



*Future Business Leaders of
America*
**Competitive Events Study
Guide**

2013–16

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INTRODUCTION

The *FBLA Competitive Events Study Guide* was developed to enhance the National Awards Program events guidelines. The FBLA Competitive Events Program fosters students' self-esteem by helping them feel confident in their knowledge of specific areas. The more prepared students are for competition, the better their experiences.

This study guide is to be used as a student resource for FBLA competition preparation. It is written from the perspective of a competitor at the national level, but the concepts and information should translate easily to assist with preparation for district/region or state competition. Participants should always obtain the specific guidelines and rules governing the particular event in which they will participate.

The national competitive events guidelines are found in the *FBLA Chapter Management Handbook*. Each year the National Awards Program committee reviews a portion of the competitive events, and there may be changes to the guidelines and competencies. It is important to check the latest handbook revisions. In addition, the current competitive events guidelines can be found on the FBLA-PBL website. Visit www.fbla-pbl.org and click on FBLA and select Competitive Events. The current topics, competitive events guidelines, and Format Guide can be viewed and printed.

Most states also have a state handbook. It is important to look at the state handbook for any competitive events guideline modifications when competing at the district/region or state level.

The broader the base that is used to prepare students for competition—studying from multiple texts, coaching from experts and mentors—the better prepared the students will be. Studying from a variety of sources will provide students with greater knowledge and competency in that subject.

The following acronyms are used throughout the study guide:

- *CMH*—*Chapter Management Handbook*
- *NAP*—National Awards Program Committee
- *NLC*—National Leadership Conference

This study guide provides the following information about the various events:

- Focus of the event
- Competencies for testing and judging
- Procedures and tips for student preparation and event participation
- Sample questions, case studies, speech topics, and documents for skill events
- Resource websites (remember the URLs can change)

The National Awards Program exemplifies the range of activities and focus of Future Business Leaders of America-Phi Beta Lambda, Inc. Competitive events are based on projects developed from the goals of FBLA-PBL and the curricula of business-related programs.

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COMPETITIVE EVENTS TIPS

1. Dress for Success—Gentlemen must wear a collared shirt with tie, dress pants, dress shoes, and socks. Consider also wearing a jacket. Young ladies should wear appropriate suits; pants or dress with a jacket, and appropriate shoes. Review the Dress Code regulations found in the *CMH*. If you question if you are properly attired, then change.
2. Read and follow explicitly the state and national competitive events guidelines. Be aware of differences between state and national guidelines.
3. Replace new guidelines each year in the *CMH*.
4. Check the status of membership dues. Students must be dues-paid members by March 1 to compete in national competition. The sooner dues are paid the sooner members will receive FBLA benefits.
5. All materials must be received by the national center by the second Friday in May. Normally the state sends these materials, but some states request the local chapters send in their reports, website URLs, programs, etc.
6. Remember, when competing at the district or state levels, materials are **not** sent to the national office.
7. Become completely familiar with the procedures to be followed for participation in each type of event at the state and national levels.
8. Determine from the rating sheets and guidelines the areas that will be judged and the weight given to each area.
9. Obtain a variety of updated information on different subject areas and provide access to students for study.
10. Contact former and current chapter members who have competed in previous years for suggestions.
11. Find mentors and other experts who can help members prepare for competition. Involve faculty, advisory committee members, businesspeople, community volunteers, and parents in study sessions and event preparation.
12. Try to recreate as realistically as possible the conditions under which the competition will take place and PRACTICE.
13. Make certain that the copies of materials to be submitted to judges are error-free and in the proper format.
14. Refer to the FBLA-PBL website for updated events, task lists, and changes. The website is <http://www.fbla-pbl.org>.

Letter of Application and Résumé

The following suggestions have been collected from judges' comments and are presented to help eliminate the technical errors that can lead to lower scores and/or disqualification.

- Letters must be addressed exactly as stated in the event guidelines.
- Letters of application are limited to one page and résumés to no more than two pages.
- Photographs must **not** be submitted.
- Letters of recommendation should **not** be included with the materials.
- Letters are generally preferred in block format.
- All documents must be error-free.
- Some judges have stated their preference for résumés that list an objective.
- Résumés should emphasize the skills that contribute to the position for which one is applying.
- Materials are to be submitted in six file folders properly labeled (see *CMH for details*).

Suggestions for Creating a Good Résumé

- The résumé should show a clear match between your skills, experience, and activities with the event.
- Highlight your major accomplishments.
- Information on the résumé should be listed in order of importance; e.g., for Job Interview list your work experience (paid or unpaid) first and for Future Business Leader your FBLA involvement.
- Highlight the important skills that make you stand out for the award.
- Make a good first impression—no typos or incorrect grammar.
- Information on your résumé must be truthful.
- List your extracurricular activities that relate to the event.

Interview Process

- Turn off all electronic devices.
- When walking into the room, introduce yourself to the judges stating your name, school, and state.
- Don't bring in materials to the judges—they already have your résumé.
- Practice your handshake—it should be firm and not lingering.
- Speak professionally, have good eye contact, smile, and ask questions. This is your time to tell the judges why you deserve to be number one.
- Dress professionally—follow the established dress code. Conservative is better. Ladies, watch the length of your skirts and type of shoes. Gentlemen, always wear jackets. Give careful attention to personal hygiene and coordinated accessories including well-polished shoes. Keep jewelry to a minimum. Use fragrances sparingly.
- If you don't know an answer to a question, please ask the judges to restate the question,

which will give you more time to compose an answer.

- Review the Rating Sheet found in the *CMH* to make sure you know what the judges will be rating.
- Do not present judges with thank-you notes or gifts of appreciation.

WRITTEN PROJECT & REPORT

American Enterprise Project, Business Financial Plan, Business Plan, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project, and State Chapter Annual Business Report

FBLA encourages chapters to cooperate on projects during the year; however, each chapter involved in the project must write and submit an independent report.

The same chapter project may be used for different events. Make certain, though, to focus the report on specific elements addressed by the guidelines for each event. A community service project, for instance, conducted jointly with a local business might qualify in both the Community Service Project and Partnership with Business Project events. The Community Service Project should focus on the planning, implementation, and outcomes of the service aspects of the project. The Partnership with Business Project should focus on the interactions with local businesses and the outcomes of these contacts.

Tips

- Select a topic for your project early in the year. Be creative. Your topic should be chosen for need, not just because the chapter wants to do it. Make sure it is appropriate for the chapter report selected.
- Set up project committees. The committee members should have a variety of interests, such as organizing, writing, designing, and publishing the report. Involve as many members as possible because many talents are necessary for a winning project. The report must be prepared entirely by FBLA members, with advisers serving only as consultants.
- Develop a project time line. Post the time line on a bulletin board; include pictures of members responsible for meeting each deadline.
- Review the report rating sheet found in the *CMH* to make sure the written report covers all aspects of the rating sheets. The report should be assembled according to the categories on the rating sheet. If your report doesn't cover all the categories on the rating sheet, indicate that in the written report. This is what the judges will use to evaluate the report.
- Reports should be written on one project in detail rather than a laundry list of activities; however, the project may have many activities.
- Follow the guidelines list for report covers, table of contents, page limits, etc. Points will be deducted if the guidelines are not followed.
- If your project is not new, the report should clearly identify how the current year's version differs from the previous year's, particularly with the scope and intensity of the project.
- The length of the document is not always an indicator of quality or success. Don't make the judges read more than is necessary. The guidelines speak to a maximum page count—not a minimum.
- Fonts smaller than 11 point should not be used.
- Reports should be written in language that does not overwhelm the judges, and reports should reflect the appropriate writing style of students. Words with more syllables are not always the most impressive.
- Reports will be submitted online for the national competition.

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- American Enterprise Project, Business Financial Plan, Community Service Project, and Partnership with Business Project are limited to fifteen pages.

Report Presentation Tips

- Videotape your presentations for additional review. You cannot practice too much.
- All eligible entries will compete in a preliminary seven minute performance.
- If using equipment, the school is responsible for bringing a computer and LCD projector for each event.
- Students (not advisers) have five minutes to set up the equipment. If it takes longer than five minutes, the time is deducted from the preliminary presentation. The national center provides a screen, cart, and electric power.
- If the equipment fails, be prepared to present your project.
- Review the performance rating sheet for individual events to make sure all points are covered in the presentation.
- In the oral performance presentation, visual aids and/or presentation graphics are encouraged for a more powerful delivery; however, visual aids should be relied on to assist, not to be, the presentation.
- It is important that the presenters are well acquainted with their projects, especially during the question and answer period. The judges don't know anything about your project. Don't rely on your multimedia presentation to tell your story. Be prepared to verbally tell the story of the project.
- Make eye contact with the judges, speak in a clear voice, and emphasize the important points.
- Introduce the team to the judges, giving the name of the school and project.
- All team members must contribute during the performance.

OBJECTIVE TEST EVENTS

Study Tips

- All objective tests are completed online and consist of 100 multiple choice questions.
- Ask your teachers to share with you the different textbooks they use as resources. Look over the end-of-chapter summary and the glossary words.
- For events such as Business Math, Business Calculations, Economics, etc. find other teachers in the school who can give you possible resources to study.

Test-taking Tips

- Avoid talking to others as you enter the room.
- Instructions for online testing will be given to you in groups before sitting at a computer.
- A basic calculator will be provided or you may use the calculator function on the computer.
- If the equipment doesn't work, raise your hand until help comes.
- Go to the following websites to review test-taking tips.
 - http://www.swccd.edu/~asc/lrnglinks/tests_obj.html
 - http://www.charliefrench.com/test_tips.htm
 - <http://slc.berkeley.edu/studystrategies/calren/testsojective.html>

COMPUTER PRODUCTION TIPS

Accounting II, Computer Applications, Database Design & Applications, Desktop Publishing, Spreadsheet Applications, and Word Processing

- The FBLA-PBL Format Guide may be used for Computer Applications and Word Processing. For these events you are working for the company FBLA-PBL and this is the office style manual.
- Any software may be used to complete a production test.
- Each production event is comprised of two parts—a computer production test at a test site designated by the state and an objective test administered at the National Leadership Conference. Check the *CMH* guidelines to find out the weight for each part of the event.
- Proofread!
- All national production tests must be received at the national center by the second Friday in May.

PERFORMANCE EVENTS Case Study & Interactive/Role Play

Banking & Financial Systems, Business Ethics, Client Service, Help Desk, Emerging Business Issues, Entrepreneurship, Global Business, Hospitality Management, Management Decision Making, Management Information Systems, Marketing, Network Design, Sports and Entertainment Management, and Parliamentary Procedure

Tips for Events Involving a Case Study or an Interactive/Role Play

- Students will be given a case study and/or role play scenario for review prior to the performance. Check the *CMH* for the practice time allotted in the particular event. Time varies for the events.
- Participants will be given note cards to write on during practice, and may use the note cards in the performance room.
- Do your homework and look at the performance rating sheet for your event. The judges will be using the rating sheet to score each individual or team.
- In several case study events, the individual or team presents and then the judges have a three-minute question-answer time.
- In an interactive/role-play event, the judges will interact during the presentation and still may ask questions at the end.
- Review the Performance Indicators when reading the case study or role play scenario.
- All members must participate in the presentation.

Sequester Procedures (final only)

- Students are sequestered in the final round of the events listed above. The preliminary round of events is not sequestered.
- Participants must report to the holding room prior to the first scheduled performance as indicated in the events guidelines.
- An individual or team is disqualified if the individual or team arrives after the first

participant or team starts the performance.

- When sequestered, participants will be escorted from room to room.
- Students may listen to music in the holding room. No text messaging, email, Internet use, or phone calls are allowed.
- Food and drinks may be given to the event coordinator to distribute during the sequester period.
- You may not communicate with outside individuals.
- The above infringements may lead to disqualification.

SPEAKING EVENTS Impromptu & Public Speaking

Tips for Speaking Events

- Check the *CMH* for time allowed and penalty deduction if you go under or over the allowed time. Penalty points are given if speech is under or over the time limit as indicated in the *CMH*.
- Practice, practice, practice.
- If possible, time your speech.
- Eye contact is important.
- Do not read from your notes.
- When developing your speech topic (Public Speaking), make sure the speech reflects at least one of the FBLA-PBL Goals.
- Impromptu Speaking students will be given a prompt to develop and then present.
- FBLA-PBL Goals
 - Develop competent, aggressive business leadership.
 - Strengthen the confidence of students in themselves and their work.
 - Create more interest in and understanding of the American business enterprise.
 - Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
 - Develop character, prepare for useful citizenship, and foster patriotism.
 - Encourage and practice efficient money management.
 - Encourage scholarship and promote school loyalty.
 - Assist students in the establishment of occupational goals.
 - Facilitate the transition from school to work.

Remember

FBLA members and advisers must recognize the value of competitive events, maintain a professional attitude toward the events, and keep them in proper perspective. While competitive events are an important element of FBLA's overall program, events are just a portion of the many other activities and programs that build a successful organization.

Overview

The accurate keeping of financial records is an ongoing activity in all types of businesses. This event provides recognition for FBLA members who have an understanding of and skill in basic accounting principles and procedures. Students who have completed more than one year of accounting instruction are **not** eligible.

This is an individual online test.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/ACCOUNTING1.pdf>

Website Resources

- Accounting Handouts for Introductory Accounting
<http://www.bboinc.com/actghome/teacher.htm>
- Bean Counter's Bookkeeping & Accounting Quizzes, Games, and Lectures
<http://www.dwmbeancounter.com/BCTutorSite/Quizzes/BCOnlineQuiz.html>
- Beginning the Accounting Cycle:
http://www.dmac.edu/instructors/taprindle/welcome_files/301/solutions/smch03.pdf
- Careers in Accounting
<http://www.careers-in-accounting.com/>
- Investopedia
<http://www.investopedia.com/>
- Principles of Accounting
<http://principlesofaccounting.com/>
- UCD Accounting Glossary
<http://accounting.ucdavis.edu/refs/glossary.cfm?list=alpha&alpha=a>

ACCOUNTING I SAMPLE QUESTIONS

1. Each entry in the purchases journal is:
 - a. posted at the end of each week
 - b. posted daily
 - c. posted often
 - d. posted at the end of a month

Competency: Journalizing

2. The journal entry for a cash receipt on account is:
 - a. debit Cash; credit Accounts Payable
 - b. debit Accounts Payable; credit Accounts Receivable
 - c. debit Cash; credit Accounts Receivable
 - d. debit Accounts Payable; credit Cash

Competency: Journalizing

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3. A special journal used to record only sales on account is the:
- sales journal
 - purchases journal
 - cash receipts journal
 - cash journal

Competency: Journalizing

4. Which one of the following is **not** a closing entry for a corporation?
- closing entry for income statement accounts
 - closing entry for adjustments
 - closing entry for the dividends account
 - closing entry to record net income or net loss in the retained earnings account

Competency: Journalizing

5. The first digit in the account number 120 means that the account is in the ____ division of the general ledger.
- expense
 - asset
 - liability
 - revenue

Competency: Account Classification

6. A liability account that summarizes the amounts owed to all vendors is titled:
- Accounts Payable
 - Accounts Receivable
 - Purchases
 - Sales

Competency: Account Classification

7. Interest expense of a business is:
- a normal operations expense
 - a contra revenue account
 - an additional cost of merchandise
 - a financial expense

Competency: Account Classification

8. A schedule of accounts receivable is prepared:
- after all current entries are posted
 - at the beginning of the month
 - before all current entries are posted
 - before the special column totals are posted

Competency: Terminology, Concepts, and Practices

-
9. Recording revenue from business activities and expenses associated with earning that revenue in the same accounting period is an application of the accounting concept:
- Going Concern
 - Accounting Period Cycle
 - Matching Expenses with Revenue
 - Consistent Reporting

Competency: Terminology, Concepts, and Practices

10. A form prepared showing the price deduction taken by the customer for returns and allowances is a:
- memorandum
 - purchases allowance
 - purchase invoice
 - debit memorandum

Competency: Terminology, Concepts, and Practices

11. Total sales less sales discount and sales returns and allowances is called:
- net income
 - net sales
 - net profit
 - net loss

Competency: Income Statement

12. An income statement reports a business's financial:
- condition on a specific date
 - progress on a specific date
 - condition over a specific period of time
 - progress over a specific period of time

Competency: Income Statement

13. If an analyzed item in an income statement remains the same, an increase in net sales will:
- decrease the component percentage
 - have no effect on the component percentage
 - increase the component percentage
 - cannot determine this without examining the income statement

Competency: Income Statement

14. A balance sheet reports all of the following **except**:
- a business owner's equity
 - a business's liabilities
 - a business's assets
 - a business's net income at the end of a fiscal year

Competency: Balance Sheet

15. The extent to which current assets exceed current liabilities by:

- a. current ratio
- b. acid test ratio
- c. liquidity ratio
- d. working capital ratio

Competency: Balance Sheet

16. How many hours were worked by an employee who arrived at 8:29 a.m. and departed at 12:02 p.m.?

- a. 3 hours and 33 minutes
- b. 3 hours and 30 minutes
- c. 3 hours
- d. 3 hours and 15 minutes

Competency: Worksheet

17. Changes recorded on a worksheet to update general ledger accounts at the end of a fiscal period are:

- a. adjustments
- b. revenues
- c. financial statements
- d. retained earnings

Competency: Worksheet

18. A net loss is entered in the worksheet's:

- a. Income Statement Debit and Balance Sheet Credit columns
- b. Income Statement Debit and Trial Balance Credit columns
- c. Income Statement Credit and Balance Sheet Debit columns
- d. Balance Sheet Debit and Trial Balance Credit columns

Competency: Worksheet

19. An endorsement on the back of a check consisting only of a signature is:

- a. an incorrect endorsement
- b. a special endorsement
- c. a restrictive endorsement
- d. a blank endorsement

Competency: Bank Reconciliation

20. A petty cash fund is replenished:

- a. daily
- b. quarterly
- c. monthly
- d. yearly

Competency: Bank Reconciliation

-
21. Employers must pay payroll taxes for:
- federal income, federal unemployment, and state unemployment taxes
 - social security, Medicare, and sales taxes
 - federal income, social security, and Medicare taxes
 - social security, Medicare, federal unemployment, and state unemployment taxes

Competency: Payroll

22. When a semimonthly payroll is paid, the credit to Cash is equal to the:
- total deductions for income tax and social security and Medicare tax
 - net pay of all employees
 - total earnings of all employees
 - total deductions

Competency: Payroll

23. The Accumulated Earnings column of the employee earnings record:
- shows net pay for one quarter
 - is the total earnings since the first of the year
 - shows net pay for the year
 - is the gross earnings for one quarter

Competency: Payroll

24. An organization with legal rights of a person and which may be owned by many persons:
- partnership
 - sole proprietorship
 - proprietorship
 - corporation

Competency: Types of Ownership

25. A financial statement that summarizes the changes in a corporation's ownership for a fiscal period is:
- a balance sheet
 - a distribution of net income statement
 - an income statement
 - a statement of stockholders' equity

Competency: Types of Ownership

26. When a plant asset is sold for more than the asset's book value:
- cash received plus accumulated depreciation equals original cost plus loss on disposal
 - cash received plus accumulated depreciation plus loss on disposal equals original cost
 - cash received plus accumulated depreciation equals original cost plus gain on disposal
 - cash received plus accumulated depreciation plus gain on disposal equals original cost plus gain on disposal

Competency: Depreciation

-
27. The purpose of recording depreciation is to:
- a. earn revenue
 - b. earn money to replace the asset
 - c. record an expense in the periods in which the asset is used to earn revenue
 - d. recover the cash spent on plant assets

Competency: Depreciation

28. The total depreciation expense for a fax machine purchased for \$700.00 with an estimated salvage value of \$100.00 is:
- a. \$100.00
 - b. \$600.00
 - c. \$800.00
 - d. \$700.00

Competency: Depreciation

29. Ethics are:
- a. normal behavior
 - b. rules for top management
 - c. standards of moral conduct
 - d. laws that can be enforced

Competency: Ethics

30. An example of ethical behavior is:
- a. accepting secret business gifts
 - b. invading employee privacy
 - c. using company resources for personal use
 - d. keeping company information confidential

Competency: Ethics

Overview

The accurate keeping of financial records is a vital ongoing activity in all types of businesses. This event provides recognition for FBLA members who have demonstrated an understanding of and skill in accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.

