



CROWDER
BUSINESS

HIGH SCHOOL BUSINESS CONTEST

GUIDELINES

Wednesday, March 30, 2016
8:30 a.m. – 2:00 p.m.

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<http://www.crowder.edu/business>

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Business Contest Guidelines

Please Read Carefully

ELIGIBILITY

1. It is very important that you check in between 8:00 – 8:30 a.m. and attend the General Session at 8:30 a.m. in order for your students to know which room to report to for taking their tests and to receive any last-minute instructions.
2. Students must be currently enrolled in high school.
3. Each student may enter a maximum of three (3) events, including team events.
 - a. Students entering a team event are encouraged to only enter one other event due to scheduling.
4. A student cannot take the same test more than once during the contest.
5. A student make not take the same test in which they placed first, second, or third at a previous Crowder College Business Contest.
6. Scantron sheets will be provided and must be correctly filled out in order to be graded. Scantron sheets without a student's name, school, and test name **WILL NOT BE SCORED.**

Business Contest Guidelines

Please Read Carefully

PROCEDURES

1. Each student may enter a maximum of three (3) events, including team events.
2. Each school may enter five (5) students in the following events:
 - a. Beginning Accounting
 - b. Business Communications
 - c. Business Computer Applications
 - d. Business Math
 - e. General Business
 - f. Marketing
 - g. Office Procedures
 - h. Personal Finance
3. Each school may enter two (2) students in the following events:
 - a. Advanced Keyboarding (11-12)
 - b. Beginning Keyboarding (9-10)
 - c. Impromptu Speaking
4. Each school may enter one (1) team consisting of two-three students (2-3) in the following team event:
 - a. Management Decision Making
5. Testing time will be 35 minutes.
6. In case of a tie, five selected questions will be used as a tie breaker.
7. Students must report to their assigned room on time.
8. Students need to bring a No. 2 pencil for all written tests. Pencils will be provided.
9. Students need to bring their own battery-operated calculator. Calculators will NOT be provided.
10. Cell phones must be turned off and put away while tests are being administered.
11. Students will use one Scantron score sheet for each written test. Scantron sheets will be provided and must include the student's name, school, and test name.

Business Contest Guidelines

Please Read Carefully

AWARDS AND SCORING PROCEDURES

1. **DIVISIONS**: There will be two or three divisions depending on participation
 - a. Divisions may change each year and are determined by enrollment in grades 9-12. The schools attending are divided evenly among the divisions as much as possible.
2. **1st, 2nd, 3rd PLACE MEDALS**: Individual medals will be awarded for 1st through 3rd place in each event and division. The student receiving the highest score in each written test in each division will get the first place award. The student receiving the second highest score will get the second place award. The student receiving the third highest score will get the third place award. Five selected questions will be used as a tie breaker.
3. **EVENT TROPHIES**: Event Trophies will be awarded for each division. All the points earned by the total number of students from each school will be calculated, and the school with the highest number of points in each division will receive the event trophy.
4. **SWEEPSTAKES TROPHIES**: A Sweepstakes Trophy will be awarded in each division. The raw scores of each student will be totaled. The school with the highest total will determine the Sweepstakes Trophy winner.

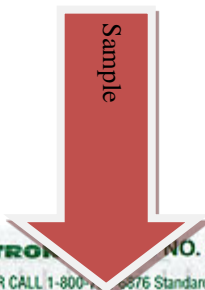
SAMPLE SCANTRON FORM

SCANTRON GUIDELINES

- Scantron's will be provided
- Use only a No. 2 pencil
- Make sure each answer is filled in completely and dark
- Double check to make sure your first and last name, school, and exam name are on the Scantron

PLEASE NOTE:

Your Scantron must include your first and last name, your school, and the exam name in order to be graded!



SUBJECTIVE SCORE INSTRUCTOR USE ONLY

<100>	<50>	<40>	<30>	<20>	<10>
<9>	<8>	<7>	<6>	<5>	<4>
<3>	<2>	<1>	<0>		

IMPORTANT

USE NO. 2 PENCIL ONLY

• MAKE DARK MARKS

• ERASE COMPLETELY TO CHANGE

• EXAMPLE: (A) (B) (C) (D) (E)

TO USE SUBJECTIVE SCORE FEATURE:

• Mark total possible subjective points

• Only one mark per line on key

• 150 points maximum

EXAMPLE OF STUDENT SCORE:

