

# ADMINISTRATIVE SUPPORT EVENTS

(20) Keyboarding Production.....	51
(21) Fundamental Word Processing Skills.....	52
(22) Advanced Word Processing Skills .....	53
(23) Integrated Office Applications .....	54
(24) Desktop Publishing .....	55
(25) Basic Office Systems & Procedures.....	56
(26) Advanced Office Systems & Procedures .....	57
(27) Legal Office Procedures .....	58
(28) Medical Office Procedures.....	59
(29) Database Applications .....	60
(30) Administrative Support Team.....	61
(31) Administrative Support Research Project—Ind. (S)..... Judged.....	62
(32) Medical Transcription (PS).....	69
(33) Administrative Support Concepts—Open Event.....	70

# Keyboarding Production (20)

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## Description

Evaluate entry-level skills in keyboarding and document production.

## Eligibility

**Secondary** students who have completed one year (or less) of keyboarding and/or word processing and are not enrolled in the second year.

**Post-Secondary** students who have completed one semester (or less) of keyboarding and/or word processing and are not enrolled in the second semester.

This event may not be repeated or entered by a student who has previously competed in Keyboarding Production, Fundamental Word Processing Skills or Advanced Word Processing Skills. Students may compete in only one of the following events each year: Keyboarding Production, Fundamental Word Processing Skills, or Advanced Word Processing Skills.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials</p>	<p><b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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## Competencies:

- Apply beginning-level keyboarding and document formatting skills to produce business documents
- Demonstrate basic knowledge of word processing software functions
- Format and key 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)
- Key and format addresses (labels)
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, reference manual, dictionary)

## Equipment/supplies provided:

- Microcomputer, printer, and paper
- Software as designated for this event

## Method of evaluation:

- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 60 minutes actual testing time
- No more than ten (10) minutes wrap-up

## Entries:

- Each state is allowed five (5) entries.

# Fundamental Word Processing Skills (21)

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## Description

Evaluate fundamental skills in word processing and document production.

## Eligibility

This event may not be repeated or entered by a student who has previously competed in Advanced Word Processing Skills. Students may compete in only one of the following events each year: Keyboarding Production, Fundamental Word Processing Skills, or Advanced Word Processing Skills.

<b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials	<b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b>
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## Competencies:

- Apply intermediate-level keyboarding and word processing skills to produce business documents
- Demonstrate basic knowledge of word processing software functions, including formatting and keying text in columns
- Create and format tables; format and key letters, memos, news releases, agendas, and reports
- Insert graphics and special characters in documents
- Students will correct their own work
- 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:

- Microcomputer, printer, and paper
- Software as designated for this event

## Method of evaluation:

- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 60 minutes actual testing time
- No more than ten (10) minutes wrap-up

## Entries:

- Each state is allowed five (5) entries.

# Advanced Word Processing Skills (22)

## Description

Evaluate advanced level skills in word processing and document production.

## Eligibility

Students may compete in only one of the following events each year: Keyboarding Production, Fundamental Word Processing Skills, or Advanced Word Processing Skills. This event may be repeated.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials</p>	<p><b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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## Competencies:

- Apply advanced level keyboarding and word processing skills to produce business documents
- Demonstrate comprehensive knowledge of word processing software functions
- Format and key letters, memos, reports, agendas, itineraries, labels, minutes, news releases, outlines, speeches, table of contents and works cited documents.
- Students will correct their own work
- 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 key 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)

## Equipment/supplies provided:

- Microcomputer, printer, and paper
- Software as designated for this event

## Method of evaluation:

- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 90 minutes actual testing time
- No more than ten (10) minutes wrap-up

## Entries:

- Each state is allowed five (5) entries.

# Integrated Office Applications (23)

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## Description

Evaluate advanced level skills in information technologies and the integration of software applications.

## Eligibility

Any student may enter this event.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials</p>	<p><b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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## Competencies:

- Demonstrate knowledge of advanced word processing software functions
- Demonstrate proficiency in the integration of various software applications
- 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
- Merge word processing, presentation, database, and/or spreadsheet files to produce business documents

## Equipment/supplies provided:

- Microcomputer, printer, and paper
- Software as designated for this event

## Method of evaluation:

- Objective
- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 90 minutes actual testing time
- No more than ten (10) minutes wrap-up

## Entries:

- Each state is allowed five (5) entries.