This event consists of two parts: an objective test taken at the NLC and a skills production test taken prior to the NLC. This is an individual event.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/ACCOUNTING2.pdf>

Website Resources

- Accounting Handouts for Introductory Accounting
<http://www.bboinc.com/actghome/teacher.htm>
- Bean Counter's Bookkeeping & Accounting Quizzes, Games, and Lectures
<http://www.dwmbeancounter.com/BCTutorSite/Quizzes/BCOnlineQuiz.html>
- Beginning the Accounting Cycle:
http://www.dmacc.edu/instructors/taprintle/welcome_files/301/solutions/smch03.pdf
- Careers in Accounting
<http://www.careers-in-accounting.com/>
- Investopedia
<http://www.investopedia.com/>
- Principles of Accounting
<http://principlesofaccounting.com/>
- UCD Accounting Glossary
<http://accounting.ucdavis.edu/refs/glossary.cfm?list=alpha&alpha=a>

ACCOUNTING II SAMPLE QUESTIONS

1. A proof of the equality of debits and credits in a general ledger is a(n):
 - a. ledger balance
 - b. trial balance
 - c. worksheet
 - d. balance sheet

Competency: Financial Statements

2. Expenses paid in one fiscal period but **not** reported as expenses until a later fiscal period are initially recorded as:
 - a. revenue on the Income Statement
 - b. prepaid expenses on the Balance Sheet
 - c. accrued expenses on the Balance Sheet
 - d. accumulated expenses on the Income Statement

Competency: Financial Statements

-
3. A written application requesting permission to form a corporation is called the:
- charter
 - application for incorporation
 - stock certificate
 - articles of incorporation

Competency: Corporate Accounting

4. What effect would a two for one stock split have?
- The number of shares outstanding would drop in half.
 - The shareholders ownership percentage would double.
 - The stock price will drop by half and the number of shares of stock outstanding will double.
 - The stock price will double and the number of shares of stock outstanding will drop by half.

Competency: Corporate Accounting

5. Cole and Madison are partners who decided to liquidate the partnership. Before the liquidation, the partnership's balance sheet showed Cash \$10,000, total "other assets", \$106,000; total liabilities, \$88,000; Cole Capital, \$15,100; and Madison, Capital, \$12,900. The "other assets" were sold for \$118,000. After liabilities are paid, what is total distribution to Cole?
- \$20,000
 - \$70,000
 - \$44,000
 - \$21,100

Competency: Partnerships

6. Wilson invests cash of \$30,000 in the partnership. Jones invests the assets of an existing business. Jones's balance sheet shows \$8,000 in cash, \$10,000 in accounts receivable, \$500 in allowance for uncollectible accounts, \$7,000 for other current assets, \$15,000 for equipment, \$5,000 for accumulated depreciation minus equipment, and \$1,000 for accounts payable. The total capital of the partnership will be:
- \$55,000
 - \$38,000
 - \$63,500
 - \$48,000

Competency: Partnerships

7. Marsh Corporation has a current assets valued at \$15 million, inventory at \$12 million, and current liabilities valued at \$6 million. The cost of goods sold was \$60 million. Based on this information, its current ratio is:
- 3.0
 - 2.5
 - 0.5
 - 0.25

Competency: Ratios and Data Analysis

-
8. Use horizontal analysis to compute the percentage increase in sales: In 2009 sales were \$200,000 and in 2010 sales were \$250,000. The result is:
- sales increased by 125 percent
 - sales increased by 80 percent
 - sales increased by 30 percent
 - sales increased by 25 percent

Competency: Ratios and Data Analysis

9. The entry to record the receipt of a note from a charge customer in settlement of the account is:
- debit Accounts Receivable; credit Notes Payable
 - debit Accounts Receivable; credit Notes Receivable
 - debit Notes Receivable; credit Accounts Receivable
 - debit Notes Payable; credit Accounts Receivable

Competency: Accounts Receivable and Payable

10. Using the aging method, Marsh Corporation estimates that uncollectible accounts will total \$700 this year. The Allowance for Uncollectible Accounts balance is \$490. The adjusting entry:
- debit the expense account \$1,190; credit the allowance account \$1,190
 - debit the expense account \$210; credit the allowance account \$210
 - debit the expense account \$700; credit the allowance account \$700
 - debit the expense account \$490; credit the allowance account \$490

Competency: Accounts Receivable and Payable

11. Which one of the following items would be included in a cash budget?
- dividends
 - accrued expenditure
 - depreciation
 - provision for doubtful debts

Competency: Budgeting and Cash Flow

12. Marsh Corporation reported sales of \$160,000 (20,000 units). Fixed costs amounted to \$20,000 and income for the period was \$80,000. The per-unit variable cost is:
- \$2.50
 - \$2.00
 - \$1.00
 - \$3.00

Competency: Budgeting and Cash Flow

13. Which one of the following accounts is **not** considered factory overhead?
- plant heating and electricity
 - supervisor's salary
 - administrative office salaries
 - factory supplies

Competency: Cost Accounting/Manufacturing

14. What is the cost of raw materials used if Raw Materials Purchases is \$800,000; beginning Raw Materials Inventory is \$100,000; and, ending Raw Materials inventory is \$150,000.

- a. \$950,000
- b. \$1,050,000
- c. \$750,000
- d. \$850,000

Competency: Cost Accounting/Manufacturing

15. The cost of supplies used by a specific department is an example of a(n):

- a. indirect expense
- b. cost of merchandise sold
- c. revenue
- d. direct expense

Competency: Departmentalized Accounting

16. Three departments (A, B, C) occupy floor space of 15,000, 75,000, and 30,000 square feet respectively. How much of this year's \$225,000 rent expense will be allocated to the Department C?

- a. \$78,125
- b. \$120,000
- c. \$140,625
- d. \$56,250

Competency: Departmentalized Accounting

17. Allowing workers time to work for nonprofit organizations, making donations to schools, hospitals, and community projects, and sponsoring community programs such as the Special Olympics is a part of which one of the following?

- a. social responsibility
- b. research and development
- c. ethics
- d. regulations

Competency: Ethics

18. The principle that requires an accountant to protect information learned in the course of work is called:

- a. integrity
- b. confidentiality
- c. objectivity
- d. competence

Competency: Ethics

19. The Employer's Quarterly Federal Tax Return is prepared using Form

- a. 1040
- b. 944
- c. 941
- d. 942

Competency: Income Tax

20. The difference between the value of a liability or an asset and the amount of tax that is due on the liability or asset is called a(n):

- a. unearned tax loss
- b. unearned tax
- c. deferred tax
- d. deferred cash

Competency: Income Tax

21. Find the cost assigned to ending merchandise inventory of 500 units using the weighted average method.

Beginning Inventory 100 @ \$18.00 = \$1,800.00

First Purchase 400 @ \$19.00 = 7,600.00

Second Purchase 800 @ \$18.25 = 14,600.00

Third Purchase 500 @ \$20.40 = 10,200.00

- a. \$10,200
- b. \$9,500
- c. \$10,500
- d. \$9,800

Competency: Inventory

22. What is estimated ending inventory using the Gross Profit method with the following data? Marsh Corporation has a gross profit rate of 35 percent of net sales. Net Sales are \$600,000 and total Merchandise Available for Sale is \$525,000.

- a. \$135,000
- b. \$ 175,000
- c. \$210,000
- d. \$390,000

Competency: Inventory

23. The journal entry to record the return of merchandise sold on account is:

- a. debit Sales Returns & Allowances; credit Purchases
- b. debit Sales Returns & Allowances; credit Accounts Receivable
- c. debit Sales; credit Accounts Receivable
- d. debit Accounts Receivable; credit Sales Returns & Allowances

Competency: Journalizing and Posting

24. Which one of the following accounts would **not** be closed at the end of an accounting period?

- a. Dividends
- b. Capital Stock
- c. Revenue
- d. Income Summary

Competency: Journalizing and Posting

25. Williams earns time-and-a-half for all hours worked in excess of 8 hours per day and double time for all hours worked on Sunday. His hourly rate is \$12. During the week, his timecard recorded the following: Monday–8; Tuesday–9; Wednesday–9; Thursday–8; Friday–9; Sunday 5. Williams' gross earnings for the week are:

- a. \$564
- b. \$480
- c. \$534
- d. \$654

Competency: Payroll

26. Employers do **not** make deductions from employees' paychecks for:

- a. employee's share of health insurance premiums
- b. federal income taxes
- c. federal unemployment taxes
- d. social security taxes

Competency: Payroll

27. Using the sum of the year's digits method, calculate the depreciation for Year 3 for a plant asset with a cost of \$ 110,000, Salvage value of \$20,000, and Useful life of 5 years.

- a. \$38,000
- b. \$18,000
- c. \$30,000
- d. \$24,000

Competency: Plant Assets and Depreciation

28. If the modified accelerated cost recovery system (MACRS) is used to depreciate an asset for tax purposes, which one of the following statements is **correct**?

- a. Depreciation will be less for tax purposes than for financial reporting in the early years.
- b. Depreciation amounts will be the same for financial reporting purposes.
- c. Depreciation will be greater for tax purposes than for financial reporting in the early years.
- d. The tax life will exceed the financial reporting life.

Competency: Plant Assets and Depreciation

29. Revenues from sales are \$450,000, sales discounts are \$12,000, cost of goods sold is \$230,000, and operating expenses are \$180,000. Income before taxes is:
- \$40,000
 - \$438,000
 - \$220,000
 - \$28,000

Competency: Purchases and Sales

30. Marsh Corporation plans to sell security systems for \$2,500 per unit. Variable costs are \$1,500 per unit and total fixed costs are \$1,000,000. What is the break-even point in dollars?
- \$2,000,000
 - \$1,500,000
 - \$1,000,000
 - \$2,500,000

Competency: Purchases and Sales

ACCOUNTING II SAMPLE PRODUCTION TEST

General Instructions

You have recently been hired by Marsh Corporation as an accounting technician. Your responsibility is to assist the company's CPA in the compilation and presentation of accounting financial information. You will focus on end-of-period activities.

JOB 1: Preparing an Income Statement

Prepare an income statement for the period ending December 31, 2010 for Marsh Corporation using the accounts and balances listed below:

Beginning Merchandise Inventory	\$36,725
Ending Merchandise Inventory	18,515
Interest Expense	612
Operating Expenses	18,355
Purchases	21,335
Purchases Discounts	2,280
Purchases Returns	2,350
Sales	63,225
Sales Discounts	4,825
Sales Returns	2,615

Print Job 1: Income Statement

JOB 2: Recording Payroll and Employer's Payroll Taxes

Marsh Corporation's payroll register has the following information for the pay period ending June 15, 2011:

- Total gross earnings = \$38,000
- Federal income tax withheld = \$3,952
- Social Security tax withheld = \$2,356
- Medicare tax withheld = \$551
- Health insurance premiums = \$1,125

- a. Record the payment of the payroll in the general journal. Check 871
- b. Record the employer payroll taxes for the pay period in the general journal. Memo 1426

General Journal					Page 1
Date	Account Title	Doc No.	Post. Ref.	Debit	Credit

Print Job 2: Payroll Journal Entries (a & b)

JOB 3: Recording Adjusting Entries for Uncollectible Accounts

Marsh Corporation has the following general ledger account balances on December 31 of the current year.

- Accounts Receivable, \$16,000.00
- Allowance for Uncollectible Accounts, \$430.00
- Sales, \$ 42,000.00
- Sales Discount, \$1,400.00
- Sales Returns and Allowances, \$ 900.00

- a. Record the adjusting entry for Uncollectible Accounts calculated as 1 percent of net sales.
- b. Complete the schedule below and record the adjusting entry for Uncollectible Accounts using the Aging Method.

Schedule of Accounts Receivable by Age

Account Balances	Not Yet Due	1 – 30 Days	31 – 60 Days	61 – 90 Days	Over 90 Days
\$18,000.00	\$12,000.00	\$2,500.00	\$2,000.00	\$800.00	\$700.00
Percentages	0.2%	1.0%	4.0%	10.0%	40.0%
Amount	?	?	?	?	?

General Journal					Page 2
Date	Account Title	Doc No.	Post. Ref.	Debit	Credit

Print Job 3: Adjusting Entries for Uncollectible Accounts (a & b) and Schedule

JOB 4: Preparing Depreciation Schedule and Adjusting Entry

Part A: Complete the depreciation schedule table:

DEPRECIATION SCHEDULE			
Plant asset: Equipment		Estimated salvage value: \$500.00	
Original cost: \$12,500.00		Estimated useful life: 4 years	
Year	Straight Line Method	Double Declining Balance Method	Sum of the Years Digits Method
1			
2			
3			
4			

Part B: Record the adjusting entry using Year 3 double declining balance method.

General Journal					Page 2
Date	Account Title	Doc No.	Post. Ref.	Debit	Credit

Print Job 4: Depreciation Schedule and Adjusting Entry

JOB 5: Calculating Ending Inventory, Gross Profit, and Turnover Ratio (20 Points)

Marsh Corporation has the following data from its inventory records.

Beginning Inventory	150	\$ 8.00	1,200.00	\$
First Purchase	150	10.00	1,500.00	
Second Purchase	100	12.00	1,200.00	
Third Purchase	200	14.00	2,800.00	
Total Available	600		6,700.00	
Ending Inventory	180			

Part A: Find the cost of the ending inventory using the LIFO, the FIFO and the Weighted Average methods

Calculating Ending Inventory

	First In, First Out	Last In, First Out	Weighted Average
Ending Inventory			

Part B: Complete the Gross Profit analysis for each method: (Net Sales is provided)

Calculating Gross Profit

	First In, First Out	Last In, First Out	Weighted Average
Sales	\$9,600.00	\$9,600.00	\$9,600.00
CMS			
Gross Profit			

Part C: Calculate the inventory turnover ratio for each method using the data above.

Calculating Turnover Ratio

Item	FIFO	LIFO	Weighted Average
Beginning Inventory	\$1,200.00	\$1,200.00	\$1,200.00
Ending Inventory			
Average Inventory			
Cost of Mdse. Sold			
Turnover Ratio			

Print Job 5-A: LIFO, FIFO, Weight Average

Print Job 5-B: Gross Profit Analysis

Print Job 5-C: Inventory Turnover

JOB 6: Recording Journal Entries For Accounts Receivable/Notes Receivable

2011

Oct. 4 Sold merchandise on account to Sheets and Sons; 2/10, n/30, \$1,200 (Sales Slip 6799)

Nov 3 Received \$300 as partial payment on account from Sheets and Sons and a 60-day, 10 percent note for \$900, dated November 3 (Receipt 877, Note 456)

Dec. 31 Made the adjusting entry to record the accrued interest. (use bank year to calculate interest)

General Journal					Page 1
Date	Account Title	Doc No.	Post. Ref.	Debit	Credit

Print Job 6: Journal Entries

JOB 7: Preparing A Cash Flow Statement

Prepare a statement of cash flows for May using the following data:

Operating Activities:

- Net Income \$ 1,800
- Increase in Supplies \$ 500
- Decrease in Accounts Payable \$ 400

Investing Activities:

- Purchase of equipment \$ 6,000

Financing Activities:

- Proceeds from issuance of common stock \$10,000
- Dividend payment 3,000

**Marsh Corporation
Statement of Cash Flows
May 31, 2011**

Operating Activities:	Inflow	Outflow	
Net cash flow from Operating Activities			\$
Investing Activities:			
Net cash flow from Investing Activities			\$
Financing Activities:			
Net cash flow from Financing Activities			\$
Net increase (decrease) in cash flow			\$

Print Job 7: Statement of Cash Flows

Overview

This event provides recognition for FBLA members who demonstrate an understanding of and skill in basic agribusiness concepts and procedures.

This is an individual online test.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/agribusiness.pdf>

Website Resources

- CASE: Curriculum for Agricultural Science Education
<http://www.case4learning.org/curriculum/introduction-to-afnr/>
- National FFA Organization
<https://www.ffa.org>

AGRIBUSINESS SAMPLE QUESTIONS

1. Succession planning refers to:
 - a. planning to raise a new variety of soybeans that have not be tried before
 - b. planning for next year's success of the business
 - c. planning to move the business to the younger generation
 - d. planning to increase the size of the farm business

2. Calculate the depreciation of a new tractor that Fred Farmer has purchased. Purchase price is \$169,000, the salvage value is estimated to be \$44,500, and Fred expects to own the tractor for 10 years and average 650 hours per year. What is the hourly economic or management depreciation?
 - a. \$4.50
 - b. \$44.50
 - c. \$19.15
 - d. \$40.50

3. Which one of the following would improve profitability of a farm business?
 - a. buy more equipment to keep ahead of the neighbor
 - b. use credit cards for purchasing supplies
 - c. increase farm earnings and reduce farm costs
 - d. get another loan to have more cash

4. A drought in South America will:
 - a. increase the chance for rain in the United States
 - b. decrease the amount of snow that falls in the Rocky Mountains
 - c. increase demand for U.S. grain
 - d. decrease the price of U.S. grain

-
5. Which one of the following is **not** a deductible cost to an agricultural business?
 - a. machinery depreciation
 - b. principle paid
 - c. wages paid
 - d. the value of raised livestock

 6. Buyers and sellers in the futures market who do **not** raise or use the commodity they are trading in are called:
 - a. forward contractors
 - b. speculators
 - c. risk managers
 - d. hedgers

 7. Farm Financial Standards Council promotes uniformity of farm financial records for the purpose of:
 - a. analyzing farm production characteristics
 - b. fair comparisons between all farms
 - c. fair comparisons between farms in foreign countries
 - d. analyzing competitive advantages

 8. A farmer purchases 750-pound feeder steers for \$1.18 per pound and plans to sell the steers at 1300 pounds. The farmer estimates the total cost of gain to be \$0.80 per pound. The nearest breakeven price when the steers are sold at 1300 pounds is (round to the nearest cent):
 - a. \$1.12/pound
 - b. \$0.92/pound
 - c. \$1.02/pound
 - d. \$1.18/pound

 9. What percent moisture should corn silage be harvested at for optimum feed quality?
 - a. 55–60 percent
 - b. 24–32 percent
 - c. 45–50 percent
 - d. 75–80 percent

 10. Which one of the following can influence the value of crop land?
 - a. interest rate of the mortgage
 - b. national gross farm income
 - c. a mortgage on the land
 - d. what it produced last year

 11. For every dollar spent on food in the United States how much gets back to the farmer?
 - a. \$0.67
 - b. \$0.19
 - c. \$0.07
 - d. \$0.53

-
12. Four sections of land are how many square miles?
- 1 square mile
 - 3 square miles
 - 4 square miles
 - 2 square miles
13. If you are going to raise your own replacement heifers, when calculating a cow-calf enterprise budget you should:
- include the cost of purchased replacements, as well as the costs associated with developing the home raised heifers
 - include annual depreciation expense for raised heifers as a cost in the enterprise budget
 - exclude cull cow sales from the income section of the budget projections
 - reduce the number of heifer calves sold to reflect the number of heifers retained
14. A cost of production which varies as additional units of production are added and includes such items as seed, fertilizer, supplies, medicine is called a:
- total cost
 - opportunity cost
 - fixed cost
 - variable cost
15. Which one of the following is **true** about cooperatives?
- There is no manager in a cooperative.
 - Cooperatives are incorporated.
 - Voting is the same as other businesses.
 - There is no board of directors in a cooperative.
16. Assume that the cross-price elasticity of pork for chicken is 1.2. This cross-price elasticity indicates that:
- pork and chicken are complementary goods
 - there is no relationship between the demand for pork and the price of chicken
 - a 1.2 percent increase in the price of chicken will lead to a 1 percent increase in the price of pork
 - a 10 percent increase in the price of chicken should lead to a 12 percent increase in the demand for pork
17. By USDA definition, an operation may be classified as a "farm" if it:
- generates at least one-half of the household's income in a normal year
 - has at least 100 acres of cropland or pasture land
 - raises agricultural products (crops, livestock) in a typical year
 - has \$1,000 of agricultural sales in a normal year
18. What would you do if the cash position in a certain month indicated that there would be more expenses than income?
- Change depreciation methods of personal assets.
 - Terminate any assets causing the cash flow problem that month.
 - Move cash around various banking accounts to hide the problem.
 - Use savings, delay expenses, move sales, or borrow money.
-