1	A	2	B	3	C	4	D	5	E
6	A	7	B	8	C	9	D	10	E
11	A	12	B	13	C	14	D	15	E
16	A	17	B	18	C	19	D	20	E
21	A	22	B	23	C	24	D	25	E
26	A	27	B	28	C	29	D	30	E
31	A	32	B	33	C	34	D	35	E
36	A	37	B	38	C	39	D	40	E
41	A	42	B	43	C	44	D	45	E
46	A	47	B	48	C	49	D	50	E

SCANTRON NO. 882-ES

TO REORDER CALL 1-800-376-876 Standard Forms Dept.
1-800-263-3338 CANADA

NAME	John Doe	
SUBJECT	Beg Acct	TEST NO.
DATE	Seneca HS	HOUR

TEST RECORD

PART 1	
PART 2	
TOTAL	

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ADAVANCED KEYBOARDING GRADES 11-12

Business today requires highly qualified keyboarding and proofreading skills. This event is designed to measure a student's five-minute keyboarding speed and accuracy.

1. Participants will type on PC desktop computers using Keyboarding Pro Deluxe software.
2. All students will be provided with a copy of the same timed writing. Typing stands will not be provided, but each student may provide his/her typing stand which accommodates single sheets.
3. The test will consist of two five-minute timed writings. The software will calculate speed and errors.
4. Word wrap will be used.
5. Students may make corrections on the timed writings.
6. One space should follow a period (.) at the end of a sentence but not at the end of a sentence which is the last sentence of the paragraph.
7. Time will be given to warm up.
8. Winner will be determined in the following way:
 - a. Timed writings must have five errors or less to be qualified.
 - b. Speed will be used to determine winners (of the qualified timed writings).
 - c. In case of ties (same speed scores), the timed writings with fewer errors will be used as tie breakers.
9. Two (2) students may enter from each school.
10. Only students in grades 11-12 are permitted to enter this event
11. Students may be scheduled to compete in shifts or intervals of approximately 30 minutes per interval in Room M317. Each student's time will be located with the instructor's Information Packet distributed at the General Session the morning of the contest.

BEGINNING ACCOUNTING

The accurate keeping of financial records is an everyday activity in all types of business. This event is designed to measure understanding and skill in basic accounting procedures.

1. The written test may include accounting terminology, the work sheet, income statement, balance sheet, trial balance, account classification, posting, bank reconciliation, and employee/employer payroll entries.
2. Students should only have completed (or be enrolled in) the first year of accounting.
3. The test will consist of true/false and multiple choice questions.
4. The tests will be duplicated; Scantrons will be furnished.
5. The testing time will be limited to 35 minutes.
6. Students should bring a battery-powered calculator. No sharing of calculators will be permitted, and no calculators will be provided.
7. Five (5) students may enter from each school.
8. In case of a tie, five selected questions will be used as a tie breaker.

BEGINNING KEYBOARDING GRADES 9-10

Business today requires highly qualified keyboarding and proofreading skills. This event is designed to measure a student's five-minute keyboarding speed and accuracy.

1. Participants will type on PC desktop computers using Keyboarding Pro Deluxe software.
2. All students will be provided with a copy of the same timed writing. Typing stands will not be provided, but each student may provide his/her typing stand which accommodates single sheets.
3. The test will consist of two five-minute timed writings. The software will calculate speed and errors.
4. Word wrap will be used.
5. Students may make corrections on the timed writings.
6. One space should follow a period (.) at the end of a sentence but not at the end of a sentence which is the last sentence of the paragraph.
7. Time will be given to warm up.
8. Winner will be determined in the following way:
 - a. Timed writings must have five errors or less to be qualified.
 - b. Speed will be used to determine winners (of the qualified timed writings).
 - c. In case of ties (same speed scores), the timed writings with fewer errors will be used as tie breakers.
9. Two (2) students may enter from each school.
10. Only students in grades 9-10 are permitted to enter this event
11. Students may be scheduled to compete in shifts or intervals of approximately 30 minutes per interval in Room M317. Each student's time will be located with the instructor's Information Packet distributed at the General Session the morning of the contest.

BUSINESS COMMUNICATIONS

Business communication plays an important part in today's workplace. This contest is designed to test the ability of students to handle office tasks likely to be assigned to communicate ethically and effectively in a widely-diverse environment, to work as team players, to think critically, and to use advanced technology to facilitate productive communication.

1. The test will consist of true/false and multiple choice questions.
2. The tests will be duplicated; Scantrons will be furnished.
3. The testing time will be limited to 35 minutes.
4. Five (5) students may enter from each school.
5. In case of a tie, five selected questions will be used as a tie breaker.

