



Today's students.  
Tomorrow's business professionals.

## EVENTS-AT-A-GLANCE

	Maximum minutes for orientation, prep and warm-up	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges Questions (Min.)	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component
<b>Virtual</b>															
Virtual Multimedia and Promotion Individual	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Virtual Multimedia and Promotion Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Software Engineering Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Web Application Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Mobile Applications	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Promotional Photography	3		7	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Start-up Enterprise Team	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
<b>Finance</b>															
(100) Fundamental Accounting	10	10	90		N	N	Y	N				5	S	Y	
(105) College Accounting	10	10	90		N	N	Y	N				5	PS		
(110) Advanced Accounting	10	10	90		Y	N	Y	N				5	S		
(115) Advanced College Accounting	10	10	90		Y	N	Y	N				5	PS		
(125) Payroll Accounting	10	10	60		Y	N	Y	N				5	S		
(130) College Payroll Accounting	10	10	90		Y	N	Y	N				5	PS		
(135) Managerial Accounting	10	10	90		Y	N	Y	N				5	PS		
(140) Federal Income Tax Accounting	10	10	90		Y	N	Y	N				5	PS		
(145) Banking & Finance			60		Y	N	Y	N				5	S, PS		
(150) Financial Analyst Team	8		30/10	10	Y	N	Y	N	Y	Y	2	2	S, PS		
(155) Economic Research Individual	3		7	5	Y	N	N	N			2	3	S		
(160) Economic Research Team	3		7	5	Y	N	N	N			2	2	S		
(165) Personal Financial Management			60		Y	N	Y	N				5	S, PS		
(190) Financial Math & Analysis Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	

\*Rating sheets are provided in the guidelines.

Y = Yes

N = No

S = Secondary

PS = Post-secondary

U = Unlimited



Today's students.  
Tomorrow's business professionals.

## EVENTS-AT-A-GLANCE

	Maximum minutes for orientation, prep, and warm-up.	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges Questions (Min.)	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component
<b>Business Administration</b>															
(200) Fundamental Word Processing	10	10	60		N	Y	Y	Y				5	S, PS	Y	
(205) Intermediate Word Processing	10	10	60		N	Y	Y	Y				5	S, PS	Y	
(210) Advanced Word Processing	10	10	90		Y	Y	Y	Y				5	S, PS		Y
(215) Integrated Office Applications	10	10	90		Y	Y	Y	Y				5	S, PS		Y
(220) Basic Office Systems & Procedures	10	10	90		N	Y	Y	Y				5	S, PS		
(225) Advanced Office Systems & Procedures	10	10	90		Y	Y	Y	Y				5	S, PS		
(230) Fundamental Spreadsheet Applications	10	10	90		N	N	Y	Y				5	S, PS		
(235) Advanced Spreadsheet Applications	10	10	90		Y	N	Y	Y				5	S, PS		Y
(240) Database Applications	10	10	90		Y	N	Y	Y				5	S, PS		Y
(245) Legal Office Procedures	10	10	60		Y	Y	Y	Y				5	S, PS		
(250) Medical Office Procedures	10	10	60		Y	Y	Y	Y				5	S, PS	Y	
(255) Administrative Support Team	10	10	90		Y	Y	Y	Y				2	S, PS	Y	
(260) Admin. Support Research Project	3		7	5	Y	N	N	N			2	3	S	Y	
(265) Business Law & Ethics	10	10	60		Y	N	Y	Y				5	S, PS		
(270) ICD-10-CM Diagnostic Coding-Pilot	10	10	60		Y	N	Y	Y				5	S, PS		
(290) Admin. Support Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	
<b>Management Information Systems</b>															
(300) Computer Network Technology			60		Y	N	Y	N				5	S, PS	Y	Y
(305) PC Servicing & Troubleshooting	See guidelines for administration				Y	N	Y	N				5	S, PS		Y
(310) Network Administration Using Microsoft®			60		Y	N	Y	N				5	S, PS		Y
(315) Systems Administration Using Cisco®			60		Y	N	Y	N				5	S, PS		
(320) Computer Security	See guidelines for administration				Y	N	Y	N				5	S, PS	Y	Y
(325) Network Design Team	3		30/10	10	Y	Y	Y	N	Y	Y	2	2	S, PS		
(330) Visual Basic/C# Programming	10	10	90		Y	N	Y	N		Y		5	S, PS		Y
(335) C++ Programming	10	10	90		Y	N	Y	N		Y		5	S, PS		
(340) Java Programming	10	10	90		Y	N	Y	N		Y		5	S, PS		
(345) SQL Database Fundamentals			60		Y	N	Y	N				5	S, PS		
(390) Computer Programming Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	
(391) Information Tech Concepts — Open Event			60		Y	N	N	N				U	S, PS	Y	

\*Rating sheets are provided in the guidelines.