-
19. In a perfectly competitive market, which one of the following is most correct?
- Sellers cannot differentiate their products by advertising.
 - A firm's demand curve is perfectly inelastic.
 - There are many sellers but very few buyers. This means sellers have market power.
 - Sellers can increase their profits by charging a higher price for their goods.
20. For a farm business, it is important to distinguish between variable costs and fixed costs. The definition of variable costs is:
- are not used in the enterprise budget
 - include depreciation, interest, insurance, and taxes on machinery and buildings
 - represent costs that are incurred whether the farm enterprises produces a crop or not
 - represent items that will be used during one production period
21. Two good reasons for keeping farm business records are to:
- know when the farm business is making money and when it is losing money
 - know which farm enterprises are making money and which ones are losing money
 - comply with income tax reporting requirements and to assist in planning and management
 - maximize profit and minimize taxes for the farm business
22. In the long run, a farm business manager should try to cover:
- fixed costs
 - total cost
 - all costs
 - variable costs
23. Precision agriculture requires reliance upon what major technology to be successful?
- ebb and flow hydroponics
 - in vitro fertilization
 - Global Positioning Systems (GPS)
 - high-speed Internet connectivity
24. From an agricultural law perspective, there are two general kinds of property:
- land and buildings
 - owned and mortgage
 - business and personal
 - real and personal
25. The government has set a price floor for milk at \$14/cwt (cwt = 100 pounds), but market conditions indicate that the market equilibrium is \$11/cwt. What effect will the price floor have?
- stimulate establishment of new dairies
 - cause a shortage of milk in the market
 - no effect on the supply of milk
 - cause a surplus of milk in the market

-
26. What would be some of the job tasks that would be expected from an accountant at an agribusiness operation?
- Conducts inventory of all business merchandise, ensuring that there is an accurate count of merchandise on hand at all times.
 - Interviews customers to determine the target price of an item or service.
 - Provides auditing services, assistance with tax preparation, litigation support, and financial advice.
 - Oversees a division of an organization, including ensuring payment, vacation time and injury benefits to employees.
27. What level of education is required for most entry level agricultural sales positions?
- an associate's degree (2-yr.)
 - a bachelor's degree (4-yr.)
 - usually there are no educational requirements
 - a high school diploma (K-12)
28. When the U.S. dollar is considered to be weak, the demand for agricultural imports:
- none are correct
 - have no change
 - increase
 - decrease
29. The "best" economic investment benefit to owning farmland is:
- great cash flow
 - that there is lots of flexibility in the investment
 - that it's a beautiful place to live
 - that the investment has long-term capital gains potential
30. To produce any product/service in the short run, which costs must be covered?
- opportunity costs
 - fixed costs
 - total costs
 - variable costs

AMERICAN ENTERPRISE PROJECT

Overview

The Edward D. Miller Award recognizes FBLA chapters that develop projects within the school and/or community that increase understanding of and support for the American enterprise system by developing an information/education program.

This is a two-part event: a written project is submitted prior to the NLC to be judged, and all eligible chapters will present the project at the NLC in a preliminary round. The report must be submitted online to the national center by the second Friday in May for judging. This is a chapter event.

Website Resources

- Bonds
<http://www.publicdebt.treas.gov>
- Federal Deposit Insurance Corporation
<http://www.fdic.gov>
- Internal Revenue Service
<http://www.irs.gov>
- Small Business Administration
<http://www.sba.gov>
- Social Security Administration
<http://www.ssa.gov>

Additional Resource

- *MarketPlace*—FBLA Winning Reports—1st Place; FBLA Winning Reports—2nd Place

BANKING & FINANCIAL SYSTEMS

Overview

Understanding how financial institutions operate is important to successful business ownership and management. It also is valuable for personal financial success. This event provides recognition for FBLA members who have an understanding of and skills in the general operations of the various components of the financial services sector.

This is a team event composed of two or three members. This event consists of two parts: an objective test and a performance. The objective test is taken collaboratively by the a team of two or three members and the top fifteen teams scoring the highest on the objective test will advance to the final round and participate in the performance component.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/BANKINGANDFINANCIALSYSTEMS.pdf>

Website Resources

- Basics of Banking and Saving - CNN Money
<http://money.cnn.com/magazines/moneymag/money101/lesson3/index.htm>
- FDIC Quick Links for Consumers & Communities
<http://www.fdic.gov/quicklinks/consumers.html>
- Federal Reserve Education Page
<http://www.federalreserveeducation.org/>
- Equifax
<http://www.equifax.com>
- Experian
<http://www.experian.com>
- Transunion
<http://www.transunion.com>

BANKING & FINANCIAL SYSTEMS SAMPLE QUESTIONS

1. Which one of the following agencies does **not** protect or aid consumers against unsafe products?
 - a. Federal Insurance Commission
 - b. Food and Drug Administration
 - c. Consumer Product Safety Commission
 - d. Better Business Bureau

Competency: Ethics

2. When approving loans for new customers, it is important to follow the following anti-discrimination law:
 - a. Equal Rights Act
 - b. Equal Pay Act
 - c. Equal Credit Opportunity Act
 - d. Equal Credit Justification Act

Competency: Ethics

3. What is the most common place identity theft occurs?

- a. recycling bins
- b. grocery store
- c. Internet
- d. shopping mall

Competency: Ethics

4. Which one of the following is typically **not** an example of a fixed expense in a budget?

- a. electricity payment
- b. car payment
- c. insurance payment
- d. rent payment

Competency: Terminology

5. Which one of the following is a service provided by a bank to ensure that an account holder does **not** make a debit that exceeds the amount in his/her account?

- a. overdraft protection
- b. account protection
- c. money protection
- d. debit protection

Competency: Terminology

6. Identify the condition that occurs when someone's liabilities are greater than his or her assets?

- a. intestate
- b. insolvency
- c. hazard
- d. leverage

Competency: Terminology

7. A person's adjusted gross income less any allowable tax deductions and _____ is called taxable income.

- a. exemptions
- b. credit
- c. expenses
- d. earnings

Competency: Terminology

8. The following are examples of deposit-type institutions **except**:

- a. credit unions
- b. investment companies
- c. savings and loans associations
- d. commercial banks

Competency: Terminology

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9. Which one of the following is a retirement plan designed for self-employed people?
- a. 403-B
 - b. Roth IRA
 - c. Keogh Plan
 - d. 401-K

Competency: Terminology

10. A person with the following skills is the best candidate for the position of financial software designer:
- a. a person who has an accounting background and great analytical skills
 - b. a person who has a computer science background as well as math skills
 - c. a person who has an accounting background as well as computer science background
 - d. a person who has a computer science background and great communication skills

Competency: Careers in Financial Services

11. If your career goal is to become a Commercial Loan Officer, which one of the following is the least likely major you would select to obtain a bachelor's degree?
- a. finance
 - b. marketing sales and service
 - c. accounting
 - d. economics

Competency: Careers in Financial Services

12. Birth certificates, title deeds, and certificates of deposit should be kept in:
- a. safe-deposit boxes
 - b. computer files
 - c. home files
 - d. in a drawer in a desk

Competency: Concepts & Practices

13. Which one of the following is **not** a section on the Cash Flows Statement?
- a. Cash Flows from Bank Activities
 - b. Cash Flows from Operating Activities
 - c. Cash Flows from Investing Activities
 - d. Cash Flows from Financing Activities

Competency: Concepts & Practices

14. Most bank tellers must have a certificate from which organization before becoming a bank teller?
- a. Association of Banks and Investments (ABBI)
 - b. American Banking Association (ABA)
 - c. Bank Certification Association (BCA)
 - d. American Institute of Banking (AB)

Competency: Concepts & Practices

-
15. Eliminating deposit insurance has the primary disadvantage of:
- a. reducing the Federal Reserve amounts
 - b. reducing the stability of the banking system causing bank runs
 - c. not being able to trade with foreign countries
 - d. not being a politically correct thing to do

Competency: Concepts & Practices

16. Which term is used when one person agrees to be responsible for a loan if the primary person fails to make payments?
- a. co-signing
 - b. contractual arrangement
 - c. collateral
 - d. contract with creditors

Competency: Concepts & Practices

17. When handling customer inquiries, the most important thing to do is:
- a. judge the situation and person, then offer help
 - b. be creative to solve the problem
 - c. always follow policy and procedures
 - d. always think of a solution even if it is not protocol

Competency: Concepts & Practices

18. Which combination is the best way to physically protect employees and customers at the real time location such as a bank, lending office, or credit union?
- a. security guards, surveillance cameras, and motion detectors
 - b. off duty police officers as security guards, surveillance cameras, and bullet proof glass
 - c. off duty police officers as security guards, surveillance cameras, and auto safe locks
 - d. only offer drive through services

Competency: Government Regulation of Financial Services

19. Which one of the following occurred in the 1990s?
- a. the FDIC was created
 - b. the Comptroller of the Currency gave the Federal Reserve Bank final authority
 - c. interstate banking was allowed
 - d. laws were passed to eliminate local banks

Competency: Government Regulation of Financial Services

20. Which one of the following serves as the board to standardize financial planning across the United States?
- a. The Certified Financial Planner Board of Standards
 - b. The U.S. Board of Financial Planners
 - c. There is not a standardization of financial planning in the United States.
 - d. The American Board of Certified Public Planners

Competency: Government Regulation of Financial Services

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21. Who typically sets law or regulations regarding insurance companies?
- a. insurance companies only follow the same regulations as all businesses
 - b. the president of the National Insurance Commission
 - c. the state designated administrative officer such as the Commissioner of Insurance
 - d. insurance companies are not regulated

Competency: Government Regulation of Financial Services

22. Under the Federal Rules of Evidence, _____ documents created in the business environment are _____ in the court of law.
- a. no; admissible
 - b. only financial records; admissible
 - c. all; admissible
 - d. all except personal email; admissible

Competency: Government Regulation of Financial Services

23. With the increase of electronic financial records, what is the language that has been created to establish consistency among records?
- a. XBRL
 - b. XLAA
 - c. XAAL
 - d. EFRL

Competency: Impact of Technology on Financial Services

24. Which software is the most appropriate to use to create a balance sheet?
- a. Microsoft Access
 - b. Microsoft Excel
 - c. Microsoft Word
 - d. Microsoft Power Point

Competency: Impact of Technology on Financial Services

25. Which one of the following Java types is structured as **true** or **false**?
- a. Byte
 - b. Bit
 - c. Boolean
 - d. Long

Competency: Impact of Technology on Financial Services

26. In 2002, there was a six-rate tax system. The six-rates were divided into three categories. Which one of the following is **not** one of the three categories?
- a. heads of households
 - b. single taxpayers
 - c. married taxpayers
 - d. veteran taxpayers

Competency: Taxation

-
27. An allowance is an adjustment to the tax withheld from your paycheck, based on your _____ and _____.
- a. marital status; number of dependents
 - b. income level; tax bracket
 - c. marital status; number of jobs
 - d. income level; number of dependents

Competency: Taxation

28. An example of a recent and successful tax credit is:
- a. New Employee Tax Credit
 - b. Cash for Clunkers Credit
 - c. First Time Homebuyer Tax Credit
 - d. High Income Housing Tax Credit

Competency: Taxation

29. The type of savings account that claims a good rate of return, low minimum deposit, and the fact that it is free from local and state taxes as benefits is a:
- a. Regular Savings Account
 - b. U.S. Savings Bond
 - c. Money Market Account
 - d. Certificate of Deposit

Competency: Types and Differences of Institutions

30. A credit union is different from a commercial bank because it is:
- a. nonbinding
 - b. nonprofit
 - c. always free checking
 - d. always small in terms of number of customers

Competency: Types and Differences of Institutions

BANKING & FINANCIAL SYSTEMS SAMPLE CASE STUDY

1. You have twenty minutes to review the case.
2. Presentation time is seven minutes. At six minutes the timekeeper will hold up a card indicating you have one minute left and at seven minutes the timekeeper will stand again.
3. The presentation is interactive with the judges who will ask questions throughout the presentation. Students will assume the role of a financial planner. The judges will play the role of the parents in the presentation and refer to the case for specifics.
4. You will be given two note cards per team member.
5. Cover all the points described in the case and be prepared to answer questions posed by the judges.
6. Have a plan in place as to which team member will answer various questions, based on that team member's area of expertise.
7. All members of the team must participate in the presentation, as well as answer the questions.

PERFORMANCE INDICATORS

1. Select logical solution with positive and negative aspects of its implementation acknowledged (or presented)
2. Well organized and clearly stated thoughts and statements; appropriate business language used
3. Anticipate results based on correct reasoning
4. Demonstrate ability to effectively answer questions

TEAM CASE STUDY SITUATION

You are to assume the role of a financial planner. Your clients visiting the office today are a young family with two children (ages six and eight) who recently inherited \$75,000. They want to invest their money in order to pay for their children's college education. The cost of attending college in their state is approximately \$30,000 a year. During the past five years, the cost of attending college in their state has risen 10 percent per year. They also would like to have the tax procedures for inheritance explained to them.

The two parents both have business degrees, so they have an adequate amount of knowledge about investing. The young family needs you to develop a strategy for looking at all the investment opportunities and identify all possible gain/loss risk and the potential for meeting the goal of paying for their two children to attend college. Assume that the children will attend college at age 18 and will attend college for only four years.

The parents (judges) will speak to the financial planner in the planner's office. The parents (judges) will begin by asking you what reasons you can provide that would make your investment plan the most logical for the family to follow if they would like to have enough money to send both children to college for four years. Once you have completed your presentation and

answered the parents' (judges') questions, the parents will conclude the meeting by thanking you for your input and telling you that they will be "in touch".

BUSINESS CALCULATIONS

Overview

Acquiring a high level of mathematics skill to solve business problems is a challenge for all prospective business employees. This event provides recognition for FBLA members who have an understanding of mathematical functions in business applications.

This is an individual online test.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/BUSINESSCALCULATIONS.pdf>

Website Resources

- How to Calculate Depreciation
<http://www.assetaide.com/depreciation/calculation.html>
- Markup
http://www.321know.com/g84_max1.htm
- Meters and Liters: Converting to the Metric System of Measurements
http://www.learner.org/interactives/dailymath/meters_liters.html
- The Metrics International System of Units
<http://www.wsdot.wa.gov/reference/metrics/factors.htm>

BUSINESS CALCULATIONS SAMPLE QUESTIONS

1. There are several methods of calculating depreciation. One method allows you to claim depreciation over a fixed number of years depending on the class life of the property. What is this method?
 - a. declining balance method
 - b. modified accelerated cost recovery system
 - c. sum of the years digits method
 - d. straight line method

Competency: Depreciation

2. An oven costing \$1,200 will be used for five years and then traded in for an estimated \$750. Using the sum-of-the-years-digits method, find the book value of the oven at the end of the second year.
 - a. \$750
 - b. \$930
 - c. \$1,000
 - d. \$1,030

Competency: Depreciation

-
3. The Brown Trucking Company purchased a truck for \$19,000. They use the MACRS method of depreciation. What is the asset's value at the end of year three if the rate of depreciation is 20 percent for Year 1, 32 percent for Year 2, and 19.2 percent for Year 3?
- \$5,472.00
 - \$13,528.00
 - \$2,188.00
 - \$6,080.00

Competency: Depreciation

4. All Sports Trophies made this deposit: 6 hundreds; 14 fifties; and checks for \$85, \$23.50, \$45, \$17.50, \$17.27, \$32.35, \$65. They got cash back of 50 one dollar bills, 20 five dollar bills, 10 ten dollar bills, and 8 twenty dollar bills. Find the total deposit.
- \$1,585.62
 - \$890.00
 - \$1,175.62
 - \$410.00

Competency: Bank Records

5. What are Chelsea's outstanding deposits if she has a statement balance of \$648.35, outstanding checks of \$44.89 and an adjusted balance of \$794.83?
- \$1398.29
 - \$101.59
 - \$794.83
 - \$191.37

Competency: Bank Records

6. Which one of the following services is **not** typically available to customers with online banking?
- virus and security software downloads
 - pay bills electronically instead of through the mail
 - transfer money between accounts
 - account access 24 hours a day, 7 days a week

Competency: Bank Records

7. Samuel bought a new car with a purchase price of \$35,340. He is charged a 6.5 percent sales tax on the purchase price. What is the total price with sales tax?
- \$37,637.10
 - \$2,297.10
 - \$33,042.90
 - \$40,776.92

Competency: Consumer Credit

-
8. The Wards bought a house at its market value of \$82,000. They made a 5 percent down payment and paid these closing costs: legal fees, \$550; property survey, \$310; title insurance, \$275; inspection fees, \$240; and points, \$1,558. What is the total of the closing costs?
- \$4,100
 - \$7,033
 - \$1,558
 - \$2,933

Competency: Consumer Credit

9. Sonja borrowed \$1,575 and made 18 payments of \$105.25. How much did she pay in interest?
- \$319.50
 - \$1,575.00
 - \$1,984.50
 - \$3,469.50

Competency: Consumer Credit

10. When Josie Shell received her July credit card statement she found these items listed: 7/1, previous balance, \$281.59; 7/7, purchase, \$168.99; 7/10, purchase \$57.98 and 7/25, payment, \$200. Josie's credit card company uses a 1.8 percent monthly periodic rate. Find the finance charge if Josie's card company uses the average daily balance excluding new purchases.
- \$5.55
 - \$7.45
 - \$9.15
 - \$4.26

Competency: Consumer Credit

11. Kenny Lee's credit card statement for May showed a previous balance of \$289.16, new purchases of \$107.99, a membership fee of \$35, a finance charge of \$5.96, and a payment of \$100. What is his new balance?
- \$326.16
 - \$338.11
 - \$538.11
 - \$389.16

Competency: Consumer Credit

12. Donna works in a marketing department of a printing company. In a meeting with her supervisors, Donna wants to demonstrate that a marketing campaign she designed has resulted in increased sales over the last four months. What type of graphic illustration should Donna use to illustrate her campaign's success?
- four color word graph
 - line graph
 - bar graph
 - circle graph

Competency: Data Analysis and Reporting

-
13. Which one of the following do you **not** need to know to calculate the breakeven point?
- variable costs for manufacturing each unit of the product
 - a competitor's price for the same product
 - fixed costs for manufacturing each unit of the product
 - expected selling price of each unit of the product

Competency: Data Analysis and Reporting

14. What would Chelsea's premium have been for the first year if she had purchased \$250,000 whole life when she was 20?
- \$369.50
 - \$2,462.50
 - \$241.25
 - \$2,412.50

Competency: Insurance

15. Rose pays for a general health plan, a dental health plan, and a vision health plan through her employer. The monthly premiums are general health, \$299; dental health, \$265; and vision health, \$59. Her employer's share of these plans is: general health, 35 percent; dental health, 45 percent; and vision health, 75 percent. What is Rose's total monthly premium for all plans and what is her employer's share?
- \$623.00; \$73.59
 - \$354.85; \$268.15
 - \$268.15; \$185.00
 - \$623.00; \$354.85

Competency: Insurance

16. Hailey Kaufman borrowed \$1,000 at 6 percent for 85 days. The bank determined the interest she will pay based on a 360 day year. What interest method did the bank use?
- rule of 72 method
 - exact interest method
 - ordinary interest method
 - rule of 78 method

Competency: Interest Rates

17. An investor earned \$1,170 interest on funds invested at 9.75 percent annual simple interest for four years. How much was invested?
- \$3,500.00
 - \$2,870.00
 - \$3,000.00
 - \$3,250.00

Competency: Interest Rates

-
18. Jane borrows \$120,000 at 9.5 percent per annum interest compounding quarterly. She pays regular installments to the bank at the end of each quarter and intends to pay off the loan within four years. What quarterly installment does Jane pay the bank?
- a. \$11,234.68
 - b. \$9,102.70
 - c. \$10,105.62
 - d. \$9,000.00

