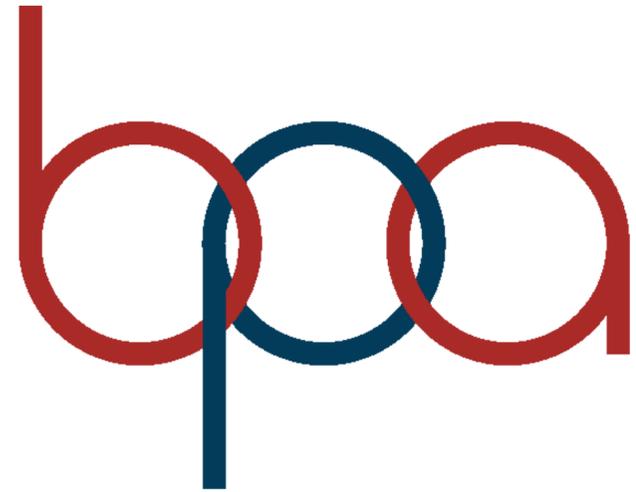




**BUSINESS
PROFESSIONALS
of AMERICA**

WSAP/Competitive Events Webinar

Thursday September 12, 2019



**Giving Purpose
to Potential**

Business Professionals of America Competitive Events / WSAP Overview

Patrick Schultz

Director of Technology Integration

Overview

- **Section 1: Overview of Presentation**
- **Section 2: Purposes of WSAP**
- **Section 3: General WSAP Guidelines**
- **Section 4: Publications**
- **Section 5: Assessment Areas and Contest Specific Updates**
- **Section 6: Classroom Educators Advisory Council**
- **Section 7: NLC Information / Deadlines**
- **Section 8: Contact Information**

Workplace Skills Assessment Program

The Workplace Skills Assessment Program provides students with the opportunity to demonstrate workplace skills learned through business, office technology, finance, and information technology curriculum.

Purpose

Students will:

- demonstrate occupational competencies
- develop and demonstrate knowledge, skills, and abilities
- develop and demonstrate leadership and human relations skills
- develop and demonstrate good competitive spirit
- receive recognition

New 2019-20 WSAP Guidelines

Secondary, Post-secondary, Middle Level

<http://www.bpa.org/compete/downloadcenter>

- Contains general information for all events
- Contains specific details for each event
- Guidelines are updated and published annually on September 1st

General Guidelines

Secondary, Post-secondary, Middle Level

- Traditional (Non-virtual) Events
 - Secondary / Associate students may compete in a total of two events. Only one of which may be a team event.
 - Post-secondary students may compete in a total of three events. Only one of which may be a team event.
 - Middle Level students may compete in a total of two events. Only one of which may be a team event.
 - Students may compete in an unlimited number of Open Events.
- Non-traditional (Virtual) Events
 - Middle Level, Secondary, Post-secondary
 - All Divisions compete together
 - Unlimited Entries per Chapter
 - No limit to event registration
 - Does not count towards Traditional Event count

Types of Competitive Events

Judged

- Individual / Team
- Written Research Papers or Business Plans
- Presentations

Non-Judged

- Individual / Team
- Objective Tests
- Hands-on Applications

General Guidelines

Secondary, Post-secondary, Middle Level

- ACT Standards are used to monitor calculators & all other electronic devices; cordless calculators may be used.
- ARMA Rules for Alphabetic Filing will be considered the authority for filing jobs.
- Robert's Rules of Order Newly Revised will be followed for parliamentary rules.
- The Dunbar's Manual of Parliamentary Procedure Test Questions will be used for testing parliamentary procedure knowledge.

