

Regional FBLA Events at a Glance

Competitive Event	Type of Event	Notes and special details
Accounting I	Objective Test	Journalizing; Account Classification; Terminology, Concepts, and Practices; Types of Ownership; Posting; Income Statement; Balance Sheet; Worksheet; Bank Reconciliation; Payroll; Depreciation; Manual and Computerized Systems; Ethics
Accounting II	1. One hr–Site Test	Financial Statements; Corporate Accounting; Ratios and Analysis; Accounts Receivable and Payable; Budgeting and Cash Flow; Cost Accounting/Manufacturing; Purchases and Sales; Journalizing and Posting; Income Tax; Payroll; Inventory; Plant Assets and Depreciation; Departmentalized Accounting; Ethics; Partnerships
Advertising	Objective Test	Personal Selling and Sales Promotion; Traditional and Alternative Advertising Media; Consumer Behavior; Basic Marketing Functions; Branding and Positioning; Economy; Advertising Plan; Legal and Ethical Issues; Diversity and Multicultural Market; Public Relations; Creation of the Advertisement; Consumer-Oriented Advertising; Financial Planning; Communication; Consumer Purchase Classifications; Target Market; Market Segmentation; Product Development; Product Life Cycle; Price Planning; Channels of Distribution; Marketing Research; Effective Advertising and Promotional Messages; Budget; Financing Advertising Campaigns; Demographics; History and Influences; Advertising Industry and Careers; Supply Chain Management; Distribution Logistics; Internet; Self-Regulation; Careers; Advertising Workplace; Leadership, Career Development, and Team Building; Risk Management
Agribusiness	Objective Test	Economics; Finance and Accounting; Health, Safety, and Environmental Management; Management Analysis and Decision Making; Marketing; Terminology and Trends

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Banking and Financial Systems	Objective Test & Role Play TEAM EVENT	Concepts and Practices; Basic Terminology; Government Regulation of Financial Services; Impact of Technology on Financial Services; Types and Differences of Various Institutions; Ethics; Careers in Financial Services; Taxation
Business Calculations	Objective Test	Consumer Credit; Mark-Up and Discounts; Data Analysis and Reporting; Payroll; Interest Rates; Investments; Taxes; Bank Records; Insurance; Ratios and Proportions; Depreciation; Inventory
Business Communications	Objective Test	Nonverbal and Verbal Communication; Communication Concepts; Report Application; Grammar; Reading Comprehension; Editing and Proofreading; Word Definition and Usage; Capitalization and Punctuation; Spelling; Digital Communication
Business Ethics	TEAM EVENT Speech	Ethical dilemma scenario will be given to team 20 minutes prior to presenting oral presentation to judge
Business Law	Objective Test	Legal Systems; Contracts and Sales; Business Organization; Property Laws; Agency and Employment Laws; Negotiable Instruments; Insurance Secured Transactions, Bankruptcy; Consumer Protection and Product/Personal Liability; Computer Law; Domestic and Private Law
Business Procedures	Objective Test	Test may include questions human relations, technology concepts, business operations, communication skills, information processing, decision making/management, career development, database and information management ethics and safety finance.
Client Service	Objective Test & Role Play	
Computer Applications	1. Two hr–Site Test 2. Objective Test	Basic Computer Terminology and Concepts; Presentation, Publishing, and Multimedia Applications; Email, Integrated and Collaboration Applications; Netiquette and Legal Issues; Spreadsheet and Database Applications; Security; Formatting, Grammar, Punctuation, Spelling, and Proofreading

Computer Problem Solving	Objective Test	Operating Systems; Networks; Personal Computer Components; Security; Safety and Environmental Issues; Laptop and Portable Devices; Printers and Scanners
Cyber Security	Objective Test	Defend and Attack (virus, spam, spyware); Network Security; Disaster Recovery; Email Security; Intrusion Detection; Authentication; Public Key; Physical Security; Cryptography; Forensics Security; Cyber Security Policy
Database Design & Applications	1. One hr–Site Test 2. Objective Test	Data Definitions/Terminologies; Query Development; Table Relationships; Form Development; Reports and Forms
Economics	Objective Test	Basic Economic Concepts and Principles; Monetary and Fiscal Policy; Productivity; Macroeconomics; Market Structures; Investments and Interest Rates; Government Role; Types of Businesses/Economic Institutions; Business Cycles/Circular Flow; Supply & Demand; International Trade/Global Economics
Electronic Career Portfolio	Performance	Students will present an explanation of chosen career search and supporting materials, must perform all parts of the presentation (set up, speaking, and operating audiovisual equipment), visual aids may be used, describe career-related education that enhance employability. Includes a summary of school activities, career research projects, application of business education, and/or related occupational skills. Students will be expected to describe educational opportunities that enhance employability including career opportunities development planning, summaries of job shadowing, internships, apprenticeships, informational interview, community service projects, and products developed during these experiences. Include up to five examples of special skills, talents, and/or abilities related to job and career goals.
<u>Entrepreneurship</u>	Object Test & Role Play TEAM EVENT	Business Plan; Community/Business Relations; Legal Issues; Initial Capital and Credit; Personnel Management; Financial Management; Marketing Management; Taxes; Government Regulations