Competency: Interest Rates

19. From January through June, Superior Advertising took three inventories of merchandise: \$88,000, \$188,200, and \$124,600. The cost of merchandise sold during the six-month period was \$601,200. What was the turnover rate for these six months?
- a. 1.67
 - b. 4.50
 - c. 9.00
 - d. 2.50

Competency: Inventory

20. Amy O'Brien is comparing her retirement benefits at age 62 and 65. If she retires at age 65, her monthly benefit will be \$2,754. If she retires at age 62, her monthly benefit will be reduced by 20 percent. What is her monthly benefit at age 62?
- a. \$3,442.50
 - b. \$550.80
 - c. \$2,303.20
 - d. \$2,203.20

Competency: Investments

21. Find the total investment in 100 shares of stock bought at 24 when the purchase is handled by a full service broker who charges \$17 plus 1.3 percent of the transaction amount?
- a. \$2,548.20
 - b. \$2,431.20
 - c. \$31.20
 - d. \$2,448.20

Competency: Investments

22. A retailer ordered eight dozen jackets for \$14.50 each. The list price of the jacket is \$25.00. What will be the amount of the invoice when it is received?
- a. \$2,400.00
 - b. \$1,392.00
 - c. \$116.00
 - d. \$1,008.00

Competency: Mark-ups and Discounts

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23. Caroline purchased a new car with the purchase price of \$32,230. The manufacturer offers a \$1,500 rebate. Sales tax is 5 percent of the purchase price. What is the purchase price after the rebate and the tax is calculated?
- a. \$33,841.50
 - b. \$32,341.50
 - c. \$1,611.50
 - d. \$30,745.00

Competency: Mark-ups and Discounts

24. A retailer wants to sell 200 electronic toys at its after Christmas sale. The toys cost the store \$15 each. The store's overhead related to the toys is \$5,000. Before Christmas the toys sold for \$55 each. What markup was earned on each toy that sold at the pre-Christmas price?
- a. \$45
 - b. \$50
 - c. \$35
 - d. \$40

Competency: Mark-ups and Discounts

25. A company pays their sales staff a monthly commission of 4 percent on the first \$15,000 of sales, 6 percent on the next \$20,000 of sales, and 7.5 percent on all sales above \$35,000. What amount would Tony Crenshaw earn if his sales for a month were \$41,000?
- a. \$3,075
 - b. \$2,625
 - c. \$2,250
 - d. \$2,550

Competency: Payroll

26. Yvonne works for \$14.35 an hour and gets paid time-and-a-half for overtime hours and double-time for weekend hours. This week Yvonne worked 40 regular hours and 11 overtime hours. Last week Yvonne worked 35 regular hours and 11 weekend hours. Which week did she earn more in wages and by how much?
- a. this week, \$7.17
 - b. this week, \$7.22
 - c. last week, \$7.22
 - d. last week, \$7.17

Competency: Payroll

27. Social Security tax is 6.2 percent per dollar up to \$87,900 of annual earnings. Roy Potter has year to date earnings of \$83,215 and current monthly earnings of \$4,700. What is the amount of Social Security to withhold for the current monthly earnings?
- a. \$0
 - b. \$5,159.33
 - c. \$290.47
 - d. \$291.40

Competency: Payroll

28. A department store has current assets of \$320,750 and current liabilities of \$198,545. What is the store's current ratio, to the nearest tenth?

- a. 2.0
- b. 2.5
- c. 1.0
- d. 1.6

Competency: Ratios and Proportions

29. Bill ships books in 25 lb. boxes. Twelve boxes cost \$180 to ship. Bill wants to cut his shipping costs by 15 percent. How much less would his cost be per box?

- a. \$1.25
- b. \$2.50
- c. \$2.25
- d. \$1.75

Competency: Ratios and Proportions

30. Redmond's property is assessed at \$92,700. The school rate in his district is 1.52 cents per \$1. What is Redmond's school tax?

- a. \$1,409.04
- b. \$6,098.68
- c. \$140,904.00
- d. \$60.98

Competency: Taxes

BUSINESS COMMUNICATION

Overview

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for FBLA members who work toward improving their business communication skills of writing, speaking, and listening.

This is an individual online test.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/BUSINESSCOMMUNICATION.pdf>

Website Resources

- Dale Carnegie Training
<http://www.dalecarnegie.com/>
- Get It Write
<http://www.getitwriteonline.com/archive/tips.htm>
- Webgrammar
<http://www.webgrammar.com/>
- Your Dictionary - Education Articles & Resources
<http://education.yourdictionary.com/>

BUSINESS COMMUNICATION SAMPLE QUESTIONS

1. Forms of communication are best described by:
 - a. selecting messages by type and channel
 - b. realizing that communication is rarely permanent
 - c. taking communication to a higher level of critical thinking
 - d. stating that communication can be expressed verbally and nonverbally

Competency: Communication Concepts

2. In business the role of letters is defined as being a(n):
 - a. method that has little legal value in a lawsuit
 - b. effective method of communicating with an external or internal audience
 - c. secondary message system after instant messaging
 - d. method that is easily written with little advance planning

Competency: Communication Concepts

3. What is the correct response regarding meetings?
 - a. While holding an important meeting, ask the staff to put through calls so you won't seem unapproachable.
 - b. The location selected for face-to-face communication is an important factor to minimize interruptions.
 - c. Where furniture is placed in a small office has no impact on open communication.
 - d. When meeting in a restaurant, select a spot that will allow good public views to avoid any secret conversations.

Competency: Communication Concepts

-
4. Steps taken before keying words on the computer or writing them on paper are:
 - a. establishing the primary purpose
 - b. analyzing the purpose
 - c. analyzing the receiver
 - d. planning the message

Competency: Written and Report Applications

5. Memos are usually an internal document that:
 - a. are used to communicate from supervisors to supervisors only
 - b. are less formal and shorter than letters
 - c. should not be used for important messages
 - d. can only be sent to one or two receivers

Competency: Written and Report Applications

6. Planning to write directions, instructions, or descriptions requires the writer to first:
 - a. locate a good place for a meeting for the launch lunch
 - b. analyze the situation to identify the audience and the purpose
 - c. send an instant message to management to confirm the order
 - d. prepare all the graphs and charts

Competency: Written and Report Applications

7. Readability formulas are important for analyzing messages:
 - a. that a receiver uses to follow directions
 - b. to put them in electronic format
 - c. to decrease the vocabulary level
 - d. to surprise the readers when they calculate the formula

Competency: Reading Comprehension

8. Businesses often require the writing of summaries:
 - a. to sharpen the communication skills of the reader
 - b. to instill the concept of fair use in the reader
 - c. to lessen the effect of the technical data
 - d. such as those of an article, a proposal, a project, or report

Competency: Reading Comprehension

9. Normally, what does a table created using Word show?
 - a. numeric comparisons
 - b. no value if placed in a report
 - c. no titles or subtitles
 - d. comparisons of definitions of terms or concepts

Competency: Reading Comprehension

10. Identify the underlined words as parts of speech: Betty asked for a raise.

- a. noun and active voice
- b. subject, and state of being verb
- c. noun and verb
- d. noun and preposition

Competency: Grammar

11. Identify the type of verb in the following sentence:

The employees made suggestions to the manager.

- a. transitive
- b. intransitive
- c. linking
- d. helping

Competency: Grammar

12. Three degrees of comparison such as positive, comparative, and superlative refer to the degrees of a(n):

- a. conjunction
- b. pronoun
- c. adverb
- d. adjective

Competency: Grammar

13. Select the correct structure below:

- a. Larry set and talked and talked to his self.
- b. Taken the medicine is good.
- c. Larry drove the car in to the bus.
- d. Larry has the answer to that question.

Competency: Editing and Proofreading

14. Select the sentence that contains a dangling modifier:

- a. Sitting idly at the light, the bus shut off its motor.
- b. The driver shut off the motor while sitting idly at the light.
- c. At the light, the motor of the bus was shut down by the driver.
- d. The motor of the bus was shut off by the driver while waiting at the light.

Competency: Editing and Proofreading

15. Which sentence below contains a split infinitive?

- a. The government elected the judge to officially represent the department.
- b. The tuna turned to swim away.
- c. To write correctly is a needed skill for all employees.
- d. John waited and then started to sing loudly.

Competency: Editing and Proofreading

-
16. Identify which sentence below has correct spelling, grammar, and punctuation.
- Have you ever cruise on a large, passenger boat?
 - The cruise ship has three dining rooms; it has over 14 decks above water.
 - The cruise ship advertises a main dinner, a supplemental dinner and several Buffets.
 - The ship will stop in Rome Italy and then in Barcelona Spain.

Competency: Editing and Proofreading

17. Physical distractions, such as _____ can be a barrier to listening.
- jargon or slang
 - temperature or noise
 - high pitched voices or low pitched voices
 - laziness or biases

Competency: Oral and Nonverbal Communications

18. Research indicates that senior managers spend about ____ percent of their time in various settings just listening.
- 80
 - 85
 - 90
 - 100

Competency: Oral and Nonverbal Communications

19. A major aspect of your voice is volume, which means the:
- inflection of your voice
 - intensity of sound
 - speed of your oral communication
 - tone and emphasis you place in your voice

Competency: Oral and Nonverbal Communications

20. What is the purpose of using a period at the end of a sentence?
- is rarely used in formal writing
 - signals the end of a declarative or imperative sentence
 - is never used for a polite request
 - signals the end of a quoted question

Competency: Word Definition and Usage

21. What does a question mark ask for?
- an exclamation from the reader or listener
 - a limited number of sentences
 - a definite response
 - primary internal punctuation

Competency: Word Definition and Usage

22. You should use a(n) _____ to form possessives and contractions.

- a. comma
- b. dash
- c. apostrophe
- d. hyphen

Competency: Word Definition and Usage

23. In which one of the following sentences are the numbers correctly written?

- a. 6 people lost their footing on the ledge.
- b. Ten apples were left on the tree.
- c. 13 stamps for \$.44 cents each were sold.
- d. 20 and 5/8 are the answers.

Competency: Word Definition and Usage

24. Which sentence is correct?

- a. He eats alot of hamburgers and fries!
- b. The trainer tried to keep the angry stallions a part.
- c. The book that I bought was very difficult to understand.
- d. The preacher made an illusion to a modern movie.

Competency: Spelling

25. Noah Webster wrote the first _____ in 1806.

- a. thesaurus
- b. CD-ROM dictionary
- c. dictionary
- d. electronic dictionary

Competency: Spelling

26. Which sentence is correct?

- a. I don't know weather you can do that play.
- b. We want to see the building in the capital.
- c. Marcia had a lot of shoes in her closet.
- d. The school principle goes to every football game.

Competency: Spelling

27. There are consequences of violating copyright laws. All of the following are punishments **except**:

- a. monetary damages according to the loss caused by the violation
- b. a written public apology published in the legal section of a local newspaper
- c. for "innocent infringement," the range of statutory damages is \$200 to \$150,000 per work; in "willful infringement," the range of statutory damages is \$750 to \$300,000 per work
- d. if a violator is found guilty, there is a fine of up to \$500,000 or imprisonment of up to five years for a first offense

Competency: Digital Communications (e-mail, messaging, netiquette, etc.)

28. Studies indicate that email:

- a. represents an expensive method of exchanging messages
- b. can be used only as a stand-alone device in offices
- c. has surpassed the telephone as the tool of choice in the workplace
- d. become a method of informal communication between friends only

Competency: Digital Communications

29. Today, technology has:

- a. given users less opportunity for communicating effectively
- b. finally slowed down and no innovations are likely
- c. advanced beyond the mere use of the Internet to allow users to access many applications even by cell phones
- d. taken the role of job search away from human resources

Competency: Digital Communications

30. What is the auto response feature of email?

- a. automatically answers all emails and provides detailed answers
- b. makes the subject line of an email meaningful
- c. lets email senders know that you will respond later
- d. makes the message more inviting

Competency: Digital Communications

BUSINESS ETHICS

Overview

Ethical decision making is essential in the business world and the workplace. This team event recognizes FBLA members who demonstrate the ability to present solutions to ethical situations encountered in the business world and the workplace.

Topic

The topic for Business Ethics changes every year. Refer to the Guidelines section in the *Chapter Management Handbook* to find the current topic for the event or look at competitive events under the FBLA tab at www.fbla-pbl.org.

Students are responsible for researching an ethical case based on the given topic and must submit six copies of a written synopsis no longer than 500 words on the case selected. Copies must be submitted in six labeled, unbound folders to the national center by the second Friday in May. All students will present at the NLC.

This event is a team of two or three members.

Performance Competencies

- Make ethical business decisions in the business world and workplace
- Provide a rationale for ethical decisions presented
- Critical thinking and problem solving
- Have outstanding verbal communication skills
- Effectively answer questions

Web Site Resources

- http://www.mindtools.com/pages/main/newMN_TED.htm
- <http://www.scu.edu/ethics/practicing/decision/framework.html>
- <http://efmenguin.wordpress.com/tag/public-speaking/>
- <http://www.josephsoninstitute.org/>
- <http://www.web-miner.com/busethics.htm>
- <http://www.scu.edu/ethics/practicing/focusareas/business/>
- http://management.about.com/od/businessethics/Business_Ethics.htm

BUSINESS FINANCIAL PLAN

Overview

Business financial planning is paramount to the success of any business enterprise. This event is designed to recognize FBLA members who possess the knowledge and skills needed to establish and develop a complete financial plan for a business venture.

This is a two-part event: a written project is submitted prior to the NLC to be judged, and all eligible chapters will present the project at the NLC in a preliminary round. The report must be submitted online to the national center by the second Friday in May for judging.

This is an individual or team event.

Website Resources

- Ameriprise Financial
<http://www.ameriprise.com>
- Business Plans & Financial Statements Gallery - SCORE
<http://www.score.org/resources/business-plans-financial-statements-template-gallery>
- Charles Schwab
<http://www.Schwab.com>
- Formatting the Financial Plan Section of a Business Plan
<http://www.allbusiness.com/business-planning-structures/business-plans/2527-1.html>
- Lincoln Financial Group
<http://www.LFG.com>
- Merrill Lynch
<http://www.ml.com>

Additional Resources

- *MarketPlace*—FBLA Winning Reports—1st Place; FBLA Winning Reports—2nd Place

Overview

This event provides recognition for FBLA members who are familiar with specific legal areas that most commonly affect personal and business relationships.

This is an individual online test.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/BUSINESSLAW.pdf>

Website Resources

- American Bar Association - Business Law Today, Online Resources
<http://www.abanet.org/buslaw/blt/index.html>
- Law for Business or Personal
<http://lawxtra.swlearning.com/>
- Law Check
<http://www.lawchek.com/>
- Law Guru
<http://www.lawguru.com/>
- Legal Definitions & Legal Terms Defined
<http://definitions.uslegal.com/>
- Legal Information Institute
<http://www.law.cornell.edu/>
- SBA - Business Law & Regulations
<http://www.sba.gov/category/navigation-structure/starting-managing-business/managing-business/business-law-regulations>
- USA Laws and Regulations - General Reference Resources
<http://www.usa.gov/Topics/Reference-Shelf/Laws.shtml>

BUSINESS LAW SAMPLE QUESTIONS

1. Employment relationship whereby the employee may be discharged at any time because no agreement was made about length of employment.
 - a. employment at will
 - b. contract employment
 - c. venture agreement
 - d. duty of reasonable performance

Competency: Agency and Employment Law

2. ___ occurs when an employee is fired in retaliation for reporting violations of law by the company.
 - a. Wrongful discharge
 - b. Duty of reasonable performance
 - c. Duty of obedience
 - d. Employment at will

Competency: Agency and Employment Law

-
3. What do whistleblower laws protect workers from?
- government intervention
 - lawsuits against their employer
 - company liability
 - job loss

Competency: Agency and Employment Law

4. ___ occurs when a worker agrees to perform a dangerous job.
- Coercion
 - Genuine consent
 - Negligence
 - Assumption of risk

Competency: Agency and Employment Law

5. The partner whose potential liability is restricted to his or her investment in the partnership is a(n):
- active partner
 - limited partner
 - silent partner
 - secret partner

Competency: Business Organization

6. A ___ is the association of two or more to do business as co-owners for profit.
- cooperative
 - venture
 - partnership
 - corporation

Competency: Business Organization

7. The ___ has liability restricted by the amount of their investment in the partnership.
- general partner
 - dormant partner
 - silent partner
 - limited partner

Competency: Business Organization

8. Which one of the following are the rules for the internal organization and management of a corporation?
- Constitution
 - Charter
 - Bylaws
 - Articles of Incorporation

Competency: Business Organization

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9. ___ are business crimes that do **not** involve force or violence.
- a. Felonies
 - b. Civil offenses
 - c. White-collar crimes
 - d. Misdemeanors

Competency: Computer Law

10. ___ is law that is intended to govern the use of computers in e-commerce and the Internet.
- a. Cyber law
 - b. Civil law
 - c. Technology law
 - d. Commercial law

Competency: Computer Law

11. ___ involves sending bulk emails (that were **not** requested) to thousands of potential customers through the Internet.
- a. Blogging
 - b. Hacking
 - c. Spamming
 - d. Surfing

Competency: Computer Law

12. Token consideration which bears **no** relation to the real value of the contract is:
- a. nominal consideration
 - b. future consideration
 - c. past consideration
 - d. binding consideration

Competency: Contracts and Sales

13. Refraining from doing what one has a right to do is called:
- a. estoppel
 - b. statute of limitations
 - c. forbearance
 - d. restraint

Competency: Contracts and Sales

14. Giving back what you have received under a contract and requesting the return of what you gave is called:
- a. ratification
 - b. disaffirmance
 - c. emancipation
 - d. retroaction

Competency: Contracts and Sales

-
15. ____ is the voiding of a marital contract.
- a. Divorce
 - b. Void marriage
 - c. Annulment
 - d. Voidable marriage

Competency: Domestic/Personal Law

16. ____ is a legal contract resolving property and other claims that might result from a marriage.
- a. Prenuptial agreement
 - b. Marriage
 - c. Marital consortium
 - d. Common-law marriage

Competency: Domestic/Personal Law

17. The ____ is a legal vehicle used to transfer the immediate control of property to another party.
- a. estate
 - b. will
 - c. deed
 - d. trust

Competency: Domestic/Personal Law

18. Caveat emptor means ____ when conducting business transactions.
- a. the buyer is not responsible
 - b. the buyer should be aware
 - c. the buyer is liable
 - d. the buyer is not liable

Competency: Consumer Protection, Product/Personal Liability

19. ____ is an improper business practice involving luring buyers to the store with an understocked, low-priced good and then redirecting them to a more expensive product.
- a. Disclaimer
 - b. Puffing
 - c. Bait and switch
 - d. High balling

Competency: Consumer Protection, Product/Personal Liability

20. ____ permits a party to a contract to recover money or property (or the value of) given to the other party.
- a. Punitive action
 - b. Government sanction
 - c. Class action
 - d. Restitution

Competency: Consumer Protection, Product/Personal Liability

21. The court **cannot** enforce a contract between two parties when the:

- a. agreement is oral and not written
- b. offer and acceptance occur simultaneously
- c. agreement purpose is unlawful
- d. parties act with reasonable care

Competency: Legal System

22. ___ is the doctrine requiring lower courts to adhere to existing case law in making decisions.

- a. Stare decisis
- b. Case law
- c. Ordinance
- d. Jurisdiction

Competency: Legal System

23. A ___ is a private or civil wrong for which the law grants a remedy.

- a. tort
- b. crime
- c. code
- d. statute

Competency: Legal System

24. The ___ is a court in which an accurate, detailed report of what went on at trial is made.

- a. appellate court
- b. specialized court
- c. court of record
- d. writ of certioria

Competency: Legal System

25. ___ is an unconditional written promise or order to pay money.