Publications

Secondary / Post-secondary

- Administrator, Proctor, Graders Handbook
- BPA Cares / Torch Award Handbook
- Ethics & Professionalism Resources Manual
- Human Resources Manual
- Style & Reference Manual

Middle Level

- Style & Reference Manual
- Administrators, Proctors, Graders Handbook

Style & Reference Manual

Secondary, Post-secondary, Middle Level

- Composed of production and graphic standards used to maintain consistency throughout the WSAP Competitive Events.
- A standard style for documents is located within this manual.
- Updated and published annually; posted to the website.
- Contains Copyright Guidelines are found in this document.

What's New in 2019-2020

Secondary / Post-secondary

General Information

The section “*Use of Cellular Phones*” has been expanded to include “smart devices”. The revised statement is now:

Use of Cellular Phones / Smart Devices

The use of cellular phones and/or smart devices, including digital watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content in testing, preparation and presentation rooms is strictly prohibited. In the event that a contestant/team is utilizing a cellular phone as a mobile hotspot, the phone may be visible throughout the presentation and used to provide Internet, however, the phone's sole purpose can only be for Internet access or for displaying the contestant's work, no other use will be allowed.

What's New in 2019-2020 Secondary / Post-secondary

General Information

All events requiring Release Forms:

- Language on Release Form is changed to “All individuals included in a project must sign a Release Form for him/herself for this event, including the official competitor.”
- The statement that “Release Forms must be typed” has been removed from all rubrics, because the Release Form does not need to be typed.
- All Release Forms must be signed and scanned when submitted at the time of pre-submission to be considered for technical scoring points.

What's New in 2019-2020

Secondary / Post-secondary

General Information

- The WSAP Guidelines will be updated to include an Academic Integrity Policy, which includes matters regarding academic dishonesty and plagiarism. The policy will take effect during the 2019-2020 year. It will be posted and incorporated into the WSAP Guidelines once it is approved by the board of trustees.
- A summary page outlining recommended Precision Exams has been created. These certification exams are aligned to competitive event content, but NOT REQUIRED (not a part of the competitive event score) for any of the events.

What's New in 2019-2020 Secondary / Post-secondary

Updates to Competitive Events (with Aligned and Required Certification Exams)

- The required certification exam component will be scored on a pass (100 points) or fail (zero (0) points) basis.
- Each of the required certification exam components may count for up to, but cannot exceed, 25% of the total event points. The total score for each competitive event has been adjusted to ensure that the certification points (maximum 100 points) does not exceed 25%.
- The Certiport Consent Form is required and must be signed for all competitors, regardless of age, competing in a Certiport certification aligned competitive event.

What's New in 2019-2020

Secondary / Post-secondary

- Style & Reference Manual
 - The appropriate document example from the Style & Reference Manual will be included in the answer key for any judged event that requires students to follow a particular document format based upon the Style & Reference Manual.
 - Numbers one to ten should be spelled out. Use Arabic for 11 and higher. The exception is in medical reports. Arabic is to be used for all ages, dosages and frequencies, lab values, etc. as indicated in AHDI guidelines.
 - The **Graphic Standards** have been updated to match the current Graphic and Brand Guidelines.
- Human Resources Manual
 - The manual has been dedicated to Bob Roeder in respect of his long-term dedication and influence regarding the Human Resources Manual.

WSAP Event Clusters



Finances and Accounting (100's)

- (100) Fundamental Accounting (S)
- (105) College Accounting (PS)
- (110) Advanced Accounting (S)
- (115) Advanced College Accounting (PS)
- (125) Payroll Accounting (S)
- (130) College Payroll Accounting (PS)
- (135) Managerial Accounting (PS)
- (140) Federal Income Tax Accounting (PS)
- (145) Banking & Finance (S | PS)
- (150) Financial Analyst Team (S | PS)
- (155) Economic Research Individual (S)
- (160) Economic Research Team (S)
- (165) Personal Financial Management (S | PS)
- (190) Financial Math & Analysis Concepts – Open (S | PS)

What's New in 2019-2020

Finance (100's)

- (100) Fundamental Accounting (S) – new Eligibility statement:
“Contestant may *not* enter Fundamental Accounting and Advanced Accounting in the same year. This event may *not* be repeated.”
 - Removed “Limited to secondary student members enrolled in the first year of accounting or who have completed the first-year and are not enrolled in second-year accounting.”

Business Administration (200's)

- | | | | |
|-------|---|-------|---|
| (200) | Fundamental Word Processing (S PS) | (240) | Database Applications (S PS) |
| (205) | Intermediate Word Processing (S PS) | (245) | Legal Office Procedures (S PS) |
| (210) | Advanced Word Processing (S PS) | (250) | Medical Office Procedures (S PS) |
| (215) | Integrated Office Applications (S PS) | (255) | Administrative Support Team (S PS) |
| (220) | Basic Office Systems & Procedures (S PS) | (260) | Administrative Support Research Project (S) |
| (225) | Advanced Office Systems & Procedures (S PS) | (265) | Business Law & Ethics (S PS) |
| (230) | Fundamental Spreadsheet Applications (S PS) | (270) | ICD-10 Diagnostic Coding (S PS) |
| (235) | Advanced Spreadsheet Applications (S PS) | (290) | Administrative Support Concepts – Open (S PS) |

What's New in 2019-2020

Business Administration (200's)

- (270) ICD-10 Diagnostic Coding (S | PS) has been adopted as a full event.

Management Information Systems (300's)

- | | | | |
|-------|---|-------|--|
| (300) | Computer Network Technology (S PS) | (335) | C++ Programming (S PS) |
| (305) | PC Servicing & Troubleshooting (S PS) | (340) | Java Programming (S PS) |
| (310) | Server Administration Using Microsoft® (S PS) | (345) | SQL Database Fundamentals (S PS) |
| (315) | Network Administration Using Cisco® (S PS) | (350) | Linux Operating System Fundamentals – Pilot (S PS) |
| (320) | Computer Security (S PS) | (390) | Computer Programming Concepts – Open (S PS) |
| (325) | Network Design Team (S PS) | (391) | Information Technology Concepts – Open (S PS) |
| (330) | Visual Basic/C# Programming (S PS) | | |



WORKPLACE SKILLS
ASSESSMENT PROGRAM

What's New in 2019-2020

Management Information Systems (300's)

- New Pilot Event Created – (350) Linux Operating System Fundamentals-Pilot (S | PS)
- (310) Network Administration Using Microsoft has been renamed to (310) Server Administration Using Microsoft.
- (315) System Administration Using Cisco has been renamed to (315) Network Administration Using Cisco.
- (335) C++ Programming, (340) Java Programming, (345) C#/Visual Basic Programming
 - The following statement has been added regarding source code resources: “Only pre-written source code that is hard copied (non-electronic) is allowed.”

Digital Communication and Design (400's)

- | | | | |
|-------|---|-------|---|
| (400) | Fundamental Desktop Publishing (S PS) | (430) | Video Production Team (S PS) |
| (405) | Fundamentals of Web Design (S PS) | (435) | Website Design Team (S PS) |
| (410) | Graphic Design Promotion (S PS) | (440) | Computer Animation Team (S) |
| (415) | Digital Publishing (S PS) | (445) | Broadcast News Production Team (S) |
| (420) | Digital Media Production (S PS) | (490) | Digital Communication & Design Concepts – Open (S PS) |
| (425) | Computer Modeling (S) | | |

What's New in 2019-2020

Digital Communication and Design (400's)

- (405) Fundamentals of Web Design (S | PS) – Microsoft MTA 98-383 Introduction to Programming Using HTML and CSS is now the required certification exam.
- (410) Graphic Design Promotion (S | PS) – The works cited page has been added to the rubric for specification points.
- (435) Website Design Team (S | PS) – Works cited must be included and formatted according to the Style & Reference Manual specifications.
- (445) Broadcast News Production Team (S) – National Center will provide content in the form of graphics, b-roll, and lower third images to use during the NLC finals round of competition.