Y = Yes

N = No

S = Secondary

PS = Post-secondary

U = Unlimited



## EVENTS-AT-A-GLANCE

Maximum minutes for orientation, prep, and warm-up	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges Questions (Min.)	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component
--	-----------------------------	---	-------------------------	------------------------	--------------------------------	---	---------------------------------------	-------------------------	---------------------	------------------	---	----------------------	--------------------------	------------------------------------

### Digital Communication & Design

(400) Fundamental Desktop Publishing	10	10	90		Y	Y	Y	Y	Y		5	S, PS	Y	
(405) Fundamentals of Web Design	10	10	90		Y	N	Y	Y			5	S, PS		Y
(410) Graphic Design Promotion	3		6	5	Y	N	N	N	Y	2	3	S, PS	Y	
(415) Digital Publishing	10	10	90		Y	Y	Y	Y	Y		5	S, PS	Y	
(420) Digital Media Production	3		10	5	Y	N	N	N	Y	Y	2	3	S, PS	Y
(425) Computer Modeling	3		10	5	Y	N	N	N		Y	2	3	S	
(430) Video Production Team	3		10	5	Y	N	N	N	Y	Y	2	2	S, PS	Y
(435) Website Design Team	3		10	5	Y	N	N	N	Y	Y	2	2	S, PS	Y
(440) Computer Animation Team	3		10	5	Y	N	N	N		Y	2	2	S	
(445) Broadcast News Production Team	3		10	5	Y	N	N	N		Y	2	2	S	
(490) Digital Communication & Design Concepts — Open Event-Pilot			60		Y	N	N	N			U	S, PS	Y	

### Management, Marketing & Communication

(500) Global Marketing Team	3		10	5	Y	N	N	N	Y	Y	2	2	S	
(505) Entrepreneurship	3		5-7	5	Y	N	N	N	Y	Y	2	3	S, PS	Y
(510) Small Business Management Team	8		30/10	10	Y	N	Y	N		Y	2	2	S, PS	
(515) Interview Skills			15	0	N	N	N	N			2	3	S, PS	Y
(520) Advanced Interview Skills			15	0	Y	N	N	N			2	3	S, PS	Y
(525) Extemporaneous Speech	10		2-4	0	Y	N	N	N			2	3	S	Y
(530) Contemporary Issues	10		3-5	0	Y	N	N	N			2	3	PS	
(535) Human Resource Management	20		3-5	3	Y	N	Y	N			2	3	S, PS	
(540) Ethics & Professionalism	20		5-7	3	Y	N	Y	N			2	3	PS	
(545) Prepared Speech	1		5-7	5	Y	N	Y	N			2	3	S, PS	Y
(550) Parliamentary Procedure Team	15		15	5	Y	N	Y	N			3	2	S	
(555) Presentation Management Individual	3		7-10	5	Y	N	N	N		Y	2	3	S, PS	
(560) Presentation Management Team	3		7-10	5	Y	N	N	N		Y	2	2	S, PS	Y
(590) Business Meeting Management Concepts — Open Event			60		Y	N	N	N			U	S, PS	Y	
(591) Management, Marketing & Human Resources Concepts — Open Event			60		Y	N	N	N			U	S, PS	Y	
(592) Parliamentary Procedure Concepts — Open Event			60		Y	N	N	N			U	S, PS	Y	
(593) Project Management Concepts — Open Event			60		Y	N	N	N			U	PS	Y	
(594) Digital Marketing Concepts — Open Event			60		Y	N	N	N			U	S, PS	Y	

\*Rating sheets are provided in the guidelines.

Y = Yes

N = No

S = Secondary

PS = Post-secondary

U = Unlimited