

# Traditional BPA Competitions

CHOICES DUE NOVEMBER 18 **2021-22**

*Students can compete in a maximum of 2 traditional events (2 individual or 1 individual + 1 team); there are no limits on special events.*

**FSS & FSJ STUDENTS MUST CHOOSE 2 EVENTS. FIFO STUDENTS CAN CHOOSE EITHER 1 OR 2 EVENTS.**

<b>INDIVIDUAL TESTED EVENTS</b>	<b>TESTING WILL TAKE PLACE AT THE END OF JANUARY IN THE CLASSROOM</b>
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- Fundamental Accounting [100]** TESTED INDIVIDUAL (Written Test): Assessment of entry-level basic accounting principles utilizing manual procedures. Students analyze, journalize, and post transactions and prepare financial reports/statements.
- Advanced Accounting [110]** TESTED INDIVIDUAL (Written Test): Assessment advanced accounting principles utilizing manual procedures. Contestants analyze, journalize, update accounts in order to prepare financial reports/statements for partnerships and corporations.
- Payroll Accounting [125]** TESTED INDIVIDUAL (Written Test): 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.
- Banking & Finance [145]** TESTED INDIVIDUAL (Written Test): Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the student's knowledge of bank operations, bank services, loans, credit administration, and customer service.
- Personal Financial Management [165]** TESTED INDIVIDUAL (Written Test): Answer objective questions dealing with concepts and perform calculations related to the financial topics of credit, saving, investing, personal income tax, risk management/insurance, and retirement planning. Analyze financial scenarios to predict outcomes, advise use of financial instruments and determine proper financial planning.
- Fundamental Word Processing [200]** TESTED INDIVIDUAL (Word): Evaluate entry-level skills in keyboarding and document production.
- Intermediate Word Processing [205]** TESTED INDIVIDUAL (Word): Evaluate intermediate skills in word processing/document production.
- Advanced Word Processing [210]** TESTED INDIVIDUAL (Word): Evaluate advanced level skills in word processing/document production.
- Basic Office Systems [220]** TESTED INDIVIDUAL (Word and Written Test): Evaluate fundamental skills in office procedures, records and file management, and document production.
- Advanced Office Systems [225]** TESTED INDIVIDUAL (Word and Written Test): Evaluate advanced skills in office procedures, records and file management, and document production.
- Fundamental Spreadsheet Applications [230]** TESTED INDIVIDUAL (Excel): Create and design spreadsheet applications that include variables, reports, and formats. Students enter and format data, enter and copy formulas, and print full documents or cell contents.
- Advanced Spreadsheet Applications [235]** TESTED INDIVIDUAL (Excel): Develop effective solutions to business problems using many of the advanced features within the Microsoft Excel skill standards for the MOS Spreadsheet Expert Exam.
- Legal Office Procedures [245]** TESTED INDIVIDUAL (Word and Written Test): Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.
- Business Law & Ethics [265]** TESTED INDIVIDUAL (Written Test): This contest will test the student's knowledge and skills in the areas of ethics, law, business law, and personal law.
- Fundamental Desktop Publishing [400]** TESTED INDIVIDUAL (Publisher, Word): Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents. [You can also do Advanced Desktop Publishing, which uses Adobe software.]