# Desktop Publishing (24)

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## Description

Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.

## Eligibility

Any student may enter this event.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials Students may bring a Macintosh computer, if desired. Those students using Macintosh computers must also bring a portable black and white printer, software, and paper (must bring all or none). Carry-in and set-up of equipment must be done solely by the student and must take place within the time allowed for orientation/warm-up. Only black and white printing is to be used; the use of color print will result in disqualification.</p>	<p><b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b> <b>Documents must be printed in black and white only.</b></p>
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## Competencies:

- Demonstrate proficiency in using desktop publishing software to create a variety of business publications
- Apply principles of design and rules for proper layout in developing business publications
- Create and edit documents using desktop publishing applications
- Use principles of design, layout, and typography in presentation of text
- Create multipage and multicolumn documents
- Create a desktop publication that includes graphics in the form of illustrations, clipart, boxes, shading, and lines
- Generate a variety of documents including flyers, bulletins, proposals, business cards, brochures, presentation handouts, etc.

***Please note: students may use software templates, but creativity points may be reduced.***

## Equipment/supplies provided:

- Microcomputer, printer, and paper
- Software as designated for this event
- Disk with graphics

## Method of evaluation:

- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 90 minutes actual testing time
- No more than ten (10) minutes wrap-up

## Entries:

- Each state is allowed five (5) entries.

# Basic Office Systems & Procedures (25)

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## Description

Evaluate fundamental skills in office procedures, records and file management, and document production.

## Eligibility

A student who has previously competed in Advanced Office Systems & Procedures may not enter this event. Students may not compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. This event may not be repeated.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials</p>	<p><b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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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
- Proofreading using edited copy
- Prepare written telephone messages
- 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:

- Microcomputer, printer, and paper
- Software as designated for this event

## Method of evaluation:

- Objective
- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 90 minutes actual testing time
- No more than ten (10) minutes wrap-up

## Entries:

- Each state is allowed five (5) entries.

# Advanced Office Systems & Procedures (26)

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## Description

Evaluate advanced skills in office procedures, records and file management, and document production.

## Eligibility

Students may not compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. Students may not compete in Basic Office Systems & Procedures after competing in the Advanced Office Systems & Procedures event. This event may be repeated.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials</p>	<p><b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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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
- Compose business correspondence
- Key documents with mail merge
- Proofread using edited copy
- Create and format tables
- Create and edit a database
- Create and edit slides using presentation software
- Schedule administrative support staff and organize workload distribution
- Prepare travel expense reports and coordinate travel for supervisors
- Plan meetings and events

## Equipment/supplies provided:

- Microcomputer, printer, and paper
- Software as designated for this event

## Method of evaluation:

- Objective
- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 90 minutes actual testing time
- No more than ten (10) minutes wrap-up

## Entries:

- Each state is allowed five (5) entries.

# Legal Office Procedures (27)

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## Description

Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.

## Eligibility

Any student may enter this event.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials</p>	<p><b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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## Competencies:

- Knowledge of the basic terminology and office procedures needed to work effectively in a law office
- Apply technical skills to produce a variety of office documents
- Demonstrate proficiency in information processing using manual and computerized systems
- 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 pleadings (pleadings may include Service of Process, Complaints, Counterclaims, Divorce Decrees, Final Judgments, etc.)
- Prepare litigation and non-litigation documents
- 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:

- Microcomputer, printer, and paper
- Software as designated for this event

## Method of evaluation:

- Objective
- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 60 minutes actual testing time
- No more than ten (10) minutes wrap-up

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

# Medical Office Procedures (28)

## Description

Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office.

## Eligibility

Any student may enter this event.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials</p>	<p><b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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## Competencies:

- Apply technical skills to produce a variety of medical office documents
- Demonstrate knowledge of the basic terminology and office procedures needed to function effectively in a medical office
- Apply appropriate use of S.O.A.P. and HPIP
- Provide customer support and service
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems(alphabetical, subject, numerical, and chronological) using ARMA rules
- Demonstrate understanding of medical terminology
- Prepare telephone messages and
- Proofread using edited copy
- Medical ethics and etiquette
- Prepare and process medical records; process payments
- Use correct format in preparing a variety of medical reports
- Maintain patient account records and prepare billing statements
- Work with insurance companies to process patient accounts
- Place information in correct S.O.A.P. and HPIP format

## Equipment/supplies provided:

- Microcomputer, printer, and paper
- Software as designated for this event

## Method of evaluation:

- Objective
- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 60 minutes actual testing time
- No more than ten (10) minutes wrap-up

## Entries:

- Each state is allowed five (5) entries.