What's New in 2019-2020

Digital Communication and Design (400's)

- (490) Digital Communication & Design Concepts – Open (S | PS) has been adopted as a full event.
- Multiple rubrics have been updated to include additional evaluation items. Please review the rubrics for the following contests:
 - Graphic Design Promotion
 - Broadcast News Team
 - Video Production Team
 - Computer Modeling
 - Website Design Team
 - Computer Animation Team

Management, Marketing and Communication (500's)

- (500) Global Marketing Team (S)
- (505) Entrepreneurship (S | PS)
- (510) Small Business Management Team (S | PS)
- (515) Interview Skills (S | PS)
- (520) Advanced Interview Skills (S | PS)
- (525) Extemporaneous Speech (S)
- (530) Contemporary Issues (PS)
- (535) Human Resource Management (S | PS)
- (540) Ethics & Professionalism (PS)
- (545) Prepared Speech (S | PS)
- (550) Parliamentary Procedure Team (S)
- (555) Presentation Management Individual (S | PS)
- (560) Presentation Management Team (S | PS)
- (590) Business Meeting Management Concepts – Open (S | PS)
- (591) Management, Marketing and Human Resources Concepts – Open (S | PS)
- (592) Parliamentary Procedure Concepts – Open (S | PS)
- (593) Project Management Concepts – Open (S | PS)
- (594) Digital Marketing Concepts – Open (S | PS)

What's New in 2019-2020

Management, Marketing, and Communications (500's)

- (515) Interview Skills (S | PS)
 - In the technical scoring rubric, the statement “but should be business letter format” has been removed.
 - The statement “Does *not* need to follow the Style & Reference Manual” has been added to the Resume section of the Technical Scoring Rubric.
- (520) Advanced Interview Skills (S | PS)
 - In the technical scoring rubric, the statement “but should be business letter format” has been removed.
 - The statement “Does *not* need to follow the Style & Reference Manual” has been added to the Resume section of the Technical Scoring Rubric.

What's New in 2019-2020

Management, Marketing, and Communications (500's)

- (550) Parliamentary Procedure Team will no longer use the (592) Parliamentary Procedure Concepts – Open objective exam as part of the contest. A new assessment (50 objective questions for each level), unique to the Parliamentary Procedure Team event has been created to replace it.
- (594) Digital Marketing Concepts – Open (S | PS) has been adopted as a full event.

Middle Level (900's)

(900) Financial Literacy (ML)

(915) Administrative Support Team (ML)

(920) Digital Citizenship- Pilot (ML)

(925) Keyboarding Production (ML)

(930) Spreadsheet Applications (ML)

(940) Digital Game Design Team (ML)

(945) Graphic Design Promotion (ML)

(950) Introduction to Video Production (ML)

(955) Website Design Team (ML)

(970) Entrepreneurship Exploration (ML)

(975) Extemporaneous Speech (ML)

(980) Prepared Speech (ML)

(985) Presentation Management Team (ML)

(995) Business Communication Skills Concepts – Open (ML)

(996) Business Fundamentals Concepts – Open (ML)

(997) Business Math Concepts – Open (ML)

(998) Computer Literacy Concepts – Open (ML)

What's New in 2019-2020

Middle Level

- New Pilot Event Created - (920) Digital Citizenship-Pilot (ML)

What's New in 2019-2020

Middle Level

In order to categorize the Middle Level events and add room for new events in the future, the Middle Level event numbers have been reconfigured to the following:

- | | |
|---|--|
| (900) Financial Literacy (ML) | (970) Entrepreneurship Exploration (ML) |
| (915) Administrative Support Team (ML) | (975) Extemporaneous Speech (ML) |
| (920) Digital Citizenship-Pilot (ML) | (980) Prepared Speech (ML) |
| (925) Keyboarding Production (ML) | (985) Presentation Management Team (ML) |
| (930) Spreadsheet Applications (ML) | (995) Business Communication Skills Concepts – Open (ML) |
| (940) Digital Game Design Team (ML) | (996) Business Fundamentals Concepts – Open (ML) |
| (945) Graphic Design Promotion (ML) | (997) Business Math Concepts – Open (ML) |
| (950) Introduction to Video Production (ML) | (998) Computer Literacy Concepts – Open (ML) |
| (955) Website Design Team (ML) | |

Virtual Events (V)

Open to all Divisions (ML, S, PS)

- (V01) Virtual Multimedia & Promotion – Individual
 - (V02) Virtual Multimedia & Promotion – Team
 - (V03) Software Engineering Team
 - (V04) Web Application Team
 - (V05) Mobile Applications
 - (V06) Promotional Photography
 - (V07) Virtual Cybersecurity/Digital Forensics
 - (V08) Start-up Enterprise Team
 - (V09) Financial Portfolio Management Team (Pilot)
- Top 10 Invited to National Leadership Conference
 - Designed for members who may or may not attend the National Leadership Conference
 - Online Project Submission for Technical Scoring and Online Presentations to Judges from Business and Industry

What's New in 2019-2020

Virtual Events (ML | S | PS)

- All Virtual Events have new deadlines:
 - Registration Deadline: November 1, 2019 (11:59 PM EST)
 - Final Project Submission Deadline: January 15, 2020 (11:59 PM EST)
 - Virtual Events Finalists (Top 10) Announcement Deadline: March 1, 2020
- (V03) Software Engineering Team (ML | S | PS)
 - The Swift programming language has been added to the list of acceptable languages.
 - The following statement was also added: “Please contact the National Director of Education if you require any additional language approvals.”

What's New in 2019-2020

Virtual Events (ML | S | PS)

- (V07) Cybersecurity/Digital Forensics has been adopted as a full event.
- New Pilot Event
 - (V09) Financial Portfolio Management Team-Pilot (ML | S | PS)
- The National Leadership Conference “National Showcase” has been dedicated to Judith B. McKinstry in respect of her vision, passion, and dedication to the creation of the National BPA Virtual Events.

WSAP Certiport Industry Certification Alignment

(Required at NLC)

BPA Competitive Event Name	Industry Certification
Advanced Spreadsheet Applications	MOS Excel Exam 2016
Advanced Word Processing	MOS Word Exam 2016
Computer Network Technology	MTA Networking Fundamentals
Computer Security	MTA Security Fundamentals
Database Applications	MOS Access 2016
Fundamentals of Web Design	MTA Introduction to Programming Using HTML and CSS
Integrated Office Applications	MOS PowerPoint 2016
Server Administration Using Microsoft®	MTA Networking Fundamentals
PC Servicing & Troubleshooting	MTA Windows OS Fundamentals
Visual Basic/C# Programming	MTA Software Development Fundamentals – VB OR MTA Software Development Fundamentals C#

WSAP Precision Exam Certification Alignment

(Suggested at NLC)

BPA Competitive Event Name	Industry Certification
Fundamental Accounting	PE Accounting I
College Accounting	PE Accounting I
Payroll Accounting	PE Accounting II
College Payroll Accounting	PE Accounting II
Banking & Finance	PE Banking and Finance
Economic Research Individual	PE Economics
Personal Finance Management	PE Mathematics and Personal Finance
Computer Modeling	PE 3D Graphics
Computer Animation Team	PE 3D Animation
Digital Media Production	PE Digital Media IA
Video Production Team	PE Video Production I

Classroom Educators Advisory Council

Representatives from each division from State Association

Responsibilities

- Update and revise Guidelines and Manuals
- Review and audit Competitive Events
- Research emerging business practices
- Make recommendations and deletions
- Help determine course of action
- Provide preparation assistance to advisors and members
- Operate as a partner to the Director of Education
- Provide assistance during the National Leadership Conference
- Lead orientations at the National Leadership Conference