BUSINESS COMPUTER APPLICATIONS

The computer has become an important piece of equipment in businesses, large or small. The contest is designed to test the understanding the participant has of computer concepts as it applies to business. Students should have a good understanding of and a working knowledge of Microsoft Office – Word, Excel, Access, and PowerPoint.

1. The written test may include questions regarding basic terminology and concepts, hardware, document formatting rules and standards, related computer application knowledge, and both system and application software.
2. The test will consist of true/false and multiple choice questions.
3. The tests will be duplicated; Scantrons will be furnished.
4. The testing time will be limited to 35 minutes.
5. Five (5) students may enter from each school.
6. In case of a tie, five selected questions will be used as a tie breaker.

BUSINESS MATH

Business Math is necessary for personal use as well as business use. This event will cover the fundamental principles and operations of financial problems faced by every individual in his/her daily life.

1. The written test may include everyday purchasing problems, personal finance, borrowing and saving money, income and expenditures, averages, commissions, discounts, fractions, insurance, interest, payroll, percent, scientific notation, and wages. The majority of questions will be word problems.
2. The test will consist of true/false and multiple choice questions.
3. The tests will be duplicated; Scantrons will be furnished.
4. The testing time will be limited to 35 minutes.
5. Students should bring a battery-powered calculator. No sharing of calculators will be permitted, and no calculators will be provided.
6. Five (5) students may enter from each school.
7. In case of a tie, five selected questions will be used as a tie breaker.

GENERAL BUSINESS **Grades 9-10**

Statistics indicate that nearly every citizen will be involved in starting, buying, managing, or investing in a business at some point in their lives. Consequently, every citizen needs a broad understanding of business in today's society. This contest is designed to test the participant's understanding of contemporary business activities, concepts, and practices.

1. The written test may include terminology, career development, entrepreneurship, economics, ethics, computers, personal finance, management, marketing, and law.
2. The test will consist of true/false and multiple choice questions.
3. The tests will be duplicated; Scantrons will be furnished.
4. The testing time will be limited to 35 minutes.
5. Students should bring a battery-powered calculator. No sharing of calculators will be permitted, and no calculators will be provided.
6. Only students in grades 9-10 are permitted to enter this event
7. Five (5) students may enter from each school.
8. In case of a tie, five selected questions will be used as a tie breaker.

IMPROMPTU SPEAKING

The ability to express one's thoughts without prior preparation can significantly enhance a business leader's effectiveness as does poise, self-confidence, and organization of facts. This event recognizes students who develop qualities of business leadership by combining quick and clear thinking with conversation speaking.

1. Participants will be given a topic related to one or more of the following: current events and /or relevant business topics
2. Participants will be given the topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges. All participants will address the same topic in their speeches.
3. Two (2) 4" x 6" note cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the note card. Note cards will be collected following the presentation.
4. No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or presentation.
5. Each speech should be four (4) minutes in length.
6. At the end of three (3) minutes, a timekeeper will stand until noticed and hold up a colored time card indicating one minute is left, and at four (4) minutes the timekeeper will stand and hold up a colored time card indicating time is up. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for time under 3:31 or over 4:29 minutes.
7. Students are expected to dress in business casual or business professional attire. Five points will be deducted for not following the dress code.
8. Two (2) students may enter from each school.
9. The judge's decision will be final.
10. Participants will be judged based on the provided rating sheet which has been adapted from FBLA-PBL. See next page for judges' rating sheet.

IMPROMPTU SPEAKING RATING SHEET

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to the topic	0	1-5	6-10	11-15	
Memorable central theme stated and repeated	0	1-2	3-4	5	
Supporting information is accurate and appropriate	0	1-2	3-4	5	
Organization					
Immediate introduction of topic	0	1-3	4-7	8-10	
Strong support (body) for topic	0	1-3	4-7	8-10	
Effective and memorable conclusion	0	1-3	4-7	8-10	
Delivery					
Extemporaneous delivery; i.g. not merely read from the notes	0	1-5	6-10	11-15	
Effective posture, body language, eye contact, and gestures	0	1-3	4-7	8-10	
Professional tone, appropriate language (inflection, pace, emphasis, and enthusiasm)	0	1-3	4-7	8-10	
Presentation is sincere, interesting, creative, and convincing	0	1-3	4-7	8-10	
Subtotal					/100 Max.
Time Penalty Deduct five (5) points for presentations under 3:31 minutes or over 4.29 minutes.				Time: _____	
Dress Code Penalty Deduct five (5) points when dress code is not followed – Business Casual or Professional Attire					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 Max.