# Database Applications (29)

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## Description

Demonstrate database development skills to include: object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios.

## Eligibility

Any student may enter this event.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials.</p>	<p><b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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## Competencies:

- Demonstrate knowledge of general computer concepts
- Apply relational database concepts (joining tables for report information)
- Demonstrate knowledge and understanding of database management
- Use database management software
- Create and format databases including defining fields
- Demonstrate text and data manipulation
- Design a form for data entry
- 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 on the report)
- Analyze data in reports

## Equipment/supplies provided:

- Microcomputer, printer, and paper
- Software as designated for this event

## Method of evaluation:

- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 90 minutes actual testing time
- No more than ten (10) minutes wrap-up

## Entries:

- Each state is allowed five (5) entries.

# Administrative Support Team (30) *Dedicated to the memory of Deborah Paul*

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## Description

The team will function as an office staff to produce a variety of business documents.

## Eligibility

Any student may enter this team event. A team will consist of 2-4 members.

<p><b>Team must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See page 7. <b><u>Contestants who violate this rule will be disqualified.</u></b> Published and/or unpublished written reference materials <b><u>Props and/or electronic presentations are not allowed.</u></b></p>	<p><b>Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.</b> <b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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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
- Key and compose business correspondence
- Use database management software
- Use spreadsheet software
- Use presentation software
- 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:

- Microcomputers (one per team member), printer, and paper
- Software as designated for this event
- USB drive (one per team, which must be submitted with test materials at conclusion of testing)

## Method of evaluation:

- Application

## Length of event:

- No more than ten (10) minutes orientation
- No more than 90 minutes actual testing time
- No more than ten (10) minutes wrap-up

## Entries:

- Each state is allowed two (2) entries.

# Administrative Support Research Project–Individual (S) (31)

## Description

One administrative support topic is selected by National Business Professionals of America and provided at the beginning of the school year. Students 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 student may enter this event. Each contestant may submit only one (1) research paper. Students participating in National Level Competition must be registered for the event prior to submission deadline for technical judging.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Notes or note cards for oral presentation (optional) One envelope containing the materials required for presentation, as listed in the specifications <b><u>Props and/or electronic presentations are not allowed.</u></b></p>	<p><b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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## Competencies:

- Demonstrate knowledge and understanding of basic administrative support concepts in exploring and analyzing related issues
- 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
- Conduct research using various resources and methods
- 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:

- The completed research paper **only** (as a pdf file) must be submitted to the National Center by e-mail at **adminsupport@bpa.org** no later than 11:59 pm Eastern Time on April 1, 2010. The subject line of the message **must** be "Admin. Res. Proj. Ind- *contestant number*." The use of e-mail delivery receipt is encouraged, as **confirmation of receipt cannot be provided by the National Center. No fax or mailed copies will be accepted. No exceptions can be made for missed deadlines due to misspelled e-mail address.**
- **Contestants must be registered for National-level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants, those missing contestant number 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*.
- Use your contestant number as the sender's name
- The research paper and entry form must be typed/word-processed.
- Length of document is limited to five (5) double-spaced, single-sided, numbered pages with one-inch margins. The works cited is not included in the five pages.
- No additional charts, tables, graphics, etc. will be accepted.
- Each research paper must reflect the contestant's own research, writing, and original thinking.

- Each paper must include a word-processed works cited page.
- Two (2) copies of the completed research paper and (2) copies of the entry form must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Oral presentations will be limited to five (5) minutes for presenting conclusions to the panel of judges and ten (10) minutes to answer questions from the judges. Notes or note cards may be used.

### **Topic**

Different cultures are a major formula in the dynamics of the modern office. It is no secret that we have become a global economy and we need to embrace different cultures as our business base expands to other countries. What are some of the advantages and disadvantages of these different cultures in our workplace? Is this changing the way we do business?

Research and discuss the advantages, disadvantages and include examples of your findings.

