

2016 – 2017 Contest List Descriptions

- (100) Fundamental Accounting** S
- Assessment of entry-level accounting principles utilizing manual procedures. Contestants analyze, journalize, post transactions and prepare financial reports/statements.
- (105) College Accounting** PS
- Assessment of entry-level basic accounting principles utilizing manual procedures. Contestants analyze, journalize, and update accounts in order to prepare financial reports/statements.
- (110) Advanced Accounting** S
- Assessment of intermediate and advanced accounting principles utilizing manual procedure. Contestants analyze, journalize, and update accounts in order to prepare financial reports/statements for partnerships and corporations.
- (115) Advanced College Accounting** PS
- Interpret and analyze sole proprietorships, partnerships, and corporate financial accounting data using manual methods.
- (125) Payroll Accounting** S
- Process payroll data using manual payroll procedures. Contestants calculate earnings, complete payroll registers, update employee records, journalize payroll entries, and prepare payroll income tax forms.
- (130) College Payroll Accounting** PS
- Process payroll data using manual payroll procedures. Contestants calculate gross earnings, complete payroll register, post employee records, and prepare payroll income tax forms.
- (135) Managerial Accounting** PS
- Focus on strategic decision-making related to cost analysis and cost management.
- (140) Federal Income Tax Accounting** PS
- Contestants will demonstrate knowledge of the Internal Revenue Code as presented by the Department of the Treasury. The exam will encase individual and sole proprietorship tax laws and calculations in a multiple choice question format.
- (145) Banking & Finance** S | PS
- Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the contestant's knowledge of bank operations, bank services, loans, credit administration, and customer service.
- (150) Financial Analyst Team** S | PS
- Use analytical and problem solving skills to make decisions and recommendations using financial reports, both internal and external. The team analyzes and interprets reports from a business case study. At state and national level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.

(155) Economic Research Individual	S
<p>One economic research topic is selected by the National Center and provided at the beginning of the school year. The contestant will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.</p>	
(160) Economic Research Team	S
<p>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</p>	
(165) Personal Financial Management	S PS
<p>In this contest contestants will answer objective questions dealing with concepts and perform calculations related to the financial topics of credit, saving, investing, personal income tax, risk management and insurance, and retirement planning. Contestants will analyze financial scenarios to predict outcomes, advise use of financial instruments and determine the proper financial planning.</p>	
(190) Financial Math & Analysis Concepts – Open	S PS
<p>This competition assesses knowledge of math concepts. Contestants solve practical math problems related to work and consumer issues.</p>	
(193) Accounting Mathematics Concepts – Open-Pilot	S PS
<p>This competition assesses contestants' knowledge of the application of common calculations in the accounting industry. Contestants will solve mathematical computations based on accounting concepts as they apply to scenarios of accounting in common business practices.</p>	
(200) Fundamental Word Processing	S PS
<p>Evaluate entry-level skills in keyboarding and document production.</p>	
(205) Intermediate Word Processing	S PS
<p>Evaluate intermediate skills in word processing and document production.</p>	
(210) Advanced Word Processing	S PS
<p>Evaluate advanced-level skills in word processing and document production.</p>	
(215) Integrated Office Applications	S PS
<p>Evaluate advanced-level skills in information technologies and the integration of software applications.</p>	
(220) Basic Office Systems & Procedures	S PS
<p>Evaluate fundamental skills in office procedures, records and file management, and document production.</p>	
(225) Advanced Office Systems & Procedures	S PS
<p>Evaluate advanced skills in office procedures, records and file management, and document production.</p>	

(230) Fundamental Spreadsheet Applications	S PS
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.	
(235) Advanced Spreadsheet Applications	S PS
Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards.	
(240) Database Applications	S PS
Demonstrate database development skills to include: object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios.	
(245) Legal Office Procedures	S PS
Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.	
(250) Medical Office Procedures	S PS
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.	
(255) Administrative Support Team	S PS
The team will function as an office staff to produce a variety of business documents.	
(260) Administrative Support Research Project	S
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.	
(265) Business Law & Ethics-Pilot	S PS
This contest will test the student's knowledge and skills in the areas of ethics, law, business law, and personal law.	
(270) ICD-10 Diagnostic Coding-Pilot	PS
This contest will test the student's knowledge and skills in the area of medical coding.	
(290) Administrative Support Concepts – Open	S PS
Evaluate knowledge of basic administrative support concepts.	
(300) Computer Network Technology	S PS
Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security.	

(305) PC Servicing & Troubleshooting	S PS
Demonstrate knowledge of PC configuration, maintenance, and management as a computer technician.	
(310) Network Administration Using Microsoft®	S PS
Demonstrate knowledge of fundamental network management and maintenance tasks in a Windows® network.	
(315) Systems Administration Using Cisco®	S PS
Demonstrate knowledge of fundamental network management tasks in a CISCO® environment.	
(320) Computer Security	S PS
Demonstrate knowledge of fundamental security management tasks in Windows® and Linux® networking environments.	
(325) Network Design Team	S PS
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.	
(330) Visual Basic/C# Programming	S PS
Evaluate knowledge of working with Visual Basic/C# syntax, programming logic, program development, system design concepts, database, designers and objects.	
(335) C++ Programming	S PS
Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the C++ language.	
(340) Java Programming	S PS
Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the Java Programming language.	
(345) SQL Database Fundamentals	S PS
Demonstrate knowledge of fundamental database development and administrative concepts including SQL scripting. Competencies addressed in this event will mandate the contestant use a high end database product such as MS SQL Server®, the focus of this event, in order to acquire the necessary skills; however, skills sets addressed are transferable to any database product such as Oracle® or MySQL™.	
(390) Computer Programming Concepts – Open	S PS
Demonstrate general knowledge of the computer programming industry.	
(391) Information Technology Concepts – Open	S PS
Demonstrate general knowledge of the information technology industry.	