Participant's Name: _____

School: _____

Judge's Ranking: _____

Judge's Signature: _____

Judge's Comments:

MANAGEMENT DECISION MAKING

Making critical decisions that provide the right direction and a winning position in today's business world is essential to good management. Business executives must make high-quality, nearly instantaneous decisions all the time. The ability to make the right decisions concerning vision, growth, resources, strengths, and weaknesses leads to a successful business. It is management's responsibility to manage for today and tomorrow, to manage for optimum efficiency, and to manage to compete in the marketplace.

1. This event consists of two (2) parts: an objective test and a performance component.
 - a. A 35 minute, 40 question objective test will be administered based on the competencies below. Team members will take one objective test collaboratively. This will be 25% of the final team score.
 - b. An interactive case study will be given concerning a problem encountered by managers in one of the following areas: human resource management, financial management, marketing management, or information systems management. Members of the team will assume the role(s) of management and present a solution to the case problem. This will be 75% of the final team score.

Objective Test Competencies

- information and communication systems
- human resource management
- financial management
- business operations
- management functions and environment
- business ownership and law
- strategic management
- ethics and social responsibility
- marketing
- economic concepts
- careers

Performance Competencies

- answer questions effectively
- demonstrate ability to make a businesslike presentation
- demonstrate ability to work as a team
- demonstrate an understanding of the case and explain recommendations
- demonstrate effective decision making and problem solving skills
- demonstrate effective verbal communication skills
- display self-confidence through knowledge of content and articulation of ideas
- explain content logically and systematically

2. Participants should be dressed in Business Professional Attire
3. Each team will receive the case study approximately 3 weeks prior to contest (upon registration deadline).
4. Two (2) 4" x 6" note cards may be used during the preparation and performance of the event. Information may be written on both sides of the note cards.
5. No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
6. Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and will refer to the case for specifics. All team members must participate. This is a role-play event.
7. At six (6) minutes, a timekeeper will stand until noticed and hold up a colored time card indicating one minute is left, and at seven (7) minutes the timekeeper will stand and hold up a colored time card indicating time is up.
8. Students are expected to dress in business casual or business professional attire. Five points will be deducted for not following the dress code.
9. The objective test score will be used to break a tie.
10. One (1) team consisting of two-three (2-3) students may enter from each school. The first student listed will receive the points for your team/school.
11. The judge's decision will be final.
12. Participants will be judged based on the provided rating sheet which has been adapted from FBLA-PBL. See next page for judges' rating sheet.

MANAGEMENT DECISION MAKING RATING SHEET

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Issues presented in case are addressed completely	0	1-3	4-7	8-10	
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Team members show self-confidence, poise, and good voice projection	0	1-2	3-4	5	
All team members participate actively during the presentation	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 Max.
Dress Code Penalty Deduct five (5) points when dress code is not followed – Business Casual or Professional Attire					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 Max.

Participant's Name: _____

School: _____

Judge's Ranking: _____

Judge's Signature: _____

Judge's Comments:

MARKETING

A basic understanding of marketing principles and how to apply them is essential in the business world today to sell either products or ideas. This test is designed to test that understanding.

1. The test will cover materials similar to what you find in any high school marketing textbook.
2. The test will consist of true/false and multiple choice questions.
3. The tests will be duplicated; Scantrons will be furnished.
4. The testing time will be limited to 35 minutes.
5. Five (5) students may enter from each school.
6. In case of a tie, five selected questions will be used as a tie breaker.

OFFICE PROCEDURES

1. The written test may include questions regarding career awareness, rights and responsibilities of employees, filing, technology, keyboarding, office courtesy, banking, business characteristics, and types of business organizations.
2. The test will consist of true/false and multiple choice questions.
3. The tests will be duplicated; Scantrons will be furnished.
4. The testing time will be limited to 35 minutes.
5. Five (5) students may enter from each school.
6. In case of a tie, five selected questions will be used as a tie breaker.

PERSONAL FINANCE

A basic understanding of Personal Finance is essential if one wishes to function effectively in today's world. Understanding how to make choices in the areas of personal insurance, banking, home ownership, and taxes, just to mention a few areas, is required to be financially successful.

1. The written test will cover general information relating to a variety of questions about personal finance. These subjects could include setting financial goals, developing tax strategies, working with checking and savings accounts, dealing with credit, budgeting, investing, retirement, buying insurance, purchasing housing, and assessing career goals and strategies.
2. The test will consist of true/false and multiple choice questions.
3. The tests will be duplicated; Scantrons will be furnished.
4. The testing time will be limited to 35 minutes.
5. Five (5) students may enter from each school.
6. In case of a tie, five selected questions will be used as a tie breaker.