- a. Note
- b. Draft
- c. Commercial paper
- d. Traveler's check

Competency: Negotiable Instruments, Insurance, Secured Transactions, and Bankruptcy

26. What is the person called who executes a promissory note?

- a. payee
- b. maker
- c. cashier
- d. teller

Competency: Negotiable Instruments, Insurance, Secured Transactions, and Bankruptcy

-
27. ___ is a written instrument acknowledging a bank's receipt of money and promising to repay it at a definite future time.
- a. Certificate of deposit
 - b. Cashier's check
 - c. Money order
 - d. Promissory note

Competency: Negotiable Instruments, Insurance, Secured Transactions, and Bankruptcy

28. ___ is the party who accepts possession and control of another's personal property.
- a. Bailor
 - b. Carrier
 - c. Lien holder
 - d. Bailee

Competency: Property Laws

29. ___ gives the government power to take private property for public use upon payment of the fair market price.
- a. Private domain
 - b. Public domain
 - c. Public transfer
 - d. Eminent domain

Competency: Property Laws

30. The ___ is the legal document used to transfer ownership of real property.
- a. will
 - b. contract
 - c. lease
 - d. deed

Competency: Property Laws

BUSINESS MATH

Overview

The ability to solve common business mathematical problems is a basic skill required by all prospective business employees. This event provides recognition for FBLA members who have an understanding of basic math functions needed in business.

This event is an individual objective test and only for members in *grades 9 and 10*.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/BUSINESSMATH.pdf>

Website Resources

- How to Calculate Depreciation
<http://www.assetaide.com/depreciation/calculation.html>
- Markup
http://www.321know.com/g84_max1.htm
- Meters and Liters: Converting to the Metric System of Measurements
http://www.learner.org/interactives/dailymath/meters_liters.html
- The Metrics International System of Units
<http://www.wsdot.wa.gov/reference/metrics/factors.htm>
- Top 6 Business Math Resources
<http://math.about.com/od/businessmath/tp/businessmathtp.htm>

BUSINESS MATH SAMPLE QUESTIONS

1. Viola has saved \$6690. She paid her college tuition of \$2,988 for the first semester using her savings. What is Viola's savings account balance?
 - a. \$3,002
 - b. \$3,702
 - c. \$3,007
 - d. \$3,072

Competency: Basic Math Concepts

2. Multiply \$71.21 by 10.25 yields a value of:
 - a. \$792.90
 - b. \$729.90
 - c. \$722.89
 - d. \$799.90

Competency: Basic Math Concepts

-
3. A weekly payroll register shows that Sarah Barnskey had total wages of \$251.25. She had deductions of \$21.00 for FICA tax, \$32 for federal income tax, and \$20 for medical insurance. Compute Sarah's net pay.
- \$117.08
 - \$178.25
 - \$170.08
 - \$107.08

Competency: Basic Math Concepts

4. The difference between the subtrahend 34 and the minuend 87 is:
- positive 35
 - positive 53
 - negative 35
 - negative 53

Competency: Basic Math Concepts

5. The product of multiplier .13 and multiplicand 7.0905 is:
- .921765
 - 1.821765
 - 1.921765
 - 1.192176

Competency: Basic Math Concepts

6. The quotient 13 can be achieved with the:
- divisor 79 and dividend 6
 - divisor 6 and dividend 78
 - divisor 7 and dividend 69
 - divisor 9 and dividend 77

Competency: Basic Math Concepts

7. Is $\frac{4}{4}$ less than, greater than, equal to, or not equal to 1.
- not equal
 - less than
 - greater than
 - equal to

Competency: Basic Math Concepts

8. If the monthly interest rate is 3 percent, what is the APR?
- 36 percent
 - 10 percent
 - 15 percent
 - 30 percent

Competency: Consumer Credit

9. The sales tax is 5.5 percent. Compute the sales tax on \$325.

- a. \$10.70
- b. \$178
- c. \$17.88
- d. \$1.78

Competency: Consumer Credit

10. Calculate simple interest on a principal of \$1,525 at 19.5 percent at the end of the year.

- a. \$29.73
- b. \$297.38
- c. \$2,973.80
- d. \$2,777

Competency: Consumer Credit

11. The sales tax is 3 percent. Compute the sales tax on \$690.

- a. \$2.70
- b. \$20.70
- c. \$270
- d. \$207

Competency: Consumer Credit

12. Joann purchased a used automobile for \$1,500. Southwest Banks finances the car for one year at 12.5 percent. Compute the total payment at the end of the year.

- a. \$187.50
- b. \$1,587.50
- c. \$1,887.50
- d. \$1,687.50

Competency: Consumer Credit

13. Find the mode of 0,1,2,2,3,4,4,8,2.

- a. 2.5
- b. 4
- c. 3
- d. 2

Competency: Consumer Credit

14. The weighted average for the data set.

Scores 4 9 6 8 1

Number of occurrences 4 2 6 1 1

- a. 3.93
- b. 2.54
- c. 5
- d. 12

Competency: Data Analysis and Probability

15. Determine the average of the 2, 5, 7, 10.

- a. 5
- b. 6
- c. 10
- d. 7

Competency: Data Analysis and Probability

16. Round 4888.262 to the nearest hundredth.

- a. 488
- b. 488.26
- c. 500
- d. 4888.26

Competency: Decimals

17. Multiply 4.2×2.2 .

- a. 12
- b. 7.24
- c. 20
- d. 9.24

Competency: Decimals

18. Mary found an old piggy bank. 4 twenty dollar bills, 7 ones, and 90 pennies were in the piggy bank. How much currency did Mary have?

- a. \$89.00
- b. \$47.00
- c. \$87.90
- d. \$80.70

Competency: Decimals

19. Sue received a 30 percent discount on a blouse retailed for \$79.00. What is the sale price of the blouse?

- a. \$5.30
- b. \$55.30
- c. \$59.99
- d. \$69.99

Competency: Discounts

20. Jake's printing gives its customers a series of chain discounts including 15 percent, 5 percent, and 5 percent. Calculate the net selling price on printing orders of \$900.

- a. \$690.41
- b. \$6,600
- c. \$69.41
- d. \$6,006

Competency: Discounts

21. Bob received a 10 percent discount on a shirt retailed for \$49.99, how much was Bob's discount?

- a. \$20.00
- b. \$5.00
- c. \$30.00
- d. \$10.00

Competency: Discounts

22. Bob received a 10 percent discount on a shirt retailed for \$49.99. What is the sale price of the shirt?

- a. \$19.99
- b. \$29.99
- c. \$39.99
- d. \$44.99

Competency: Discounts

23. Subtract $\frac{1}{4}$ from 12.

- a. 11
- b. 15
- c. 5
- d. $8\frac{3}{4}$

Competency: Fractions

24. Divide $\frac{1}{2}$ by $\frac{1}{4}$.

- a. 6
- b. 2
- c. 8
- d. 4

Competency: Fractions

25. Convert $\frac{1}{2}$ to a decimal.

- a. .5
- b. .50
- c. 10
- d. .20

Competency: Fractions

26. Convert $\frac{14}{7}$ to a whole number.

- a. 2
- b. 20
- c. 7
- d. 14

Competency: Fractions

-
27. Dawn made a \$10,000 down payment on a home financed at 8 percent. What is the cost of the home?
- a. \$85,000
 - b. \$125,000
 - c. \$80,000
 - d. \$8,000

Competency: Percentages

28. Fourth of July decorations were marked down 20 percent. What is the cost of decorations that originally sold for \$100.00.
- a. \$20.00
 - b. \$8.00
 - c. \$25.00
 - d. \$80.00

Competency: Percentages

29. The total sales of Max's Guitar Store were \$40,000. Twenty percent comes from the sale of guitar supplies. What amount does Max's Guitar Store collect from guitar supplies?
- a. \$80
 - b. \$8,000
 - c. \$8,500
 - d. \$800

Competency: Percentages

30. Maggie's Coffee Shop makes \$2000 in sales from Vanilla Mochas from the total coffee sales of \$4000. What percent of Vanilla Mochas are of Maggie's Coffee Shop total sales?
- a. 20 percent
 - b. 25 percent
 - c. 37 percent
 - d. 50 percent

Competency: Percentages

BUSINESS PLAN

Overview

This event recognizes FBLA members who demonstrate an understanding and mastery of the process required to develop and implement a new business venture.

This is a two-part event: a written project is submitted prior to the NLC to be judged, and all eligible chapters will present the project at the NLC in a preliminary round. The report must be submitted online to the national center by the second Friday in May for judging.

This is an individual or team event.

Project Purpose

The business plan must describe a proposed business venture. The business venture also must be currently viable and realistic and must not have been in operation for a period exceeding twelve months before the NLC.

Website Resources

- A Standard Business Plan Outline
<http://articles.bplans.com/writing-a-business-plan/a-standard-business-plan-outline/29>
- Business Planning - Creating Plans
<http://www.businesstown.com/planning/creating.asp>
- Business Plan Outline
<http://www.business-plan.com/outline.html>
- Business Plans - Web Resources
<http://www.hbs.edu/entrepreneurship/resources/businessplan.html>
- Technology Ventures Corporation
[http://techventures.org/resources/docs/Outline for a Business Plan.pdf](http://techventures.org/resources/docs/Outline%20for%20a%20Business%20Plan.pdf)
- TeenVestor: Writing a Business Plan
<http://www.teenvestor.com/entrepreneurs/Bizplans/bizplans.htm>
- Templates for Your Business
http://www.score.org/template_gallery.html

BUSINESS PRESENTATION

Overview

This event provides recognition for FBLA members who demonstrate the ability to deliver an effective business presentation while using multimedia presentation technology.

This is an individual performance event and all participants present at the NLC.

Topic

The topic for the Business Presentation changes every year. Refer to the Guidelines section in the *Chapter Management Handbook* to find the current topic or look at competitive events under the FBLA tab at www.fbla-pbl.org.

This is an individual or team event.

Website Resources

- 8 Secrets to a Knockout Business Presentation
<http://sbinformation.about.com/od/sales/a/presentationtip.htm>
- Better Communication with Employees and Peers
<http://www.inc.com/guides/growth/23032.html>
- Business Presentations for Success
http://presentationsoft.about.com/od/powerpointinbusiness/a/business_success.htm
- Copyright and Fair Use
<http://fairuse.stanford.edu/>
- Toastmasters International
<http://www.toastmasters.org>

BUSINESS PROCEDURES

Overview

This event provides recognition for FBLA members who possess knowledge of basic skills and procedures and the ability to make intelligent business decisions.

This is an individual online test.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/BUSINESSPROCEDURES.pdf>

Website Resources

- Basic Business Letters
<http://owl.english.purdue.edu/owl/resource/653/01/>
- Communication Skills
<http://www.khake.com/page66.html>
- Tech Terms Dictionary
<http://www.techterms.com/>

BUSINESS PROCEDURES SAMPLE QUESTIONS

1. To work effectively in a team, employees:
 - a. should not worry about obstacles to achieving the team's goals
 - b. should set clear goals for the team
 - c. should avoid considering the strengths of individuals because all work will be done as a team
 - d. need not consider how the success of the team will be measured

Competency: Human Relations

2. During a brainstorming session:
 - a. the meeting leader should offer most of the ideas
 - b. only interesting or realistic ideas are recorded
 - c. criticism of ideas offered is welcomed
 - d. explanations and combinations of ideas are encouraged

Competency: Human Relations

3. To help bring about change in your personality:
 - a. acknowledge your strengths but do not consider your weaknesses
 - b. be honest with yourself about your behavior and beliefs
 - c. understand that you do not share many of the wants and needs of others
 - d. acknowledge your weaknesses but do not consider your strengths

Competency: Human Relations

-
4. An organization's communications network that is meant for the use of its employees or members is called:
- an intranet
 - a mobile office
 - the Internet
 - an extranet

Competency: Technology Concepts

5. A computer that stores data and application software for all PC workstations in a single building or building complex is called a:
- bus
 - browser
 - server
 - search engine

Competency: Technology Concepts

6. Which statement is **false** about modems?
- A modem can be placed inside or outside a computer.
 - A modem is not an electronic device.
 - A modem can send data over phone lines.
 - A modem can send data over cable.

Competency: Technology Concepts

7. What does it mean to enunciate properly?
- thinking before you speak
 - using informal words and phrases
 - saying each word carefully
 - using appropriate facial expressions and gestures

Competency: Communications Skills

8. A well-written business message:
- should not contain polite expressions such as please or thank you
 - is clear, concise, courteous, complete, and correct
 - should always be three paragraphs in length
 - is expected to contain only one or two errors

Competency: Communications Skills

9. The primary purpose of editing a document is to:
- determine the purpose of the message
 - determine the response the writer desires from the reader
 - develop an understanding of the audience for the document
 - make sure the message is accurate and conveys what the writer intended

Competency: Communications Skills

-
10. The process of accomplishing goals of an organization through the effective use of people and other resources is:
- planning
 - supervision
 - implementation
 - management

Competency: Decision Making/Management

11. The best way to determine the problem after a symptom has been identified is to:
- ask questions
 - determine alternative solutions
 - guess
 - analyze solutions

Competency: Decision Making/Management

12. Once a problem has been identified, a manager should:
- list possible solutions
 - make a decision
 - solve it
 - analyze the problem

Competency: Decision Making/Management

13. A U.S. government publication that discusses the major occupations in the country is:
- The Atlantic Monthly*
 - The Labor Review*
 - The Occupational Outlook Handbook*
 - The Jobs Guide*

Competency: Career Development

14. Your desired achievements related to work such as jobs, education, and work experience are:
- career goals
 - career strategies
 - performance evaluations
 - benchmarks

Competency: Career Development

15. When striving for continuous improvement in your job, you should:
- always complete your most difficult task first
 - eliminate needless steps in doing tasks
 - think of "getting organized" as a separate, special activity
 - keep all the information you receive related to your work

Competency: Career Development

16. An official U.S. document that grants citizens permission to travel outside the United States is a:

- a. visa
- b. consulate
- c. itinerary
- d. passport

Competency: Business Operations

17. When you keep a record of items you expect to receive under separate cover, by special postal services, or by private mail services, you are:

- a. annotating a letter
- b. routing a letter
- c. creating an expected mail log
- d. referring a letter

Competency: Business Operations

18. Which class of domestic mail would you use for a ten-pound package when delivery in three days or less is **not** necessary?

- a. standard mail
- b. first-class
- c. parcel post
- d. priority mail

Competency: Business Operations

19. A personal information management program:

- a. can be used to schedule appointments and tasks and to hold contact information
- b. can be used to sell information to marketing firms
- c. can be used to hold contact information but not to schedule appointments and tasks
- d. can be used to schedule appointments and tasks but not to hold contact information

Competency: Database/Information Management

20. Microfiche is a type of:

- a. magnetic storage medium
- b. paper storage medium
- c. microfilm storage medium
- d. optical storage medium

Competency: Database/Information Management

21. Which one of the following is **not** one of the common responsibilities of supervisors?

- a. keep employee complaints and concerns from top management to prevent problems
- b. encourage employees to do their best work
- c. control costs and use resources efficiently
- d. communicate goals and directions to employees

Competency: Database/Information Management

22. Which one of the following provides income for eligible persons who have been dismissed from their jobs?

- a. Civil Rights Act
- b. Social Security Act
- c. Fair Labor Standards Act
- d. unemployment insurance

Competency: Ethics/Safety

23. Which one of the following provides retirement benefits for eligible workers?

- a. Fair Labor Standards Act
- b. Civil Rights Act
- c. Social Security Act
- d. unemployment insurance

Competency: Ethics/Safety

24. To avoid strain and fatigue, an office worker should:

- a. use antiglare filters to avoid repetitive strain injuries
- b. avoid focusing his or her eyes away from the computer monitor
- c. use good posture
- d. put your feet up when you get tired

Competency: Ethics/Safety

25. Short-term debts owed to a company by others, such as its customers, are:

- a. vouchers
- b. accounts payable
- c. credit
- d. accounts receivable

Competency: Finance

26. A report used to compare bank and company account records is called:

- a. a bank reconciliation
- b. an endorsement
- c. an accounts receivable report
- d. a petty cash form

Competency: Finance

27. Which one of the following are found on a projected balance sheet?

- a. expenses
- b. liabilities
- c. income
- d. petty cash records

Competency: Finance

28. The process in which a software program searches for significant patterns in data is referred to as:

- a. data mining
- b. data demographics
- c. data system
- d. data input

Competency: Information Processing

29. Information processing involves input, processing, output, and which one of the following?

- a. copying
- b. storage
- c. data
- d. keying

Competency: Information Processing

30. Making decisions and recommendations based on information studied is an example of:

- a. creating or analyzing information
- b. searching for information
- c. processing information
- d. managing information

Competency: Information Processing

CLIENT SERVICE

Overview

This event provides members with an opportunity to develop and demonstrate skills in interacting with internal and external clients to provide an outstanding client service experience. The client service consultant engages clients in conversation regarding products, handles inquiries, solves problems, and uncovers opportunities for additional assistance. Participants develop speaking ability and poise through presentation as well as critical-thinking skills.

This is an individual performance/role play event.

Website Resources

- 8 Rules For Good Customer Service
<http://sbinfoCanada.about.com/od/customerservice/a/custservrules.htm>
- Best Customer-Service Practices
http://www.inc.com/guides/cust_service/23036.html
- Customer Service And Customer Loyalty
http://sbinfoCanada.about.com/od/customerservice/Customer_Service_And_Customer_Loyalty.htm
- Seven Steps to Remarkable Customer Service
<http://www.jelonsoftware.com/articles/customerservice.html>
- Solving Your Customers' Problems
<http://www.businessknowhow.com/marketing/solveprob.htm>
- Top Traits for Excellent Customer Service: Problem Solving
<http://blog.workingsolutions.com/top-traits-for-excellent-customer-service-problem-solving/>

Role Play Scenario

You work for America's Bank (AB) as a Customer Care Representative for bill payments in one of its Customer Care centers. AB is one of the largest banks in the United States and has offices throughout the country. AB has recently acquired Juniper Bank and its 50,000 credit card accounts.

There have been several mailings to customers from both Juniper Bank and America's Bank about the acquisition. New America's Bank credit cards were issued and mailed to all Juniper account holders.

You will be fielding a call from a customer (judge). You should "answer the call" with the following greeting:

"America's Bank, this is _____ (your name). How may I help you?"

COMMUNITY SERVICE PROJECT

Overview

This event recognizes FBLA chapters that successfully implement community service projects to serve the citizens of their communities.

This is a two-part event: a written project (no more than fifteen pages) is submitted prior to the NLC to be judged, and all eligible chapters will present the project at the NLC in a preliminary round. The report must be submitted online to the national center by the second Friday in May for judging.

This is a chapter event.