(400) Fundamental Desktop Publishing	S PS
Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.	
(405) Fundamentals of Web Design	S PS
Demonstrate knowledge of fundamental web design coding and syntax to include CSS.	
(410) Graphic Design Promotion	S PS
Develop a theme, illustrate the theme in a logo design, and then utilize the logo in a promotional flyer.	
(415) Digital Publishing	S PS
Evaluate knowledge and skills utilizing Illustrator®, or InDesign®, software to create a variety of interactive documents.	
(420) Digital Media Production	S PS
Create a one-to-two (1-2) minute digital media production with consistent theme and slogan based on the assigned topic.	
(425) Computer Modeling	S
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.	
(430) Video Production Team	S PS
Create a three-to-five (3-5) minute video production, based upon the assigned topic.	
(435) Website Design Team	S PS
The team will work together to create a website based on the assigned topic.	
(440) Computer Animation Team	S
Create a computer-generated visualization animation, not to exceed two (2) minutes, based upon the assigned topic provided.	
(445) Broadcast News Production Team	S
Create a three-to-five (3-5) minute news broadcast, containing two (2) different segments (news stories).	
(500) Global Marketing Team	S
Develop a marketing plan that details pricing strategies and promotional plans for a business.	
(505) Entrepreneurship	S PS
Develop an operating plan and organizational structure to initiate a small business. Competitors are to assume they are presenting their business plan to potential investors at a bank with the objective of securing financing for their business venture.	

(510) Small Business Management Team	S PS
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.	
(515) Interview Skills	S PS
Assess proficiency in job search and interview situations.	
(520) Advanced Interview Skills	S PS
Assess advanced proficiency in job search, interview situations, and portfolio development.	
(525) Extemporaneous Speech	S
Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.	
(530) Contemporary Issues	PS
Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.	
(535) Human Resource Management	S PS
Assess interpretation of personnel policies and knowledge of human resource management.	
(540) Ethics & Professionalism	PS
Explore the application of ethical frameworks to various aspects used in business today.	
(545) Prepared Speech	S PS
Demonstrate communication skills in securing, arranging, organizing, and presenting information orally.	
(550) Parliamentary Procedure Team	S
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.	
(555) Presentation Management Individual	S PS
Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.	
(560) Presentation Management Team	S PS
Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.	

(590) Business Meeting Management Concepts – Open	S PS
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.	
(591) Management, Marketing and Human Resources Concepts – Open	S PS
Assess knowledge of management, marketing, and human resources concepts.	
(592) Parliamentary Procedure Concepts – Open	S PS
Assess knowledge of parliamentary procedure. Test questions are based on the National Association of Parliamentarians Study Guide for Registration Examination.	
(593) Project Management Concepts – Open	PS
To provide a general competitive event addressing contestant’s knowledge of basic project management practices and terminology that is used independent of a specific methodology.	
(900) Financial Literacy	ML
To develop a basic understanding of finance and accounting skills.	
(905) Business Math Concepts – Open	ML
To develop a basic understanding of personal and business-related math skills.	
(910) Keyboarding Production	ML
Evaluate entry-level skills in keyboarding and document production.	
(915) Spreadsheet Applications	ML
Contestants will enter and format data, enter and copy formulas, and print full documents or cell contents.	
(920) Administrative Support Team	ML
The team will function as an office staff to produce a variety of business documents.	
(925) Business Communication Skills Concepts – Open	ML
To develop skills in business communication, including spelling rules, correct spelling of often used business words and correct use of grammar.	
(930) Computer Literacy Concepts – Open	ML
To develop a basic understanding of computer terminology related to operating systems, hardware components, software applications, and digital citizenship.	
(940) Website Design Team	ML
The team will work together to create a Website based on the topic below.	

(945) Introduction to Video Production	ML
Create a one to two-minute video based upon the assigned topic.	
(950) Graphic Design Promotion	ML
Develop a theme, illustrate the theme in a logo design, and then utilize the logo in a promotional flyer.	
(960) Presentation Management Team	ML
Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.	
(965) Prepared Speech	ML
To provide the student an opportunity to demonstrate communication skills in securing, arranging, organizing, and orally presenting information.	
(970) Extemporaneous Speech	ML
Demonstrate communication skills in arranging, organizing, and presenting information orally and effectively without prior knowledge of the topic.	
(975) Entrepreneurship Exploration	ML
To encourage students to have a better understanding of the American free enterprise system, contestants will conduct research on an independently owned local company and a national franchise company in the automotive industry. Contestants will meet with management from one locally owned and one nationally franchised company to gather research in preparation for their research paper, oral presentation, and response to questions from a panel of judges. The automotive industry could include areas such as detailing, services and repair, sales, marketing and insurance.	
(980) Business Fundamentals Concepts – Open	ML
To develop an overall familiarity with basic business knowledge skills.	
(V01) Virtual Multimedia & Promotion – Individual	ML S
PS	
Individual contestants will 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.	
(V02) Virtual Multimedia & Promotion – Team	ML S
PS	
Teams of contestants will 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.	

(V03) Software Engineering Team

ML | S |

PS

Teams of contestants 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.

(V04) Web Application Team

ML | S |

PS

Teams of contestants 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.

(V05) Mobile Applications

ML | S |

PS

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

(V06) Promotional Photography

ML | S |

PS

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

(V08) Start-up Enterprise Team-Pilot

ML | S |

PS

Teams of contestants will 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.