**Contestants who do not submit an entry that follows this topic will be disqualified.**

### **Method of evaluation:**

- Application (judges' rating sheets)
- Panel of judges reviews each research paper, oral presentation, and response to questions

### **Length of event:**

- No more than five (5) minutes oral presentation
- No more than ten (10) minutes judges' questions
- Finals may be included at State and National Levels

**Entries:** Each state is allowed three (3) entries.

### **Please note:**

**Those students who wish to receive judges' comments must submit a self-addressed, stamped envelope to the administrator at the time of competition.**

# Administrative Support Research Project–Individual (31) Entry Form

Please key all information requested below. **Handwritten and incomplete forms will not be accepted.**

Please note:

The Contestant Number is the same as the Member Number in the BPA On-line Registration System.

Name \_\_\_\_\_ Level \_\_\_\_\_

Contestant Number \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

School Phone \_\_\_\_\_

School Fax \_\_\_\_\_

Advisor Name \_\_\_\_\_

E-mail \_\_\_\_\_

## Student Verification

I, the undersigned, attest that the research for this project was conducted solely by me, and that the work resulting from my efforts is original.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Advisor Verification

I have read the research paper and verify that it reflects the above-named student's original work.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Administrative Support Research Project–Individual (31) Technical Judges’ Scoring Rubric/Rating Sheet

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

Contestant Number \_\_\_\_\_

Items to Evaluate <b>RESEARCH PAPER</b>	<b>Below Average 1-5 points</b>	<b>Average 6-10 points</b>	<b>Good 11 – 15 points</b>	<b>Excellent 16-20 points</b>	<b>Points Earned</b>
<b>Comprehension</b>	<ul style="list-style-type: none"> <li>• Topic not identified</li> <li>• Not focused</li> <li>• Random thoughts</li> <li>• Difficult to read</li> <li>• Desperate for ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Topic not clear</li> <li>• Searching for ideas</li> <li>• No clear purpose</li> <li>• Hard to picture</li> </ul>	<ul style="list-style-type: none"> <li>• Clear message</li> <li>• General</li> <li>• Functional</li> <li>• Difficult to focus</li> <li>• Shows some purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Ideas well-organized</li> <li>• Demonstrates understanding of subject matter</li> <li>• Easy to read</li> <li>• All important points covered</li> <li>• Free of content errors</li> <li>• Awareness of issue</li> <li>• Grasps overall issue</li> </ul>	
<b>Organization</b>	<ul style="list-style-type: none"> <li>• No logic</li> <li>• No continuity</li> <li>• Gaps of information</li> </ul>	<ul style="list-style-type: none"> <li>• Somewhat logical</li> <li>• Difficult to understand</li> <li>• Irregular pacing</li> </ul>	<ul style="list-style-type: none"> <li>• Mostly logical</li> <li>• Some structure</li> <li>• Some critical connections</li> </ul>	<ul style="list-style-type: none"> <li>• Argument follows logical progression</li> <li>• Easily understood</li> <li>• Orderly presentation</li> <li>• Structured to keep reader interested</li> </ul>	
<b>Conclusions</b>	<ul style="list-style-type: none"> <li>• No argument</li> <li>• Passive</li> <li>• Struggling</li> </ul>	<ul style="list-style-type: none"> <li>• Too broad</li> <li>• Lacking detail</li> <li>• Meaning obscured</li> </ul>	<ul style="list-style-type: none"> <li>• Vague argument</li> <li>• Weak evidence</li> <li>• Lacking in purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Logical argument</li> <li>• Evidence to support</li> <li>• Convincing</li> <li>• Factual findings/ discoveries</li> <li>• Compelling summary</li> </ul>	
<b>Creativity</b>	<ul style="list-style-type: none"> <li>• Inadequate resources</li> <li>• Bland</li> <li>• Rote response</li> <li>• Colorless</li> </ul>	<ul style="list-style-type: none"> <li>• Lacking in resources</li> <li>• General</li> <li>• Acceptable</li> </ul>	<ul style="list-style-type: none"> <li>• Weak resources</li> <li>• Shows some passion</li> <li>• Some originality</li> <li>• Obvious images</li> </ul>	<ul style="list-style-type: none"> <li>• Diverse resources, including interviews</li> <li>• Creative angle on the issue</li> <li>• Originality</li> <li>• Proficiency</li> <li>• Inventiveness</li> </ul>	
<b>Writing</b>	<ul style="list-style-type: none"> <li>• Need for editing</li> <li>• Misuse of words</li> <li>• Imprecise</li> </ul>	<ul style="list-style-type: none"> <li>• Limited correctness</li> <li>• Stumbling</li> <li>• Disjointed</li> </ul>	<ul style="list-style-type: none"> <li>• Readable</li> <li>• Questionable meaning</li> <li>• Functional</li> </ul>	<ul style="list-style-type: none"> <li>• Correct grammar, spelling, punctuation</li> <li>• Concise language</li> <li>• Sentence structure/ patterns</li> <li>• Expressiveness</li> </ul>	
			<b>TOTAL RESEARCH POINTS (100)</b>		