Website Resources

- 10 Community Service Ideas for High School Students
<http://voices.yahoo.com/10-community-service-ideas-high-school-students-8923047.html>
- 366 Community Service Ideas
<http://lancaster.unl.edu/4h/serviceideas.shtml>
- Community Service Projects
http://www.ehow.com/list_6540325_high-school-community-service-projects.html
- Community Service Ideas for Kids all Ages
<http://www.kidactivities.net/post/Community-Service-Ideas-for-Kids.aspx>
- Do Something.org
<http://www.dosomething.org/>
- True Hero
<http://www.truehero.org/>

Additional Resource

- MarketPlace—FBLA Winning Reports—1st Place; FBLA Winning Reports—2nd Place

COMPUTER APPLICATIONS

Overview

This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

This event consists of two parts: an objective test taken at the NLC and a skills production test taken prior to the NLC. This is an individual event.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/COMPUTERAPPLICATIONS.pdf>

Website Resources

- Certiport
<http://www.certiport.com>
- Jan's Illustrated Computer Literacy 101
<http://www.jegsworks.com/lessons/lessonintro.htm>
- Microsoft Word Mail Merge Tutorials
<http://mistupid.com/technical/mailmerge>
- Quia - How Computers Work
<http://www.quia.com/pages/solcomputers.html>
- Webopedia
<http://www.pcwebopedia.com/>

COMPUTER APPLICATIONS SAMPLE QUESTIONS

1. Applied science devoted to comfort, efficiency, and safety in the workplace is called:
 - a. ergonomics
 - b. equal employment opportunity
 - c. environmental protection
 - d. employee safety protection

Competency: Basic Computer Terminology and Concepts

2. This is usually mounted inside the computer's system unit and is a large capacity and fast-access storage device.
 - a. hard disk
 - b. program's drive
 - c. floppy disk
 - d. thumb drive

Competency: Basic Computer Terminology and Concepts

-
3. You need to set up a table of contents for your research project, what type of tabs should you use?
- left tabs
 - decimal tabs
 - center tabs
 - dot leader tabs

Competency: Basic Application Knowledge and Word Processing

4. Using Microsoft Word 2003 or 2007, if you wanted to find another word to replace the word "responsible" in the report you just typed, you could:
- use the "translate" feature
 - use the "thesaurus" feature
 - use the help feature
 - use the "spell check" feature

Competency: Basic Application Knowledge and Word Processing

5. All the parts of a simplified memo (in order) are:
- addressee, body, writer, enclosure, and reference initials
 - to, from, date, subject, body, and reference initials
 - addressee, body, writer, enclosure, and reference initials
 - date, addressee, subject, body, writer, and reference initials

Competency: Basic Application Knowledge and Word Processing

6. Which statement is **true** about a standard style memo?
- the body is always double spaced
 - has the writer's name typed at the bottom
 - should be centered horizontally
 - has a heading TO: FROM: DATE: SUBJECT:

Competency: Basic Application Knowledge and Word Processing

7. What is full justification?
- left and right margins would have straight lines
 - left margin would be jagged and the right margin would be a straight line
 - left margin would be a straight line and the right would be jagged
 - left and right margins would be jagged

Competency: Basic Application Knowledge and Word Processing

8. The horizontal and vertical lines on the worksheet are called:
- gridlines
 - rows
 - boxes
 - columns

Competency: Spreadsheet and Database Applications

9. To enter text in a cell, the cell must first be:

- a. shaded
- b. empty
- c. active
- d. wide enough

Competency: Spreadsheet and Database Applications

10. The small black plus sign on the bottom right in an active cell is called the:

- a. cell reference
- b. fill handle
- c. drag and drop feature
- d. formula mode

Competency: Spreadsheet and Database Applications

11. The Σ icon is used to:

- a. add currency
- b. sum
- c. average a group of numbers
- d. decrease decimals

Competency: Spreadsheet and Database Applications

12. The point where a column and a row meet is the:

- a. connection
- b. table
- c. cell
- d. gridlines

Competency: Spreadsheet and Database Applications

13. In this view you can see and change placeholders and layouts as well as make across-the-board changes, such as adding a logo to all your slides.

- a. slide show view
- b. slide master view
- c. slide sorter view
- d. slide layout view

Competency: Presentation, Publishing, and Multimedia Applications

14. To have a picture appear on all slides, where do you add it?

- a. to the slide sorter
- b. to the slides you want to see it on
- c. slide master
- d. any slide

Competency: Presentation, Publishing, and Multimedia Applications

15. To create handouts that are more elaborate than what you can make in Microsoft Office PowerPoint 2007, you can:

- a. print your slides and send them to a professional printer
- b. print your slides using the slide sorter in PowerPoint
- c. print your slides in outlined view
- d. print your handouts from Microsoft Office Word 2007

Competency: Presentation, Publishing, and Multimedia Applications

16. Use this view to deliver your presentation to your audience.

- a. presenter view
- b. outline view
- c. slide show view
- d. normal view

Competency: Presentation, Publishing, and Multimedia Applications

17. Provides consistency in design and color throughout an entire presentation.

- a. auto content wizard
- b. design template
- c. slide layout
- d. background slides

Competency: Presentation, Publishing, and Multimedia Applications

18. This type of remote conferencing allows people at different locations to talk with one another by telephone.

- a. video conference
- b. teleconference
- c. web conference
- d. fax conference

Competency: E-mail, Integrated, and Collaboration Applications

19. This type of remote conferencing takes place over an Internet connection.

- a. web conference
- b. video conference
- c. teleconference
- d. mobile conference

Competency: Email, Integrated, and Collaboration Applications

20. This provides an easy way to send electronic messages to a group of people.

- a. Bcc's
- b. distribution lists
- c. Cc's
- d. Attachments

Competency: Email, Integrated, and Collaboration Applications

21. Mary made a copy of her favorite music CD and gave it to her friend as a gift. What law, if any, is she breaking?

- a. copyright software
- b. Anti-piracy software law
- c. Right To Use software law
- d. She isn't breaking any law. She can make one backup copy.

Competency: Email, Integrated, and Collaboration Applications

22. When someone invades someone else's computer without permission, it is called:

- a. hacking
- b. spamming
- c. phishing
- d. trolling

Competency: Netiquette and Legal

23. Programs offered on the Internet at no cost and are usually unreliable are called:

- a. freeware
- b. shareware
- c. right to use
- d. public domain

Competency: Netiquette and Legal

24. Lisa is writing a history paper. Some of the author's wording has stuck in her mind because of reading it several times. Without realizing it, she uses the wording in her paper. What just happened?

- a. she broke copyright laws
- b. she plagiarized her work
- c. she broke computer privacy laws
- d. nothing happened, because she didn't do it on purpose

Competency: Netiquette and Legal

25. A form of criminal activity using social engineering techniques to fraudulently acquire sensitive information, such as passwords and credit card details, by masquerading as a trustworthy person or business in an electronic communication is called:

- a. spamming
- b. phishing
- c. flaming
- d. trolling

Competency: Netiquette and Legal

26. This copies itself repeatedly, using up resources and possibly shutting down computers or networks.

- a. Trojan horse
- b. worm
- c. spoofing
- d. virus

Competency: Security

27. How can you make your password more secure?

- a. make sure you use numbers only
- b. make it long, using letters, numbers, symbols, and capital letters
- c. make it up to eight characters or numbers long
- d. make sure your password has your name somewhere in it

Competency: Security

28. What is a biometric device?

- a. device that authenticates a person's identity using personal characteristics
- b. quarantines infected files that it cannot remove
- c. metric device that installs a personal firewall program on to your computer
- d. mechanical device that helps you do something that you usually can't do

Competency: Security

29. A security system consisting of hardware and/or software that prevents unauthorized intrusion is called:

- a. firewall
- b. encryption
- c. antivirus software
- d. intrusion security system software

Competency: Security

30. Unsolicited email messages sent to many recipients is called:

- a. phishing
- b. unethical mail
- c. spam
- d. instant messaging

Competency: Security

COMPUTER APPLICATIONS SAMPLE PRODUCTION PROBLEMS

JOB 1: Database

Create a database for WTD Industries to keep track of their customer information. Use the following customer information to create your database:

Customer ID	First Name	Last Name	Address	City	State	Zip	Email address	Phone Number	Amount Paid	Amount Due
HK31	Hassan	Kahn	1357 Spruce St.	Duck	NC	27949	hkahn@wtd.net	252-555-7531	\$1500.00	\$435.00
SA79	Shay	Adams	9753 Riding Place	Corolla	NC	27927	sadams@wtd.net	252-555-3579	\$650.00	\$350.00
DN10	Dwight	Norris	123 Main St.	Charlotte	NC	28277	dnorris@wtd.net	704-555-3210	\$485.00	\$200.00
AM65	Art	Miller	5678 Elm St.	Charlotte	NC	28277	amiller@wtd.net	704-555-8765	\$345.00	\$500.00
JR41	Juan	Rivera	1470 Tall Oaks Dr.	Corolla	NC	27927	jrivera@wtd.net	252-555-0741	\$1900.00	\$0.00
AB23	Ana	Black	3289 Beach Dr.	Corolla	NC	27927	ablack@wtd.net	252-555-9823	\$0.00	\$925.00

Job 1-A: Report Created from Table

Directions: Create a report from the table in landscape orientation. All of the fields should be included and the report should be sorted alphabetically by the Customer ID. Adjust the widths of the columns so that you can see all of the information. Title the report Job 1-A with your name, school, and state in the title.

Print Job 1-A: Report in landscape format

Job 1-B: Report Created from Query

Directions: Create a query for all customers that owe at least \$200. Include the customer's first and last name, customer ID, amount paid, and amount due fields. Save the query and create a report for the query. Title the report Job 1-B with your name, school, and state in the title.

Print Job 1-B: Report from Query

Job 1-C: Report Created from Query

Directions: Create a query for all customers that live in Corolla. Include the customer's first and last name, city, and phone number fields. Save the query and create a report for the query. Title the report Job 1-C with your name, school, and state in the title.

Print Job 1-C: Report from Query

JOB 2: Mail Merge Letter

Directions: Write a mail merge letter in accordance with the FBLA-PBL Format Guide. The letter is being sent from William T. Stephens, President of WTD Industries. It will be sent to all the clients in the database created in Job 1. Personalize the salutation so that it addresses each client by his or her first name.

Supply all necessary letter parts; use the current date. The body of the letter is as follows:

We would like to thank you for your business this year. It has been a very productive and successful year at WTD Industries. We have created new products and expanded our service options. In appreciation for your business this past year, we would like to offer you 10 percent off your next purchase.

We look forward to serving you in the future!

Print Job 2-A: Letter with Merge Field

Print Job 2-B: Source Document

JOB 3: Table

Directions: Create the following table with gridlines in accordance with the FBLA Format Guide.

TOP 5 GROSSING MOVIES OF ALL TIME				
Rank	Title	Year	Director	Worldwide Box Office Draw
1	Avatar	2009	James Cameron	\$2,781,505,847
2	Titanic	1997	James Cameron	\$1,835,300,000
3	The Lord of the Rings: The Return of the King	2003	Peter Jackson	\$1,129,219,252
4	Pirates of the Caribbean: Dead Man's Chest	2006	Gore Verbinski	\$1,065,896,541
5	Toy Story 3	2010	Lee Unkrich	\$1,062,984,497
Total				

Use a formula to calculate the total Worldwide Box Office Draw for all five movies.

Print Job 3: Table

JOB 4: Spreadsheet with Charts

Job 4-A: Create a spreadsheet using the information below.

Title: WTD Event Planners

Subtitle: 4th Quarter Expenses

Expense	October	November	December	Total	Average
Advertising	2800	3500	3200		
Insurance	500	500	500		
Miscellaneous	430	650	725		
Office Supplies	376	450	410		
Payroll Tax	1400	1450	1485		
Rent	5000	5000	5000		
Travel	4800	4000	4200		
Utilities	1250	1400	1375		
Salaries	12000	12250	12400		

1. Calculate the total for each expense.
2. Calculate the average for each expense.
3. Calculate the total for each month.
4. Make the title size 18 point font, bold. Center the title over all the columns.
5. Make the sub title size 16 point font, bold. Center the sub-title over all the columns.
6. Make the column headings size 14 point, bold.
7. Shade the cells containing the Title and Subtitle.
8. Change the font color of the title and subtitle.
9. Format the cells with numbers in them as currency with no dollar signs, only the advertising and total row of numbers should have dollar signs.
10. Put a bottom border in all of the cells in the salaries row.

Print Job 4-A1: Formatted spreadsheet in landscape format, fitting on one page

Print Job 4-A2: Spreadsheet with formulas in landscape format and fit on one page

Job 4-B: 3-D Chart

Create a 3-D pie chart for the monthly expenses for November only from the data used in Job 4-A.

1. Select the pie slice for the largest expense and pull the slice out from the rest of the pie.
2. Rotate the pie chart so that the pulled slice is positioned in the lower right.
3. Add the title November Expenses to the chart,
4. Add the percentage data labels to the pie slices.

Print Job 4-B1: 3-D pie chart on a page by itself

Create a 3-D column chart comparing the total for each month.

1. Recolor the October column yellow, the November column orange, and the December column red.
2. Add data labels.
3. Remove the legend.
4. Add the title **TOTAL EXPENSES** to the chart.

Print Job 4-B2: 3-D column chart on page by itself

JOB 5: Amortization Schedule

Amount Borrowed	
Interest Rate	
Number of Payments	
Monthly Payment	

You are interested in buying a \$12,000 car. Your job is to create a spreadsheet that will calculate the monthly payments. You also will need to create an amortization schedule for the loan. The car cost is \$12,000. You are planning on a \$2,000 down payment. The interest rate is 6.5 percent and you plan to finance the car for three years.

Payment	Beginning Balance	Payment	Interest	Principal	Balance
1					

- a. Create a spreadsheet that calculates the monthly payment.
- b. Create an amortization schedule showing the fields above. Place the amortization schedule below the payment calculation.

Print 5-A: Payment and amortization schedule to fit on one page

Print 5-B: Formatted spreadsheet showing formulas for payment and amortization schedule to fit on one page

JOB 6: Presentation

In this problem, you will create a presentation with eight slides.

- You may use any appropriate design template for the presentation.
- Use the information below to create each slide.
- Use a table layout on slide 2.
- Hyperlink each word in the table on slide 2 to its corresponding slide. (Simile to slide 3, Metaphor to slide 4, etc.)
- Add at least one appropriate image on slides 3 - 8. (Minimum of six images)
- Format the presentation appropriately.

Slide 1 (Title Slide)

Poetry Terms

- Your Name, School, State, and Job 6

Slide 2

Poetry Terms

Simile	Metaphor
Personification	Alliteration
Onomatopoeia	Rhyme

Slide 3

Simile

- Compares two unlike things using "like" or "as"
 - His temper was as ferocious as a lion.
 - Her lips were like a ruby.

Slide 4

Metaphor

- Compares two unlike things by saying one is the other
 - The sun is a ball bouncing through the sky.

Slide 5

Personification

- Gives human characteristics to non-human things
 - The leaves shivering in the sun.

Slide 6

Alliteration

- Repetition of beginning consonant sounds
 - Creamy and crunchy
 - Seven silly salesmen saw six swans swimming
 - She sells seashells by the seashore

Slide 7

Onomatopoeia

- Words that imitate sounds
 - Buzz
 - Hiss
 - Moo
 - Grrr
 - Meow

Slide 8

Rhyme

- Repetition of sounds at the ends of words
 - Simple, Pimple
 - Take, Rake, Snake
 - Mountain, Fountain

Print Job 6: Presentation showing six slides

COMPUTER GAME & SIMULATION PROGRAMMING

Overview

This event tests the programmer's skill in designing a functional interactive simulation/game that will both entertain and educate/inform the player.

This is a two-part event: a program is submitted by the second Friday in May to be judged, and all eligible individuals will present the program at the NLC in a preliminary round.

This is an individual or team event.

Website Resources

- 3dTotal
<http://www.3dtotal.com>
- All Freelance
<http://www.allfreelance.com>
- American World Network
<http://www.awn.com>
- Animation Arena
<http://www.animationarena.com>
- Association for Computing Machinery's Special Interest Group on Graphics and Interactive Techniques (ACMSIGGRAPH) - Education Spotlight
<http://education.siggraph.org/>
- CG Arena
<http://www.cgarena.com>
- CGS (Society of Digital Artists)
<http://www.cgsociety.org>
- Digital Media Net
<http://www.digitalmedianet.com>
- Evolve CG (EVOLVE 3D)
<http://www.evolve3d.net>
- Krop
<http://www.krop.com>

Program

The program for Computer Game & Simulation Programming changes every year. Refer to the Competitive section in the *CMH* to find the current topic for the event or look at competitive events under the FBLA tab at www.fbla-pbl.org.

COMPUTER PROBLEM SOLVING

Overview

This event provides recognition for FBLA members who have a broad base of knowledge and competencies in core hardware and operating system technologies including installation, configuration, diagnostics, preventative maintenance, and basic networking.

This is an individual online test.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/COMPUTERPROBLEMSOLVING.pdf>

Website Resources

- A+ Essentials Hardware Practice Questions
<http://www.simulationexams.com/SampleQuestions/aplus-questions.htm>
- Basic Computer Terminology
http://www.zerocut.com/tech/c_terms.html
- How PCs Work
<http://computer.howstuffworks.com/pc.htm>
- How Operating Systems Work
<http://computer.howstuffworks.com/operating-system.htm>
- Inside the Computer Case
<http://www.pccomputernotes.com/inside.htm>

COMPUTER PROBLEM SOLVING SAMPLE QUESTIONS

1. What is the most likely consequence of a sudden power outage?
 - a. lost data
 - b. monitor damage
 - c. modem damage
 - d. RAM damage

Competency: Personal Computer Components

2. You install a SCSI 2 Ultra host adapter with four drives. After you bring up the system you notice that only two drives are detected. What is the likely cause for this problem?
 - a. the hard drives have been configured with the same SCSI ID
 - b. both drives have failed
 - c. the host adapter has failed
 - d. the devices were not terminated

Competency: Personal Computer Components

3. A 3xx POST error code indicates a problem with the:
 - a. mouse
 - b. video adapter
 - c. floppy drive
 - d. keyboard

Competency: Personal Computer Components

4. What is the data rate of a USB port?

- a. 12 Mbps
- b. 120 Mbps
- c. 16 Mbps
- d. 100 Mbps

Competency: Personal Computer Components

5. You bring up a newly installed server for the first time; however, **none** of the devices on the SCSI bus are recognized. What is the problem?

- a. One of the SCSI devices is not functioning.
- b. The SCSI host adapter was set to ID 7.
- c. The boot device was set to SCSI ID 0.
- d. The SCSI bus was not properly terminated.

Competency: Personal Computer Components

6. In the event of a power outage, what is an UPS designed to do?

- a. keeps computer running until power is restored
- b. allows the computer to shut down safely
- c. power notebook computer
- d. generates power

Competency: Personal Computer Components

7. Maximum USB cable length is:

- a. 5 meters
- b. 25 meters
- c. 18 meters
- d. 10 meters

Competency: Laptop and Portable Devices

8. The common 4:3 resolution found in notebook monitors that have an addressable pixel resolution of 1024 X 768 and a viewable area of 12.1 to 15 inches is known as:

- a. WXGA
- b. SXGA
- c. UXGA
- d. XGA

Competency: Laptop and Portable Devices

9. Which one of the following laser printer components is responsible for using heat and pressure to melt and bond the toner to the paper?

- a. transfer corona wire
- b. drum
- c. fusing unit
- d. pickup roller

Competency: Printers and Scanners

10. What is the best solution to the problem of having a bi-directional driver and printer, but a uni-directional cable?

- a. disable bi-directional printing in the printer itself
- b. disable bi-directional printing in the CMOS
- c. get a bi-directional cable and install it
- d. disable bi-directional printing in the printer setup

Competency: Printers and Scanners

11. Whenever you install new software, XP creates a:

- a. virtual drive
- b. EULA number
- c. master boot record
- d. restore point

Competency: Operating Systems

12. To restore the original registry settings when you first installed Windows, from the Emergency Repair Disk, which option would you use to restore the registry?

- a. press F for fast repair
- b. press A for repair all
- c. press R for registry repair
- d. press M for manual repair

Competency: Operating Systems

13. What's the best way to protect your hard drive data?

- a. run chkdsk at least once a week
- b. run scandisk at least once a week
- c. regular backups
- d. run a regular diagnostic

Competency: Operating Systems

14. Which utility can speed up the performance of your machine?

- a. DEFRAG
- b. MSD
- c. CHKDSK
- d. SCANDISK

Competency: Operating Systems

15. A customer who just bought a computer from you yesterday calls frantically. He tells you the computer says he performed an illegal operation. What do you tell him?

- a. Bring the computer in for repair.
- b. Explain that he told the CPU to do something that the CPU can't do. Tell him not to do it again.
- c. Choose OK and restart the program.
- d. Tell him he's got a virus.

Competency: Operating Systems

-
16. When you double click on a short cut that appears on the Windows Desktop why does the application **not** run?
- Desktop shortcuts cannot be used in this way.
 - The shortcut file is corrupt and needs to be replaced.
 - The program file for that shortcut is corrupt or deleted.
 - The short cut has a different icon from the default.