Global Business	Objective Test & Role Play TEAM EVENT	Basic International Concepts; Ownership and Management; Marketing; Finance; Communication (including culture and language); Treaties and Trade Agreements; Legal Issues; Human Resource Management; Ethics; Taxes and Government Regulations; Currency Exchange; International Travel; Career Development
Help Desk	Objective Test & Role Play TEAM EVENT	Help Desk Concepts; Help Desk Operations; People Component—Help Desk Process and Procedures; Information Component—Help Desk Performance Measure; Help Desk Setting; Customer Support as a Profession; Management Processes
Health Care Administration	Objective Test	Managing Office Procedures; Medical Terminology; Legal & Ethical Issues; Communication Skills; Managing Financial Functions; Health Insurance; Records Management; Infection Control; Medical History; Technology
Hospitality Management	Objective Test & Role Play TEAM EVENT	Hospitality Marketing Concepts; Types of Hospitality Markets and Customers; Hospitality Operation and Management Functions; Customer Service in the Hospitality Industry; Human Resource Management in the Hospitality Industry; Legal Issues, Financial Management, and Budgeting for the Hospitality Industry; Current Hospitality Industry Trends; Environmental, Ethical, and Global Issues for the Hospitality Industry; Hotel Sales Process
Impromptu Speaking	Speech	Participants will be given a topic and 10 minutes to prepare a 4 minute presentation to be given to judges.
Insurance and Risk Management	Objective Test	Risk Management; Property and Liability Insurance; Health, Disability, and Life Insurance; Insurance Knowledge; Decision Making; Ethics; Careers

<p>Introduction to Business <i>(Grades 9-10)</i></p>	<p>Objective Test</p>	<p>Consumerism; Characteristics and Organization of Business; Money Management, Banking, and Investments; Rights and Responsibilities of Employees, Managers, Owners, and Government; Career Awareness; Insurance; Economic Systems; Ethics; Global (International) Business</p>
<p>Introduction to Business Communications <i>(Grades 9-10)</i></p>	<p>Objective Test</p>	<p>Grammar; Punctuation and Capitalization; Spelling; Proofreading & Editing; Word Definition and Usage; Oral Communication Concepts; Reading Comprehension</p>
<p>Introduction to Business Procedures <i>(Grades 9-10)</i></p>	<p>Objective Test</p>	<p>Human Relations; Technology Concepts; Communication Skills; Decision Making/Management; Career Development; Business Operations; Database/Information Management; Ethics/Safety; Finance; Information Processing</p>
<p>Introduction to FBLA <i>(Grades 9-10)</i></p>	<p>Objective Test</p>	<p>FBLA Organization; Bylaws and Chapter Management Handbook; National Competitive Event Guidelines; National Publications; Creed and National Goals</p>
<p>Introduction to Financial Math <i>(Grades 9-10)</i></p>	<p>Objective Test</p>	<p>Basic Math Concepts; Consumer Credit; Data Analysis and Probability; Decimals; Discounts; Fractions; Percentages</p>
<p>Introduction to Information Technology <i>(Grades 9-10)</i></p>	<p>Objective Test</p>	<p>Computer Hardware; Computer Software; Operating Systems; Common Program Functions; Spreadsheets; Presentation Software; Networking Concepts; Email and Electronic Communication; Internet Use</p>
<p>Introduction to Parliamentary Procedure <i>(Grades 9-10)</i></p>	<p>Objective Test</p>	<p>Parliamentary Procedure Principles; FBLA Bylaws</p>
<p>Introduction to Public Speaking <i>(Grades 9-10)</i></p>	<p>Speech</p>	<p>The content of the four-minute (4) speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals.</p>
<p>Job Interview</p>	<ol style="list-style-type: none"> 1. Letter of Application and Resume 2. Job Application Form 3. Interview 	<p>Participants will apply at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holiday and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and</p>