**Total Research  
Paper Points (100)** \_\_\_\_\_

# Administrative Support Research Project – Individual (31) Preliminary Presentation Judges’ Scoring Rubric/Rating Sheet

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

Contestant Number \_\_\_\_\_

Item to Evaluate Presentation	Below Average 1-5 points	Average 6-10 points	Good 11-15 points	Excellent 16-20 points	Points Earned
<b>ORAL PRESENTATION/ INTERVIEW</b>	<ul style="list-style-type: none"> <li>• Ideas not focused</li> <li>• Undeveloped introduction</li> <li>• Transitions needed</li> <li>• Limited conclusion</li> <li>• Ineffective language choice</li> <li>• Ideas difficult to follow</li> </ul>	<ul style="list-style-type: none"> <li>• Lacks organization</li> <li>• Introduction irrelevant</li> <li>• Choppy transitions</li> <li>• Abrupt conclusion</li> <li>• Dull language choice</li> <li>• Random ideas expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Main idea evident</li> <li>• Introduction not well developed</li> <li>• Awkward transitions</li> <li>• Conclusion needs development</li> <li>• Language choice limited</li> <li>• Clear ideas expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Ideas clearly organized</li> <li>• Introduction gets attention</li> <li>• Smooth transitions</li> <li>• Satisfying conclusion</li> <li>• Language vivid and precise</li> <li>• Convincing</li> </ul>	
<b>JUDGES QUESTIONS</b>	<ul style="list-style-type: none"> <li>• Ideas difficult to follow</li> </ul>	<ul style="list-style-type: none"> <li>• Random ideas expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Clear ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Convincing</li> </ul>	
<b>TOTAL PRESENTATION POINTS (40)</b>					

<b>SPECIFICATION POINTS:</b> All points or none are awarded by the proctor per contestant, not per judge.		
• Word-processed research paper according to <i>Style and Reference Manual</i>	15	
• Word-processed works cited page	10	
• Presentation lasted no more than five (5) minutes	5	
• Two (2) copies of documents submitted at time of presentation	5	
<b>TOTAL PRESENTATION SPECIFICATION POINTS (35)</b>		