Competency: Operating Systems

17. The customer is complaining that the program applications being displayed on the screen are missing lines, details, and other graphics. How should you change the setting?
- increase the horizontal setting on the monitor
 - increase hardware graphics acceleration
 - reduce hardware graphics acceleration
 - decrease the vertical display settings on the monitor

Competency: Operating Systems

18. Which one of the following terms refers to the snapshot of the system state that is used during a system restore?
- event log
 - restore point
 - registry backup
 - system console

Competency: Operating Systems

19. Which component is **not** part of the Windows Security Center?
- computer Management
 - Windows Firewall
 - automatic updates
 - malware protection

Competency: Operating Systems

20. Which utility enables you to reset a computer's network adapter?
- network map
 - Windows Network Diagnostics
 - IPCONFIG
 - local area connection

Competency: Operating Systems

21. You want to speed up disk-drive access in DOS by reserving a block of RAM and using it to swap data from the hard disk to RAM. Which one of the following allows you to accomplish this?
- MSCDEX
 - DriveSpace
 - SMARTDRV
 - Virtual Memory

Competency: Operating Systems

22. Which is a difference between a Search Engine and a Directory?

- a. Search engines have a search box while directories are not searchable.
- b. Search engines are free while Directories charge money for their services.
- c. Most search engines use spiders while directories do not.
- d. Webmaster can submit their resource to a search engine, but not to a directory.

Competency: Networks

23. ISDN stands for:

- a. Interior Sector Direct None
- b. Inferior Sector Data Net
- c. Internal Select Data Nulls
- d. Integrated Services Digital Network

Competency: Security

24. The process that verifies that your login and password are correct is:

- a. ACL
- b. verification
- c. authentication
- d. access control

Competency: Security

25. How many keys are used in public key encryption to encrypt and decrypt data?

- a. four
- b. three
- c. two
- d. one

Competency: Security

26. The computer runs for various periods of time before giving an "out of memory" message. The possible reason is a:

- a. badly seated memory chips
- b. bad power supply
- c. virus
- d. bad hard disk

Competency: Security

27. The user says that after downloading a program from the Internet the computer will **not** boot. What is the first thing to ask the user?

- a. Were any modem errors were reported?
- b. Was the downloaded software compatible with your system?
- c. Did you scan the file for viruses before you opened it?
- d. Is the network used for Internet access?

Competency: Security

-
28. Which one of the following is **not** listed by the FBI National Computer Crime Squad (NCCS) as a computer crime?
- a. installation of network monitoring software
 - b. major computer network intrusion
 - c. intrusion of the public phone system
 - d. pirated software

Competency: Security

29. What term defines a computer crime where one person masquerades as someone else?
- a. spoofing
 - b. identity theft
 - c. clone
 - d. sniffing

Competency: Security

30. When setting up a user's workstation, the angle of his/her forearm to his/her body should be at which degree?
- a. 180
 - b. 90
 - c. 45
 - d. 30

Competency: Safety and Environmental Issues

Overview

This event provides recognition for FBLA members who understand security needs for technology.

This is an individual online test.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/CYBERSECURITY.pdf>

Website Resources

- An Overview of Cryptography
<http://www.garykessler.net/library/crypto.html>
- Cyber Security Tips - United States Computer Emergency Readiness Team
<http://www.us-cert.gov/cas/tips/>
- How Firewalls Work
<http://www.howstuffworks.com/firewall.htm>

CYBER SECURITY SAMPLE QUESTIONS

1. _____ encompasses spyware, adware, dialers, joke programs, remote access tools, and any other unwelcome files and programs apart from viruses that are designed to harm the performance of computers on your network.
- a. Grayware
 - b. Spyware
 - c. Adware
 - d. Malware

Competency: Defend and Attack

2. _____ is a DNS technique used by botnets to hide phishing and malware delivery sites behind an ever-changing network of compromised hosts acting as proxies.
- a. Buffer overflow
 - b. Spamtrap
 - c. Fast flux
 - d. DNS hosting

Competency: Defend and Attack

3. In computer networking, a _____ is a network route (routing table entry) that goes nowhere.
- a. bottleneck route
 - b. core route
 - c. null route (blackhole route)
 - d. network route

Competency: Defend and Attack

-
4. A rootkit variant called a bootkit is used predominantly to attack _____ systems, such as in the Evil Maid Attack of 2004.
- full disk encryption
 - Active Directory
 - hard drive
 - boot Sector

Competency: Defend and Attack

5. What is the **best** way to configure a router against a denial of service attack?
- packet sniffing
 - non-standard port management
 - default passwords
 - configure router to use WPA encryption

Competency: Defend and Attack

6. _____, networks of virus-infected computers, are used to send about 80 percent of spam.
- Zombie computers
 - Botnets
 - SMTP mail relays
 - Spammers

Competency: Defend and Attack

7. Windows Vista and Windows 7 changes to security have made it a little more difficult for spammers and hackers to send viruses, worms, spyware, and Trojans by introducing a privilege elevation system called _____, and if used properly will allow you to sign on as a standard user with only basic privileges assigned, this way you do **not** have the administrators rights to download or install malicious content from the Internet.
- User Accounts
 - Limited Account Control
 - User Account Control
 - Multi-User Account Control

Competency: Defend and Attack

8. _____ helps network security administrators and IT Managers for bandwidth monitoring, and Firewall Internet security events monitoring efficiently.
- Firewall Analyzer
 - Cisco PIX
 - Proxy Servers
 - Cisco IOS

Competency: Network Security

9. Network security starts from _____ the user, commonly with a username and a password.

- a. authorizing
- b. authenticating
- c. allowing
- d. accessing

Competency: Network Security

10. Internet Explorer 8 also has developed a _____ filter potential unsafe websites you browse.

- a. SmartScreen
- b. In-Private Filtering
- c. Pop-up Blocker
- d. Caret Browsing

Competency: Email Security

11. Which one of the following provides secure methods for IP multihoming and mobile computing?

- a. CryptoSystems
- b. simple public key infrastructure (SPKI)
- c. Transport Format Protocol
- d. Host Identity Protocol (HIP)

Competency: Public Key

12. The _____ algorithms are used to create a mathematically related key pair: a secret private key and a published public key.

- a. cryptographic
- b. symmetric key
- c. asymmetric key
- d. digital signature

Competency: Public Key

13. Each user has a pair of _____, a public key, and a private key.

- a. digital signatures
- b. cryptographic keys
- c. symmetric keys
- d. asymmetric keys

Competency: Public Key

14. An analogy to public-key encryption is that of a locked _____ with a mail slot.

- a. web of trust
- b. public key infrastructure
- c. message digest
- d. mailbox

Competency: Public Key

15. _____ is the process of verifying a user's identity.

- a. Requesting
- b. Timing
- c. Authorization
- d. Authentication

Competency: Authentication

16. _____ is a mechanism to prove that the sender really sent this message.

- a. Autoenrollment
- b. Non-repudiation
- c. Privacy
- d. Authentication

Competency: Authentication

17. _____ is the process of proving one's identity.

- a. Privacy
- b. Authentication
- c. Integrity
- d. Autoenrollment

Competency: Authentication

18. What is the maximum lifetime for a user 10 ticket?

- a. 10 hours
- b. 5 minutes
- c. 600 minutes
- d. 7 days

Competency: Authentication

19. What is the usual max tolerance for computer clock synchronization?

- a. 5 minutes
- b. 7 days
- c. 10 hours
- d. 600 minutes

Competency: Authentication

20. A credential issued by the Authentication Service that supplies valid authentication credentials. Whenever the client requires access to a new network resource, it must present its TGT to the Key Distribution Center.

- a. ticket granting tickets
- b. user certificate
- c. authentication
- d. server credential

Competency: Authentication

21. Scans of unique eyeball characteristics.

- a. iris/retinal scans
- b. eye masker
- c. pupil verification
- d. pupil storage

Competency: Authentication

22. Disasters can be categorized into two broad categories.

- a. manmade and digital
- b. manmade and electronic
- c. natural and astronomical
- d. natural and manmade

Competency: Disaster Recovery

23. _____ is the process of salvaging data from damaged, failed, corrupted, or inaccessible secondary storage media when it **cannot** be accessed normally.

- a. Data recovery
- b. Data corruption
- c. Storage protocol
- d. Data digestion

Competency: Disaster Recovery

24. Which one of the following is a set of policies and procedures for reacting to and recovering from an IT-disabling disaster?

- a. business rules
- b. business continuity strategy
- c. protocoling
- d. IT watchmen

Competency: Disaster Recovery

25. Refers to backup of computer data by automatically saving a copy of every change made to that data.

- a. backup protocol
- b. continuous data protection
- c. traditional backup
- d. non-continuous data protection

Competency: Disaster Recovery

26. Which one of the following is a precautionary measure for preventing a disaster?

- a. all of the above
- b. fire alarms
- c. using anti-virus software
- d. HVAC controls

Competency: Disaster Recovery

27. These controls are aimed at detecting or discovering unwanted events.

- a. detective measures
- b. preventive measures
- c. decided measures
- d. corrective measures

Competency: Disaster Recovery

28. A state-of-the-art electronic lock:

- a. is impenetrable
- b. will never fail
- c. does not exist
- d. should have a key backup

Competency: Physical Security

29. _____ is the science of writing in secret code and is an ancient art.

- a. Cryptography
- b. Autoenrollment
- c. Writing
- d. Networking

Competency: Cryptography

30. _____ uses one key for encryption and another for decryption.

- a. Secret Key Cryptography (SKC)
- b. Public Key Cryptography (PKC)
- c. Hash function
- d. Keylogger

Competency: Disaster Recovery

DATABASE DESIGN & APPLICATIONS

Overview

This event recognizes FBLA members who demonstrate that they have acquired entry level skills for understanding database usage and development in business.

This event consists of two parts: an objective test taken at the NLC and a skills production test that must be received the second Friday of May to the national center.

This is an individual event.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/databasedesignandapplication.pdf>

Website Resources

- Database Design
http://databases.about.com/od/specificproducts/Database_Design.htm
- Datapig Access Tutorials
<http://www.datapigtechnologies.com/AccessMain.htm>
- Function X Access 2007 Tutorial--Very Thorough
<http://www.functionx.com/access/>
- Microsoft Access Tutorial
http://www.quackit.com/microsoft_access/tutorial/

DATABASE DESIGN & APPLICATIONS SAMPLE QUESTIONS

1. Which contains data about one entity or activity?
 - a. query
 - b. criteria
 - c. record
 - d. table

Competency: Data Definitions/Functions

2. Which command allows you to build a table?
 - a. USE
 - b. ALTER
 - c. CREATE
 - d. SELECT

Competency: Data Definitions/Functions

3. What command is used to retrieve specific information from a database?
 - a. FETCH
 - b. SELECT
 - c. GET
 - d. USE

Competency: Data Definitions/Functions

-
4. Which command allows you to modify information contained within a table?
- USE
 - ALTER
 - SELECT
 - UPDATE

Competency: Data Definitions/Functions

5. What command lets you take two tables and match records by common field(s)?
- CREATE
 - ALTER
 - USE
 - JOIN

Competency: Data Definitions/Functions

6. When you have a nested SQL query and the inner and outer queries reference the same table, this is known as what type of JOIN?
- SELF
 - OUTER
 - RECURSIVE
 - INNER

Competency: Data Definitions/Functions

7. The Access query wizard allows you to create queries without using which one of the following?
- objects
 - SQL
 - templates
 - DBMS

Competency: Query Development

8. You have a SQL database with a single table called 'countries'. There are columns for name, area, population, and gdp. What SQL query would show the per capita gdp (gdp/population) for each country where the area is over 5,000,000 km²?
- SELECT * FROM countries WHERE area > 5000000
 - SELECT name, population FROM countries WHERE area > 5000000
 - SELECT name, gdp/population FROM countries WHERE area > 5000000
 - SELECT name, gdp FROM countries WHERE area > 5000000

Competency: Query Development

9. You have a SQL database with a single table called 'countries'. What SQL query would show the names of countries which have both a population greater than 1000000 as well as a gdp greater than 2000000?

- a. SELECT name FROM countries WHERE population > 1000000 OR gdp > 2000000
- b. SELECT name FROM countries WHERE population > 1000000 AND gdp > 2000000
- c. SELECT name FROM countries WHERE population < 1000000 OR gdp < 2000000
- d. SELECT name FROM countries WHERE population < 1000000 AND gdp < 2000000

Competency: Query Development

10. You have a SQL database with a single table called 'countries'. There are columns for name, area, region, population, and gdp. What SQL query would show each region only once?

- a. SELECT DISTINCT region FROM countries
- b. SELECT SINGLE region FROM countries
- c. SELECT 1 region FROM countries
- d. SELECT region FROM countries (MAX=1)

Competency: Query Development

11. You have a SQL database with two tables, one is called 'countries' and the other is called 'winners'. The countries table has two columns, ID and name. The ID is a country code which is referenced from the winners table. The winners table has three columns: year, name, and country. What SQL query would show the names of the countries that each winner was from?

- a. SELECT name, country.name FROM winners JOIN countries ON (countries.country=winners.id)
- b. SELECT name, country.name FROM winners JOIN countries ON (winners.country=countries.id)
- c. SELECT name, country.name FROM country JOIN id ON (winners.id=countries.country)
- d. SELECT name, country.name FROM country JOIN id ON (winners.country=countries.id)

Competency: Query Development

12. A(n)_____ query removes records from a table based on the criteria within a query.

- a. make
- b. update
- c. delete
- d. append

Competency: Query Development

13. Allowing a database to automatically handle records linked via referential integrity rules is established by selecting:

- a. update and delete
- b. alter and drop
- c. alter and delete
- d. cascading update and cascading delete

Competency: Query Development

14. Which JOIN is the most common and can be regarded as the default JOIN type?

- a. SELF
- b. NATURAL
- c. INNER
- d. OUTER

Competency: Table Relationship

15. Which type of JOIN retains each record even if no matching record exists?

- a. natural
- b. inner
- c. equi
- d. outer

Competency: Table Relationship

16. Referential integrity is imposed by adding referential _____ to table and column definitions.

- a. cells
- b. keywords
- c. keys
- d. constraints

Competency: Table Relationship

17. What clause in the CREATE TABLE or ALTER TABLE statement will establish a referential constraint?

- a. FOREIGN KEY
- b. CONSTRAIN
- c. PRIMARY KEY
- d. ALTER

Competency: Table Relationship

18. A(n) _____ is an indirect method of referencing a table, nickname, or view so that an SQL statement can be independent of the qualified name of that table or view.

- a. alias
- b. shortcut
- c. link
- d. crossjoin

Competency: Table Relationship

19. To create a report in Access you create a new object based on a:

- a. cell
- b. table
- c. row
- d. column

Competency: Reports and Forms

20. A _____ organizes or categorizes the records by a particular field in a report.

- a. interval
- b. footer
- c. group
- d. header

Competency: Reports and Forms

21. The report page _____ section prints at the top of every page.

- a. header
- b. title
- c. info
- d. topper

Competency: Reports and Forms

22. The _____ prints at the top of every page.

- a. detail section
- b. report header
- c. page header
- d. group header

Competency: Reports and Forms

23. The _____ prints at the start of each group.

- a. detail section
- b. report header
- c. group header
- d. page header

Competency: Reports and Forms

24. You can create simple reports by using the report:

- a. wizard
- b. assistant
- c. template
- d. easycreator

Competency: Reports and Forms

-
25. To use Autoform in Access 2007, select _____ from the ribbon with your table highlighted.
- a. autoform
 - b. split form
 - c. Form
 - d. Form design

Competency: Form Development

26. _____ in a multiple-table query are linked by common fields.
- a. Primary keys
 - b. Tables
 - c. Reports
 - d. Forms

Competency: Form Development

27. You can resize a _____ in a form header or form footer by repositioning the selection handles.
- a. summary
 - b. group
 - c. label
 - d. record

Competency: Form Development

28. To begin using the form you create, you must switch to _____ view.
- a. layout
 - b. datasheet
 - c. design
 - d. form

Competency: Form Development

29. The _____ allows you to easily position items on the form.
- a. ruler
 - b. alignment
 - c. auto add
 - d. snap to grid

Competency: Form Development

30. A(n) _____ is a form that is inserted into another form.
- a. subform
 - b. child form
 - c. form include
 - d. embedded form

Competency: Form Development

DATABASE DESIGN & APPLICATIONS SAMPLE PRODUCTION TEST

General Information

You have been asked to create a database for a company that tracks Academy Awards, *The We Track Movies Corporation*. The company has the movie title, actor, year, score, and votes tallied for many movies stored in their database.

JOB 1: Create a Database from Design

You are to create a database for *The We Track Movies Corporation* based on the information provided below:

1. Decide on the design of each of the tables so that you produce a proper design that will reduce data redundancy. Choose an appropriate primary key field for each table. If a primary key field is **not** readily apparent from the information provided, you should create an appropriate primary key field.
2. Relationships should ensure referential integrity through cascading rules.
3. The data should be formatted appropriately to where it is displayed as below and there is no data loss.
4. Create your tables from the data below.

Movie Title	Actor	Year	Score	Votes
Almost Famous	Kate Hudson	2000	8.6	3639
Almost Famous	Billy Crudup	2000	8.6	3639
Almost Famous	Anna Paquin	2000	8.6	3639
American Beauty	Scott Bakula	1999	8.8	32547
American Beauty	Kevin Spacey	1999	8.8	32547
American Beauty	Annette Bening	1999	8.8	32547
American Beauty	Allison Janney	1999	8.8	32547
Pulp Fiction	Samuel L. Jackson	1994	8.6	43993
Pulp Fiction	Bruce Willis	1994	8.6	43993
Pulp Fiction	Amanda Plummer	1994	8.6	43993
Pulp Fiction	Christopher Walken	1994	8.6	43993
Pulp Fiction	John Travolta	1994	8.6	43993
Pulp Fiction	Harvey Keitel	1994	8.6	43993
Pulp Fiction	Eric Stoltz	1994	8.6	43993
Schindler's List	Liam Neeson	1993	8.8	34251
Shawshank Redemption, The	Bob Gunton	1994	9	44974
Shawshank Redemption, The	Mark Rolston	1994	9	44974
Shawshank Redemption, The	Morgan Freeman	1994	9	44974
Usual Suspects, The	Chazz Palminteri	1995	8.7	35027
Usual Suspects, The	Kevin Spacey	1995	8.7	35027
Usual Suspects, The	Benicio Del Toro	1995	8.7	35027

Print Job 1: Table definition for each table—movies, actors, casting

JOB 2: Populate Database with Data

The data shown in Job 1 should be entered into each of the tables created in Job 2.

Print Job 2-A: Movies Table

Print Job 2-B: Actors Table

JOB 3: Design Database for New Requirements

Create a new table named VoteScore which displays the number of votes that a movie got as a ratio to the number of actors who won in the format votes/number of actors.

Print Job 3: VoteScore Table

JOB 4: Database Relationships

Create all appropriate relationships and enforce referential integrity.

Print Job 4: Database relationships

JOB 5: Simple Query

Create and save a query that shows the title of each movie, and the year it was released.

Print Job 5: Query definition or SQL syntax

JOB 6: Criteria-based Query

Create and save a query that shows only movies released in 1994.

Print Job 6-A: Query definition or SQL syntax

Print Job 6-B: Query results

JOB 7: Multi-table Query

Create and save a query that shows the title of each movie, the actors, the year, and score of the movie.

Print Job 7-A: Query definition or SQL syntax

Print Job 7-B: Query results

JOB 8: Calculating Query

Create a query which shows a list of movies which have a vote/score ratio of at least 1000.

Print Job 8-A: Query definition or SQL syntax

Print Job 8-B: Query results

JOB 9: Multi-table Calculating Query

Create a query which shows a list of actors who have had at least two awards.

Print Job 9: Calculating Query

JOB 10: Report Building

Create and save a report from the query results in Job 9. Name the report Gold Star Actors. List the actor name, the movie, and the year released.

Print Job 10: Criteria-based report

DESKTOP APPLICATION PROGRAMMING

Overview

Certain types of accounting processes require that each record in the file be processed. Desktop Application Programming focuses on these procedural style processing systems. This event tests the programmer's skill in designing a useful, efficient, and effective program in the area described below.

This is a two-part event: a program is submitted by the second Friday in May to the national center to be judged and all eligible individuals will present the program at the NLC in a preliminary round.

This is an individual event.