NLC Software List

Secondary/Post-secondary

Event	Software Packages
Administrative Support Team	MS Office 2016
Advanced Office Systems & Procedures	MS Office 2016
Advanced Spreadsheet Applications	MS Excel 2016
Advanced Word Processing	MS Office 2016
Basic Office Systems & Procedures	MS Office 2016
Database Applications	MS Access 2016
Digital Publishing	Adobe InDesign® CC 2017, Adobe Illustrator® CC 2017, Adobe Photoshop® CC 2017
Fundamental Desktop Publishing	MS Office 2016, MS Publisher 2016, Adobe InDesign® CC 2017, Adobe Photoshop® CC 2017
Fundamental Spreadsheet Applications	MS Excel 2016
Fundamental Word Processing	MS Office 2016
Fundamentals of Web Design	Notepad
Integrated Office Applications	MS Office 2016
Intermediate Word Processing	MS Office 2016
Legal Office Procedures	MS Office 2016
Medical Office Procedures	MS Office 2016

NLC Certifications

Secondary / Post-secondary

Provided at the national level competition. Successfully passing the certification testing will add 100 points to the final score for each of the competitive events listed below.

BPA Competitive Event Name	Industry Certification Offered by Certiport
Advanced Spreadsheet Applications	MOS Excel Exam 2016
Advanced Word Processing	MOS Word Exam 2016
*Computer Network Technology	MTA Networking Fundamentals
*Computer Security	MTA Security Fundamentals
Database Applications	MOS Access 2016
*Fundamentals of Web Design	MTA HTML5 Application Developer Fundamentals
Integrated Office Applications	MOS PowerPoint 2016
*Server Administration Using Microsoft®	MTA Networking Fundamentals
*PC Servicing and Troubleshooting	MTA Windows OS Fundamentals
*Visual Basic/C# Programming	MTA Software Development Fundamentals – VB Exam OR MTA Software Development Fundamentals C# Exam

Certiport Parental Consent Form

All Competitors

- All members must complete the consent form
- Without form, score will not be released to BPA
- Posted electronically in the Download Center
- National Center *must* receive by May 1, 2020

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Parent / Legal Guardian Consent Form

I am the parent/legal guardian of _____ (please print)
(the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

- 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com, including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA 2019 National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

NAME OF PARENT/LEGAL GUARDIAN

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE



NLC Software List

Middle Level

PCs with Microsoft® Windows format will be used for all events.

Event	Software Packages
Keyboarding Production	MS Word 2016
Spreadsheet Applications	MS Excel 2016
Administrative Support Team	MS Word 2016, MS Excel 2016, MS PowerPoint 2016, MS Access 2016, & MS Publisher 2016

NLC Deadlines

April 1st, 2020

Secondary / Post-secondary

<http://www.bpa.org/submit>

- (155) Economic Research Individual (S)
- (160) Economic Research Team (S)
- (260) Administrative Support Research Project (S)
- (325) Network Design Team (S | PS)
- (410) Graphic Design Promotion (S | PS)
- (420) Digital Media Production (S | PS)
- (425) Computer Modeling (S)
- (430) Video Production Team (S | PS)
- (435) Website Design Team (S | PS)
- (440) Computer Animation Team (S)
- (445) Broadcast News Production Team (S)
- (505) Entrepreneurship (S | PS)
- (500) Global Marketing Team (S)
- (515) Interview Skills(S | PS)
- (520) Advanced Interview Skills(S | PS)

NLC Deadlines

April 1st, 2020

Middle Level

<http://www.bpa.org/submit>

- (940) Digital Game Design Team (ML)
- (945) Graphic Design Promotion (ML)
- (950) Introduction to Video Production Team (ML)
- (955) Website Design Team (ML)
- (970) Entrepreneurship Exploration (ML)

Points of Contact



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**BUSINESS
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THANK YOU!