**TECHNICAL SCORE TOTALS:**

(100 points maximum) \_\_\_\_\_

**PRELIMINARY PRESENTATION TOTALS:**

**Judge 1** (40 points maximum) \_\_\_\_\_

**Judge 2** (40 points maximum) \_\_\_\_\_

**PRESENTATION TOTALS  
DIVIDED BY NUMBER OF JUDGES** \_\_\_\_\_

**PRESENTATION SPECIFICATION  
POINTS**  
(35 points maximum) \_\_\_\_\_

**TOTAL (175 points maximum)** \_\_\_\_\_

**RANK** \_\_\_\_\_

# Administrative Support Research Project – Individual (31) Final Presentation Judges’ Scoring Rubric/Rating Sheet

Item to Evaluate Presentation	Below Average 1-5 points	Average 6-10 points	Good 11-15 points	Excellent 16-20 points	Points Earned
<b>ORAL PRESENTATION/ INTERVIEW</b>	<ul style="list-style-type: none"> <li>• Ideas not focused</li> <li>• Undeveloped introduction</li> <li>• Transitions needed</li> <li>• Limited conclusion</li> <li>• Ineffective language choice</li> <li>• Ideas difficult to follow</li> </ul>	<ul style="list-style-type: none"> <li>• Lacks organization</li> <li>• Introduction irrelevant</li> <li>• Choppy transitions</li> <li>• Abrupt conclusion</li> <li>• Dull language choice</li> <li>• Random ideas expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Main idea evident</li> <li>• Introduction not well developed</li> <li>• Awkward transitions</li> <li>• Conclusion needs development</li> <li>• Language choice limited</li> <li>• Clear ideas expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Ideas clearly organized</li> <li>• Introduction gets attention</li> <li>• Smooth transitions</li> <li>• Satisfying conclusion</li> <li>• Language vivid and precise</li> <li>• Convincing</li> </ul>	
<b>JUDGES QUESTIONS</b>	<ul style="list-style-type: none"> <li>• Ideas difficult to follow</li> </ul>	<ul style="list-style-type: none"> <li>• Random ideas expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Clear ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Convincing</li> </ul>	
<b>TOTAL PRESENTATION POINTS (40)</b>					

<b>SPECIFICATION POINTS:</b> All points or none are awarded by the proctor per contestant, not per judge.		
• Word-processed research paper according to <i>Style and Reference Manual</i>	15	
• Word-processed works cited page	10	
• Presentation lasted no more than five (5) minutes	5	
• Two (2) copies of documents submitted at time of presentation	5	
<b>TOTAL PRESENTATION SPECIFICATION POINTS (35)</b>		

**FINAL PRESENTATION TOTALS:**

**Judge 1** (40 points maximum) \_\_\_\_\_

**Judge 2** (40 points maximum) \_\_\_\_\_

**PRESENTATION TOTALS  
DIVIDED BY NUMBER OF JUDGES** \_\_\_\_\_

**PRESENTATION SPECIFICATION  
POINTS**  
(35 points maximum) \_\_\_\_\_

**TOTAL (75 points maximum)** \_\_\_\_\_

**RANK** \_\_\_\_\_

# Administrative Support Research Project—Individual (31)

## Judges' Scoring Rubric/Rating Sheet

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

Contestant Number \_\_\_\_\_

**COMMENTS: (to be viewed by contestant)**

(Judges: please provide positive feedback and areas of improvement in a constructive manner regarding your analysis of team competition.)

**REASON FOR DISQUALIFICATION: (if applicable)**

# Medical Transcription (PS) (32)

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## Description

Evaluate knowledge of medical terminology and medical transcription needed to prepare dictated medical material into a usable medical document.

## Eligibility

Any student may enter this contest.

<b>Contestant must supply</b> Computer and word processing software Transcriber (head set, foot pedal) Hard copy published and/or unpublished written reference material.	<b>No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.</b> <b>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. <u>Violation of this rule will result in disqualification.</u></b>
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## Competencies:

- Demonstrate knowledge of medical terminology
- Apply business English skills
- Create proper report format
- Demonstrate use of medical reference books
- Properly operate transcription equipment
- Apply accurate medical abbreviations and rules
- Use above average skills in spelling, grammar, and punctuation
- Differentiate between normal and abnormal lab values
- Key a dictated medical report utilizing proper formatting, correct grammar, spelling, punctuation, and proofreading.
- Demonstrate proper use of medical terminology.
- Demonstrate proper use of medical reference books.

## Equipment/supplies provided:

- CD-ROM of dictated material to be transcribed
- USB drive

## Method of evaluation:

- Application

## Length of event:

- No more than 15 minutes warm-up
- No more than 60 minutes transcription time
- No more than 15 minute proofreading time

## Entries:

- Each state is allowed five (5) entries.

## Administrative Support Concepts–Open Event (33)

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### Description

Evaluate knowledge of basic administrative support concepts.

### Eligibility

Any student may enter this event.

<p><b>Contestant must supply</b> Sharpened no. 2 pencils, pens Cordless calculator: Electronic devices will be monitored according to ACT standards. See Web site <a href="http://www.act.org/aap/taking/calculator.html">www.act.org/aap/taking/calculator.html</a>. <b><u>Contestants who violate this rule will be disqualified.</u></b></p>	<p><b>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. <u>Violation of this rule will result in disqualification.</u></b></p>
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### 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
- Business spelling
- ARMA filing
- Spreadsheet analysis
- Letter parts

### Method of evaluation:

- Objective

**Entries:** Unlimited