sponsored by:



Intermediate Word Processing (205)

Description

Evaluate intermediate skills in word processing and document production.

Eligibility

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

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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

Competencies

- Apply intermediate-level keyboarding and word processing skills to produce business documents
- Demonstrate basic knowledge of word processing software functions, including formatting and keying text in columns
- Create and format tables; format and key letters, memos, news releases, agendas, itineraries and reports
- Insert graphics and special characters in documents
- Use paragraph formatting, tab settings and text enhancements
- Proofread using edited copy
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

This event is sponsored by:



Legal Office Procedures (245)

Description

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

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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Competencies

- Demonstrate knowledge of the basic terminology and office procedures needed to work effectively in a legal environment
- Apply technical skills to produce a variety of office documents
- Demonstrate proficiency in information processing using manual and computerized systems
- Provide customer support and service
- Monitor and respond to electronic mail
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Demonstrate understanding of legal terminology and Latin words pertaining to legal terminology
- Use correct format in drafting client correspondence and legal documents, including pleadings (pleadings may include Service of Process, Complaints, Counterclaims, Divorce Decrees, Final Judgments, etc.)
- Prepare litigation and non-litigation documents
- Research and locate legal information and records
- Maintain client account records and prepare billing statements
- Demonstrate knowledge of federal, state, and local court structures and proceedings
- Identify ethical responsibilities of the legal profession
- Maintain electronic files

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Medical Office Procedures (250)

Description

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

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

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

Competencies

- Apply technical skills to produce a variety of medical office documents
- Demonstrate knowledge of the basic terminology and office procedures needed to function effectively in a medical office
- Provide customer support and service
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Prepare telephone messages
- Proofread using edited copy
- Utilize knowledge of medical ethics and etiquette
- Prepare and process medical records; process payments
- Use correct format in preparing a variety of medical reports
- Maintain patient account records and prepare billing statements
- Work with insurance companies to process patient accounts
- Apply formatting and place information in correct SOAP and HPIP format

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries