

## **(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 50 points to their final score. For more information on the exam, visit:

<https://resources.youscience.com/exam-catalog>

### **Eligibility**

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

This event may *not* be repeated or entered by a student member who has previously competed in Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing.

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

### **Member must supply**

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See 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Published and/or unpublished non-electronic written reference materials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

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 tests

### **Method of evaluation**

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

Certification test taken per conference schedule at NLC

### **Entries**

Each state is allowed five (5) entries

### **Length of event**

## **(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 50 points to their final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://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

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### **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

## **(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 50 points to their final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://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

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### **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

## **(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 50 points to their final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://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

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### **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

## **(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

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### **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

## **(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

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### **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

## **(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 50 points to their final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://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

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### **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.***

### **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

## **(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 50 points to their final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://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

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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 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

**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

## **(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 50 points to their final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://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 postsecondary 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

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### **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

### **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

### **Method of evaluation**

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

Certification test taken per conference schedule at NLC

**Entries** - Each state is allowed five (5) entries

## **(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

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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/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

## **(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 postsecondary 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

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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
- 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 three (3) 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

## **(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**

The importance of business etiquette in the workplace is multi-faceted and contributes significantly to the success and functions of any organization. Business etiquette involves a set of behaviors and expectations that facilitate respectful and effective interactions among colleagues, clients, and stakeholders. Explain in detail how you would train a new administrative assistant on Digital Solutions' employee expectations regarding this topic.

### **Topics to Consider are:**

Importance of Business Etiquette in the Workplace such as:

- Professional Image
- Effective Communication
- Building Relationships
- Cultural Sensitivity
- Career Advancement
- Company Reputation

Learning Business Etiquette Domestically such as:

- Training Programs
- Mentorship
- Books and Online Resources
- Networking Events

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
- Prepare a research paper using the report format found in the *Style & Reference Manual*
- Evaluate and make decisions based on research findings

### Specifications

- This is a pre-submitted event. See instructions for submissions.
- **Submit the research paper and Works Cited in a combined PDF file to <https://upload.bpa.org> no later than 5:00 p.m. Eastern Time, on April 1, 2025.** *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 and Reference Manual* format.
- 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.

### Upload Requirements

What to Submit at <a href="https://upload.bpa.org">https://upload.bpa.org</a>	Saved File Name(s)	Deadline
Research Paper and Works Cited in one combined PDF file.	ARPI-MemberID.pdf	April 1, 2025, 5:00 p.m. Eastern Time

### 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.**

## (260) Administrative Support Research Project

Judge Number \_\_\_\_\_

Member ID \_\_\_\_\_

### Technical Scoring Rubric

Required Elements (If any questions below are checked NO, stop scoring and assign a TOTAL score of 0)	
Member followed topic	<input type="checkbox"/> Y   <input type="checkbox"/> N
Member followed Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Y   <input type="checkbox"/> N
If no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :	

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format. <ul style="list-style-type: none"> <li>• Research Paper - PDF format</li> </ul> <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>				10	
<b>Document Formatting</b> Word-processed research paper followed the <i>Style &amp; Reference Manual</i>				20	
Word-processed Works Cited page followed the <i>Style &amp; Reference Manual</i>				20	
<b>Comprehension of topic</b> Demonstrates understanding of subject matter	1-5	6-10	11-15	16-20	
<b>Organization and expansion of ideas</b> Argument follows logical progression	1-5	6-10	11-15	16-20	
<b>Introduction/Summary</b> Logical argument, evidence to support conclusions, compelling summary	1-5	6-10	11-15	16-20	
<b>Creativity</b> Diverse resources, creative angle on the issue, originality, inventiveness	1-5	6-10	11-15	16-20	
<b>Writing Skills</b> Correct grammar, spelling, and punctuation, concise language, sentence structure	1-5	6-10	11-15	16-20	
<b>TOTAL TECHNICAL POINTS (150 points maximum)</b>					

**(260) Administrative Support Research Project**

Judge Number \_\_\_\_\_

Member ID \_\_\_\_\_

**Presentation Scoring Rubric**

<b>Evaluation of Oral Presentation</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
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	
<b>TOTAL PRESENTATION POINTS (110 points maximum)</b>					

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

**TOTAL MAXIMUM POINTS = 260**

**PRESENTATION WILL BE STOPPED AT SEVEN MINUTES**

## **(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

## **(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