<b>INDIVIDUAL JUDGED EVENTS</b>	<b>JUDGED EVENTS WILL TAKE PLACE ON FEBRUARY 5 AT COLERAIN CAREER CENTER</b>
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- Economic Research Project Individual [155]** JUDGED INDIVIDUAL (Typed Research Paper; Presentation using PowerPoint): The student will conduct research on the topic below and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges. TOPIC: Compare and contrast the economic recovery from the past recessions to the Coronavirus recession, focusing on the federal government's responses. Review the national economic indicators to assess the effectiveness of the economic policies enacted. Do you agree or disagree with the use of each of the policies you discuss? See contest details for more info.
- Administrative Support Research Project Individual [260]** JUDGED INDIVIDUAL (Typed Research Paper; Presentation using PowerPoint): The student will conduct research on the topic below and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges. TOPIC: Advancements in technology, artificial intelligence, machine learning and robotics are creating a workforce that needs to be increasingly more intelligent, aware and understanding of the progressions being made. How can a business professional ensure that they stay on top of the latest technologies in today's world? See contest details for more info.
- Graphic Design Promotion [410]** JUDGED INDIVIDUAL (Logo and Flyer designed in Publisher): Develop a theme, illustrate the theme in a logo design, and utilize the logo in a promotional flyer. TOPIC: Develop a logo, tagline, flyer and pin promoting the Business Professionals of America National Leadership Conference in Anaheim, CA – April 26-30, 2023. See contest details for more info.
- Entrepreneurship [505]** JUDGED INDIVIDUAL (Typed Business Plan; Presentation using PowerPoint): Develop an operating plan and organizational structure to initiate a small business. Competitors are to assume they are presenting/pitching their business plan to potential investors with the objective of securing financing for their business venture. See contest details for more info.
- Interview Skills [515]** JUDGED INDIVIDUAL (Resume, Cover Letter, Interview): Assess proficiency in job search/interview situations.
- Advanced Interview Skills [520]** JUDGED INDIVIDUAL (Resume, Cover Letter Portfolio, Interview): Assess advanced proficiency in job search/interview situations, and portfolio development.
- Extemporaneous Speech [525]** JUDGED INDIVIDUAL (Oral Presentation): Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic. TOPIC: The contestant will draw two different business topics and will select either one. The topics may deal with BPA, office situations, the business world, etc. The contestant will be provided ten minutes to develop the topic. The length of the speech will be 2-4 minutes.
- Human Resource Management [535]** JUDGED INDIVIDUAL (Oral Presentation): Assess interpretation of personnel policies and knowledge of human resource management. TOPIC: The contestant will be given a human resource management scenario. The scenario may deal with office situations, workplace issues, legal matters, etc. The contestant will be provided 20 minutes to develop the presentation. Only the Human Resources Manual and 3 note cards may be used in the prep/presentation rooms. The speech will be 3-5 minutes.
- Ethics & Professionalism [540]** JUDGED INDIVIDUAL (Oral Presentation): Explore the application of ethical frameworks to various aspects used in business today. The contestant will be provided 20 minutes to develop the presentation. Only the Ethics and Professionalism Resources Manual and 3 note cards may be used in the prep/presentation rooms. The speech will be 3-5 minutes.
- Prepared Speech [545]** JUDGED INDIVIDUAL (Typed Speech; Oral Presentation with Visual Aids): Demonstrate communication skills in securing, arranging, organizing, and presenting information orally. TOPIC: Each contestant is to select a topic related to business, entrepreneurship, or Business Professionals of America, and develop a 5-7 minute oral presentation.
- Presentation Management Individual [555]** JUDGED INDIVIDUAL (PowerPoint Presentation with Multimedia): Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation. TOPIC: Due to the current health and safety concerns for employees, working from home has become the new norm. As the world overcomes the COVID-19 Pandemic many employers are beginning to require employees to physically return to office locations. Digital Solutions is considering requiring their employees to return to work physically as well. Your Human Resources Manager has come to you and asked you to research and prepare a presentation with considerations, benefits, and disadvantages of this proposal. Make a recommendation and defend your position. See contest details for more info.

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## TEAM JUDGED EVENTS (2-4 students in a team)