		education. Merit Corporation is an equal opportunity employer.
Journalism	Objective Test	Economics and Business of Journalism; Grammar and Format; Law and Ethics of Journalism; Basic Principles of Journalism; History of Journalism
Management Decision Making	Objective Test & Role Play TEAM EVENT	Management Functions and Environment; Business Ownership and Law; Information and Communication Systems; Strategic Management; Human Resource Management; Ethics and Social Responsibility; Financial Management; Careers; Marketing; Economic Concepts; Business Operations
Management & Information System	Objective Test & Role Play TEAM EVENT	Systems Analysis & Design (Systems Development Life Cycle); Database Management and Modeling Concepts; Object Oriented Analysis and Design; User Interfaces; System Controls; Defining System and Business Requirements
Marketing	Objective Test & Role Play TEAM EVENT	Basic Marketing Functions; Channels of Distribution; Legal, Ethical, and Social Aspects of Marketing; Promotion and Advertising Media; Marketing Information, Research, and Planning; E-Commerce; Economics; Selling and Merchandising
Networking Concepts	Objective Test	General Network Terminology and Concepts; Network Operating System Concepts; Network Security; Equipment for Network Access (Wi-Fi, wireless); OSI Model Functionality; Network Topologies & Connectivity
Network Design	Objective Test & Role Play TEAM EVENT	Network Installation—Planning and Configuration; Problem Solving/Troubleshooting; Network Administrator Functions; Configuration of Internet Resources—Web service, DMZ, FTP, etc.; Backup and Disaster Recovery; Configuration Network Resources & Services
Organizational Leadership	Objective Test	Leadership Concepts; Leadership Managerial Roles; Behavior and Motivation; Networking; Communication Skills; Leader and Follower Relations; Team Leadership; Self-Managed Teams; Strategic Leadership for Managing Crises and Change; Levels of Leadership; Leadership Theory; Traits of Effective Leaders; Personality Profile of Effective Leaders; Leadership Attitudes; Ethical

		Leadership; Relationship Between Power, Politics, Networking, and Negotiation; Coaching; Managing Conflict; Team Decision Making; Organizational Politics; Team Skills; Charismatic and Transformational Leadership; Stewardship and Servant Leadership; Diverse Setting
Parliamentary Procedure	Object Test & Role Play	Parliamentary Procedure Principles (questions will be drawn from the National Association of Parliamentarian's official test bank); FBLA Bylaws
Personal Finance	Objective Test	Financial Principles Related to Personal Decision Making; Managing Budgets and Finance (Planning and Money Management); Earning a Living (Income, Taxes); Buying Goods and Services; Saving and Investing; Banking and Insurance; Credit and Debt
Publication Design	Pre-Created Material Presentation TEAM EVENT	Create a printed set of material based on topic and present to judges
Public Speaking	Speech	The content of the five-minute (5) speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals.
Securities and Investments	Objective Test	Investment Fundamentals; Investment Wrappers, Taxation, and Trusts; Investment Product & Funds; Stock Market; Stock versus Other Investments; Mutual Funds; Basics of Bonds; Derivatives; Financial Services Regulation
Spreadsheet Applications	1. One hr–Site Test 2. Objective Test	Formulas; Functions; Graphics, Charts, and Reports; Pivot Tables and Advanced Tools; Macros and Templates; Filters and Extraction of Data; Format and Print Options; Purpose for Spreadsheets
Sports & Entertainment Management	Objective Test TEAM EVENT	Sports and Entertainment Marketing/Strategic Marketing; Facility and Event Management; Human Resource Management (Labor Relations); Promotion, Advertising, and Sponsorship for Sports and Entertainment Industry; Financing and Economic Input; Planning, Distribution, Marketing, Pricing, and Selling Sports and Entertainment Events; Sports Law; Communication in Sports and Entertainment (Media); Ethics; Licensing; Sports Governance; Careers; Marketing/Management Information Technology and Research; Leadership and Managing Groups and Teams in the

		Sports and Entertainment Industry; Management Strategies and Strategic Planning Tools; Basic Functions of Management
Word Processing	<ol style="list-style-type: none">1. One hr–Site Test2. Objective Test	Basic Keyboarding Terminology and Concepts; Related Application Knowledge; Advanced Applications; Document Formatting Rules and Standards; Grammar, Punctuation, Spelling, and Proofreading; Printing