JUDGED EVENTS WILL TAKE PLACE ON FEBRUARY 5 AT COLERAIN CAREER CENTER

- Financial Analyst Team [150]** JUDGED TEAM (Presentation using PowerPoint; Handouts using Word and Excel): 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. TOPIC: GoGo Corp. is a popular fashion retailer with 733 locations in North America at the beginning of 2020, as well as an online presence in the US. GoGo's corporate model is based on providing sustainable fashion at an affordable price. GoGo sells clothing and accessories for women, men, and children with a focus on diversity. The company has three strategic focus areas: to provide the customer with products that are unique, diverse, and sustainable; to be accessible to customers through both the design of their physical stores and the online experience; and corporate growth and expansion. Despite the pandemic, GoGo was able to turn a profit in 2020. However, they are concerned about their financial future. The GoGo team would like you to prepare the appropriate financial statements and financial ratios, analyze their current financial situation, make projections regarding GoGo's future given the current economic situation, and make recommendations to improve their corporate viability. See contest details for more info, including financial data.
- Economic Research Project Team [160]** JUDGED TEAM (Typed Research Paper; Presentation using PowerPoint): The team will conduct research on the topic below and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges. TOPIC: Research the causes of the current inflation in the US. Compare current inflation to periods of inflation in the past. How is the current rate of inflation effecting the economic recovery from the Coronavirus recession? What has the federal government done to attempt to slow the increase of inflation, and how effective has it been? See contest details for more info.
- Global Marketing Team [500]** JUDGED TEAM (Typed Marketing Plan; Presentation using PowerPoint): Develop a plan that details pricing strategies and promotional plans for a business. TOPIC: Background - Little did the owners of Dave and Buster's, a 40,000-square foot dining and gaming establishment initially located in a Dallas warehouse in 1982, realize they would launch an exciting new restaurant concept known as "eatertainment." By providing guests unique experiences that combine eating with entertainment, "eatertainment" establishments are forecast as the next big frontier for casual dining. Task - To capitalize on this growing trend, a local eatertainment company has hired your marketing team to identify expansion opportunities into a domestic U.S. city of your choice within one to three years, with a vision for future international expansion in five to seven years. As no specific company name, mission, vision or product(s)/service(s) are specified in the topic, your team will determine these key elements and implement into the Marketing Plan and presentation. Be prepared to defend your recommendations from a marketing standpoint. See contest details for more info.
- Small Business Management Team [510]** JUDGED TEAM (Presentation using PowerPoint): The team will use strategic planning and problem-solving skills to provide solutions to the business case study provided. TOPIC: Jeremy Johnson owns a food truck called JJ's and has hired you to help him look at his business and generate ideas to help him improve his profits. Jeremy has sold different types of food throughout the year including burgers, fried rice bowls, barbecue, turkey legs and burritos. Lately, he has found a good customer base selling slices of pizza. Sometimes Jeremy decides to switch up the entire offering to a previous menu to try to keep customers coming so they don't get tired of his current offerings. JJ's typically sits in the same location year-round. Jeremy has struck a deal with a local retail store to sell in their parking lot for a fairly cheap fee. From time to time, Jeremy will get requests to cater a specific event. His most profitable hours have been at a catered event, but finds that sometimes he will take the truck to the event and not sell enough to make it worth his time. This has strengthened his resolve to stay in his typical location because he has a good idea how many customers order from his truck regularly and the local events that bring more foot traffic. Overall, JJ's is profitable and customers are satisfied with the food they get. Jeremy has tried to change his operation to accommodate customers who bring things to his attention. Jeremy has great hopes for his business including expansion and growth. How can Jeremy improve his business? What suggestions do you have for JJ's and its future? See contest details for more info.
- Presentation Management Team [560]** JUDGED TEAM (PowerPoint Presentation with Multimedia): Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation. TOPIC: As the world recovers from the COVID-19 global pandemic, many businesses are developing plans for their employees to return to the office for work. Some companies are requiring employees to return to the office full-time, others are offering a virtual office option, and others are providing hybrid options to meet the needs of the business while accommodating the wishes of their employees. One of the factors in developing these plans is vaccination rates. Coronavirus vaccinations are mostly available throughout the United States but they are somewhat controversial. Not everyone is choosing to receive the vaccination for a variety of reasons. For example, as of July 1, 2021, approximately 49% of US working-age adults, ages 18 to 65, were fully vaccinated. Many businesses had to overcome challenges and balance the needs of the business with the requests of their employees as they develop return to work policies. As a management team for Digital Solutions, develop a "Return to Work" policy for your company assuming only half of your employees have been fully vaccinated. See contest details for more info.

## Special BPA Competitions

**2021-22**

*The competitions listed below are in addition to the traditional competitive events (they do not count against your limit of 2 events).*

### OPEN EVENTS

TESTING WILL TAKE PLACE AT THE END OF JANUARY IN THE CLASSROOM

- Financial Math & Analysis Concepts [OPEN]** TESTED INDIVIDUAL (Written Test): Assesses knowledge of financial math concepts.
- Administrative Support Concepts [OPEN]** TESTED INDIVIDUAL (Written Test): Evaluate knowledge of basic administrative support concepts.
- Information Technology Concepts [OPEN]** TESTED INDIVIDUAL (Written Test): Demonstrate general knowledge of the info tech industry.
- Business Meeting Management Concepts [OPEN]** TESTED INDIVIDUAL (Written Test): Assess knowledge of business meetings management.
- Management, Marketing, HR Concepts [OPEN]** TESTED INDIVIDUAL (Written Test): Assess knowledge of mgmt, marketing, and HR concepts.
- Digital Marketing Concepts [OPEN]** TESTED INDIVIDUAL (Written Test): Assess knowledge of digital marketing concepts.

### VIRTUAL EVENTS

ONLINE

*The ten contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. Registration Deadline: November 15, 2021 / Entry Fee: \$20 per team, paid by students (2-4 per team). Submission Deadline: January 15, 2022*

- Start-up Enterprise Team** JUDGED TEAM (Written Business Plan; Virtual Presentation): 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. See contest details for more info.
- Financial Portfolio Management Team** JUDGED TEAM (Online Stock Portfolio; Virtual Presentation): Teams will enter an investment simulation using an online platform provided by a BPA partner. The simulation will provide the students \$100,000 initially, to be used to invest in stocks, mutual funds, and/or bonds. See contest details for more info.