Website Resources

- Desktop Application Programming
<http://www.mono-project.com/Monkeyguide>
- Web-Database Programming
<http://infolab.stanford.edu/~ullman/fcdb/oracle/or-web.html>

Program

The program for Desktop Application Programming changes every year. Refer to the Competitive section in the *CMH* to find the current topic for the event or look at competitive events under the FBLA tab at www.fbla-pbl.org.

DESKTOP PUBLISHING

Overview

This event provides recognition to FBLA members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making.

This event is an individual or team of two and consists of two parts: an objective test taken at the NLC and a production problem outlined in the *CMH* and sent for judging to the national office by the second Friday in May.

This is an individual or team of two.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/DESKTOPPUBLISHING.pdf>

Website Resources

- Examples of Desktop Publishing Assignments
<http://www.brighthub.com/multimedia/publishing/articles/63415.aspx>
- Learning Desktop Publishing
http://desktoppub.about.com/ir/learning_desktop_publishing/1650476/1/
- What is Desktop Publishing?
http://desktoppub.about.com/cs/beginners/f/what_dtp.htm

DESKTOP PUBLISHING SAMPLE QUESTIONS

1. A digital graphics tablet would most likely be used in desktop publishing as:
 - a. an input device for scanning images into the computer for editing
 - b. an input device for capturing handwritten data or signatures
 - c. a processing device that powers the CPU and provides color capabilities
 - d. an output device for previewing copy for appropriate color calibration before printing

Competency: Basic Desktop Terminology and Concepts
2. Why should logos or items that will be reused at various sizes be created as vector images?
 - a. they have a fixed resolution
 - b. they contain better color depth and more accurate color interpretation
 - c. they are resolution independent and do not appear pixilated when resized
 - d. they can easily be converted from one program to another

Competency: Basic Desktop Terminology and Concepts
3. The C in CMYK color process represents:
 - a. control
 - b. cyan
 - c. color
 - d. consistent

Competency: Basic Desktop Terminology and Concepts

-
4. Which one of the following is an ideal way to use contrasting fonts?
- use two fonts that are in the same family, with no more than 2 pt. size difference
 - use two distinctly different fonts from different font families
 - use four different fonts that vary in style and weight
 - use the same font repeatedly in italics

Competency: Basic Desktop Terminology and Concepts

5. The sizes of typefaces are usually measured in:
- pixels
 - inches
 - x-height
 - points

Competency: Basic Desktop Terminology and Concepts

6. To provide a cross-platform viewable proof for a client, the best format to send the document would be:
- PDF
 - RAR
 - RAW
 - ZIP

Competency: Related Desktop Application Knowledge

7. You are working on a draft of a logo for a project. You are trying to decide whether to flatten the image or leave the document as a layered file until your client has approved the logo. Which format should you use if you anticipate further feedback and changes to the logo?
- leave the document as a layered file for any future edits or changes
 - merge the layers you like and leave the remainder in layers
 - merge only the type layers
 - flatten the image to save file space

Competency: Related Desktop Application Knowledge

8. A horizontal page setup is referred to as:
- landscape orientation
 - facing pages
 - reverse plane
 - portrait orientation

Competency: Related Desktop Application Knowledge

9. Inserting nonsense text in a document to check a layout is:
- greeking
 - bleeding
 - sketching
 - symmetry

Competency: Related Desktop Application Knowledge

10. What is the best method to use a chart from a spreadsheet program in a publication intended for print?

- a. link the spreadsheet
- b. export it as an image then place it
- c. copy and paste the chart
- d. embed the spreadsheet

Competency: Related Desktop Application Knowledge

11. Which one of the following is **not** a good way to add more white space to a page layout?

- a. increasing space around headlines
- b. leaving more room around graphics
- c. increasing leading of paragraphs
- d. increasing page margins

Competency: Desktop Layout Rules and Standards

12. Which one of the following would **not** be a reason to use line in design?

- a. connecting pieces of information
- b. cropping images in a creative way
- c. creating a grid
- d. outlining a photo or setting it off from other elements

Competency: Desktop Layout Rules and Standards

13. Which one of the following would be a suitable style definition for body text?

- a. Arial, size 12
- b. Times New Roman, size 10, bold
- c. Script MT, size 8
- d. Comic Sans, size 16

Competency: Desktop Layout Rules and Standards

14. When any image or element on a page touches the edge of the page, extending beyond the trim edge, leaving no margin, it is said to:

- a. crop
- b. harmonize
- c. flow
- d. bleed

Competency: Desktop Layout Rules and Standards

15. 11 x 17 inch paper is referred to as:

- a. letter
- b. A3
- c. legal
- d. tabloid

Competency: Desktop Layout Rules and Standards

16. Identify the misspelled word:

- a. absurd
- b. abbreviate
- c. abundence
- d. accidentally

Competency: Message Presentation/Accuracy and Proofreading

17. Identify the misspelled word:

- a. balloon
- b. barbarous
- c. barbecue
- d. bankrupcy

Competency: Message Presentation/Accuracy and Proofreading

18. Identify the misspelled word:

- a. concede
- b. cantaloupe
- c. camouflauge
- d. calendar

Competency: Message Presentation/Accuracy and Proofreading

19. Identify the misspelled word:

- a. exhilarate
- b. exceed
- c. embarrass
- d. equiptment

Competency: Message Presentation/Accuracy and Proofreading

20. Which one of the following sentences contains an error in subject-verb agreement?

- a. Working with graphics can be exhausting.
- b. Ann, along with many other DTP students, were introduced as experts in Photoshop.
- c. When you feel you can do no more, just try to do one little thing.
- d. Amy completed her Photoshop exercise with minimal assistance.

Competency: Message Presentation/Accuracy and Proofreading

21. Which picture element is changed when you edit a raster image?

- a. pixel
- b. point
- c. column
- d. shape

Competency: Digital Imaging and Graphics

22. Artifacts in a JPG are:

- a. what make it crisp and clear
- b. designed to increase contrast in photographic images
- c. pixels that can detract from the sharpness of an image
- d. feathered edges to help it blend with surrounding images

Competency: Digital Imaging and Graphics

23. On a digital camera, you should use a high _____ to freeze action.

- a. f-stop
- b. shutter speed
- c. macro level
- d. capacity memory card

Competency: Digital Imaging and Graphics

24. Digital camera zoom that allows you to take extreme close-ups.

- a. wide angle
- b. macro
- c. optical
- d. digital

Competency: Digital Imaging and Graphics

25. To create an image watermark, this attribute would be changed for the watermarked object:

- a. hue
- b. contrast
- c. transparency
- d. color

Competency: Digital Imaging and Graphics

26. Prepared material that can be purchased and used freely is:

- a. royalty-free
- b. common use
- c. fair use
- d. public domain

Competency: Safety, Ethics, Legal

27. If a work is in the Public Domain, it means:

- a. the term of copyright in the work has run out
- b. you can copy it without getting permission from anyone
- c. you can find it at a public library
- d. you can get it for free online

Competency: Safety, Ethics, Legal

-
28. Copyright protects the original works of authorship, including all of the following **except**:
- a. facts
 - b. novels
 - c. songs
 - d. artistic works

Competency: Safety, Ethics, Legal

29. Which one of the following is **not** a way to prevent virus attacks on a computer?
- a. showing caution with opening email attachments
 - b. turning off file sharing
 - c. enabling current anti-virus software
 - d. disabling user account control

Competency: Safety, Ethics, Legal

30. A type of binding that uses staples down the middle of folded pages, frequently used to assemble booklets, is referred to as a:
- a. plastic spiral
 - b. case binding
 - c. perfect binding
 - d. saddle stitch

Competency: Print Process

DESKTOP PUBLISHING SAMPLE PRODUCTION TEST

General Information

You have been hired to revamp the company image for a party planning company called Fun Times. The company specializes in planning special events including graduation parties, birthday parties for all ages, and wedding/baby showers. Fun Times provides entertainment, including music/DJ services; catering, including snacks and desserts; and photography services. To attract new customers, they have asked you to develop a series of promotional items suitable for a summer marketing campaign.

Before you begin, design a logo for the company. This logo should communicate the company name, incorporate graphic elements, and include a tagline/slogan that you create. The logo should be used on all promotional items. The marketing campaign should be cohesive.

You will create the following promotional items:

- Flier: Super Summer Specials (50 points)
- Coupon for magazine (30 points)
- Newspaper advertisement (20 points)

Contact information for Fun Times is as follows:

Timothy Davidson, Manager
1000 Dearheart Drive
Austin, TX 73301
(512) 388-3883

The company website address: <http://www.superfuntimes.com>

All documents should be prepared to print in color **except** for the newspaper advertisement that must be in black and white. See criteria for specific details and requirements.

Utilize sound graphic design principles in your layout, including the use of contrast, repetition, alignment, and proximity. All graphics should be high quality and **not** watermarked. Text should be clear and easy to read. The company name and pertinent contact information should be on all three documents.

JOB 1: Flier

The following items should be part of the design:

- Website address for company: <http://www.superfuntimes.com>
- At least three images/photographs
- Use of watermark/transparency in the background
- Use of two columns on back side of flier
- Minimum of two fonts, at least one serif and one sans-serif
- Drop shadow on either text or a graphic
- Rotated text
- Use of grouped shapes
- Page border
- Logo
- Contact information
- Full color, two-sided, letter sized (8½ x 11 inch, portrait orientation)

-
- Title: Super Summer Specials
 - General company information (what is offered; see description on previous page)
 - Three packages (create thematic package names)

Package #1 \$500

Duration of event: 1½ hours at your location
Party invitations mailed two weeks in advance (12-18 participants)
Three, one-topping pizzas
Cake or cupcakes—choice of white or chocolate (24)
Water/tea/lemonade
Group photo and 30 candid shots during party
Individual photo package (one 8 x 10 inch and two 5 x 7 inch)
Party schedule including pony rides or dancing with DJ

Package #2 \$1250

Duration of event: 3 hours at your location
Party invitations mailed three weeks in advance (25-50 participants)
Finger foods (choose from toasted ravioli, chicken wings, mozzarella sticks, fruit tray, or veggie tray with dips)
Cake or cupcakes—choice of red velvet, German chocolate, strawberry, or turtle (50)
Milk and lemonade
Group photo and 50 candid shots during party
Individual photo package (one 11 x 17 inch, one 8 x 10 inch, and 30 wallet size)
Party schedule including dancing with DJ and karaoke

Package #3 \$1500

Duration of event: 2 hours at Fun Times Banquet Room
Party invitations mailed three weeks in advance (25-50 participants)
Photo booth on location (150 shots included)
Fruit and vegetable tray
Water/tea/lemonade
Individual photo package (one 11 x 17 inch, one 8 x 10 inch, two 5 x 7 inch, and 16 wallet size)
Party schedule including party games, dancing with DJ, and karaoke

Additional information (use as much or as little as desired):

Fun Times party planning can help you to create the event you want, organize parts of it or arrange the entire occasion. Leave it in our capable hands and sit back and relax! We go that extra mile to meet all your needs and to take the stress out of your event.

Our party planners give individual attention to each event, be it large or small, grand or simple, private or corporate. Fun Times has been designing and arranging events and parties of all types and sizes since 1985. With this many years of experience, there are very few types of events in which we have not been involved. And, we take care of sending invitations and managing RSVP's to your event, so you can rest easy that your party will be handled while you are busy living your daily life. Our trained specialists know how to keep party goers happy with fun activities, enthusiasm, and professionalism.

Most importantly, we know that the art of hosting a truly memorable event does not necessarily mean expense, but careful planning, originality, and attention to detail. Whether you are planning a child's birthday, baby shower, wedding reception, or sweet sixteen party, we have a little something for everyone and guarantee a good time. We will work with your budget, regardless of what you are able to spend. Our priority is that your event will be one to remember!

We accept cash, check, or credit card (MasterCard, Visa, or Discover) with a 50 percent deposit due at time of booking. Cancellations made at least 30 days in advance will result in refund of half of the deposit amount.

Print Job 1: Flier

JOB 2: Magazine Coupon

- Special size, 5 inches wide x 2 inches high
- Should complement flier and utilize the summer theme and company logo
- Include website and phone number for contact information
- Utilize a dashed border around coupon
- Use of only three colors (if logo or any image is more than three colors, it should be converted to grayscale or one color for use on the coupon)
- Provide a percentage off specific services
- Include a minimum of one image other than logo

Print Job 2: Magazine Coupon

JOB 3: Newspaper Advertisement

- Special size, 1/16 page vertical—2.375 inches wide x 4.98 inches high
- Should follow overall summer theme with custom attention-getting title
- Contact information provided
- Must be monochrome—no color (only black or grayscale)
- At least two images
- At least one shape that utilizes reverse type (light text on dark background) in some area for contrast
- Incorporation of logo
- Overall readability and impact is critical—ad should pop off the page
- Use of bullets to list services (select services from list below)

Party Add-ons

Pony rides (1 hour) \$200

Balloon Bouquets, individual helium-filled latex and Mylar balloons \$150

Piñata with candy \$50

Costumed Character (2 hours) \$200

Karaoke (2 hours) \$300

Themed Parties (food is separate; at your location; \$500 for party with coordinator and all supplies)

Tie Dye Party

Rockin' Karaoke Dance Party

Extreme Game Show Party

Junior Detection Party

Princess Party

Carnival Party

Mommy & Me Baby Doll Party

Hocus Pocus Magic Party

Girlie Spa Party

Print Job 3: Newspaper Advertisement

DIGITAL DESIGN & PROMOTION

Overview

An essential part of today's business world is commercial design and promotion; therefore, the preparation of computer-based digital art is paramount to the production of quality copy used for promotional purposes.

This is an individual or team event that consists of two-parts: a project is submitted by the second Friday in May to be judged, and all eligible chapters will present the project at the NLC in a preliminary round.

This is an individual or team event.

Website Resources

- 99 Designs
<http://www.99designs.com>
- AIGA (American Institute for Graphic Arts)
<http://www.aiga.org>
- All Freelance
<http://www.allfreelance.com>
- All Graphic Design
<http://www.allgraphicdesign.com>
- Communication Arts
<http://www.commarts.com>
- Digital Designer's Resources
<http://actionfx.com/>
- NAPP (National Association of Photoshop Professionals)
<http://photoshopuser.com/>
- SGIA (Specialty Graphic Imaging Association)
<http://www.sgia.org>
- Smashing Magazine eBooks
<http://www.smashingmagazine.com/ebooks/>
- The Creative Group
<http://www.thecreativegroup.com>

Topic

The topic for the Digital Design & Promotion changes every year. Refer to the Guidelines section in the *CMH* to find the current topic for the event or look at competitive events under the FBLA tab at www.fbla-pbl.org.

DIGITAL VIDEO PRODUCTION

Overview

This event provides recognition to FBLA members who demonstrate the ability to create an effective video to present an idea to a specific audience.

This is an individual or team event that consists of two-parts: a project is submitted by the second Friday in May to be judged and all eligible chapters will present the project at the NLC in a preliminary round.

This is an individual or team event.

Website Resources

- 99 Designs
<http://www.99designs.com>
- AIGA (American Institute for Graphic Arts)
<http://www.aiga.org>
- All Freelance
<http://www.allfreelance.com>
- All Graphic Design
<http://www.allgraphicdesign.com>
- Communication Arts
<http://www.commarts.com>
- Digital Designer's Resources
<http://actionfx.com/>
- NAPP (National Association of Photoshop Professionals)
<http://photoshouser.com/>
- SGIA (Specialty Graphic Imaging Association)
<http://www.sgia.org>
- Smashing Magazine eBooks
<http://www.smashingmagazine.com/ebooks/>
- The Creative Group
<http://www.thecreativegroup.com>
- Video Production Resource Center - Adobe Education Exchange
<http://edexchange.adobe.com/pages/7b114780ef>

Topic

The topic for the Digital Video Production changes every year. Refer to the Guidelines section in the *CMH* to find the current topic for the event or look at competitive events under the FBLA tab at www.fbla-pbl.org.

Overview

This event recognizes FBLA members who have developed proficiency in the creation and design of web commerce sites.

This is a two-part event: a program is submitted by the second Friday in May to the national center to be judged and all eligible individuals will present the program at the NLC in a preliminary round.

This is an individual or team event.

Website Resources

- AnfyJava Applet Creator 1.4
<http://www.anfyteam.com/ajdownl.html>
- ColorCop
<http://www.datastic.com/tools/colorcop/>
- Copyright Law of the United States
<http://www.copyright.gov/title17/circ92.pdf>
- Copyright Overview
<http://fairuse.stanford.edu/>
- Creating Websites
<http://www.refdesk.com/html.html>
- How to Build Business Websites
<http://www.build-your-website.co.uk/business-websites.htm>
- How to Make a Website
<http://www.allaboutyourownwebsite.com/>

Topic

The topic for the E-business changes every year. Refer to the Guidelines section in the *CMH* to find the current topic for the event or look at competitive events under the FBLA tab at www.fbla-pbl.org.

Overview

This event provides recognition for FBLA members who can identify, understand, and apply economic principles to contemporary social, political, and ecological problems.

This is an individual online test.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/ECONOMICS.pdf>

Website Resources

- Business and Economics - The University of Chicago Library
<http://guides.lib.uchicago.edu/busecon>
- Economics Website
<http://www.mcwdn.org/ECONOMICS/EconMain.html>
- Economic Sample Quizzes
<http://www.sscnet.ucla.edu/ssc/labs/cameron/e1f98/e1qz .htm>
- Monetary and Fiscal Policy
<http://www.socialstudieshelp.com/Eco Mon and Fiscal.htm>
- tutor2u - Economics Quizzes
<http://www.tutor2u.net/quiz/economics/default.asp>

ECONOMICS SAMPLE QUESTIONS

1. The function of monetary policy is to:
- a. regulate the money supply
 - b. ensure uniform currency
 - c. determine denominations of money
 - d. encourage inflation

Competency: Basic Economic Concepts and Principles

2. _____ is a cost that you have already incurred and **cannot** recover.
- a. Negative cost
 - b. Lost cost
 - c. Sunk cost
 - d. Positive cost

Competency: Basic Economic Concepts and Principles

3. A ____ economy produces the highest standard of living for its citizens.
- a. market oriented
 - b. command
 - c. transitional
 - d. traditional

Competency: Basic Economic Concepts and Principles

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4. An increase in the quantity and quality of capital per worker is called:
- capital deepening
 - capital narrowing
 - capital interest
 - inflated capital

Competency: Productivity

5. The demand for a resource is tied to the:
- economic conditions
 - value of the output produced by that resource
 - latest social trends
 - available supply

Competency: Productivity

6. The demand for roofers would ____ if the price of shingles dropped by 50 percent.
- fluctuate downward
 - rise
 - not be affected
 - fall

Competency: Productivity

7. ____ is a form of economics that focuses on the performance of the economy as a whole, especially the national economy.
- Consumer economics
 - Microeconomics
 - Macroeconomics
 - Federal economics

Competency: Macroeconomics

8. Money growth and inflation generally have:
- an inverse relationship
 - a direct relationship
 - no relationship
 - a negative relationship

Competency: Macroeconomics

9. ____ measures the market value of all final goods and services produced in the United States during a given time period, usually a year.
- Gross Domestic Product
 - Consumer Price Index
 - Productivity
 - Net production

Competency: Macroeconomics

10. Supply indicates how much of a good producers:

- a. have yet to sell
- b. produce
- c. are willing and able to offer
- d. have sold

Competency: Supply & Demand

11. Which statement is the most **accurate**?

- a. The elasticity of supply is typically greater with a greater quantity of products on hand.
- b. The elasticity of supply is typically diminished the longer the period of adjustment.
- c. The elasticity of supply is typically greater the longer the period of adjustment.
- d. The elasticity of supply typically is not affected by time at all.

Competency: Supply & Demand

12. If the government imposes a price ceiling on milk that is substantially below the market price we would expect:

- a. surpluses to become a problem
- b. a fall in milk consumers' incomes
- c. shortages to occur
- d. milk prices to move rapidly towards equilibrium

Competency: Supply & Demand

13. The principle of comparative advantage suggests that nations should produce goods:

- a. where they have the highest opportunity cost
- b. that require the most capital investments
- c. that require the least capital investments
- d. where they have the lowest opportunity cost

Competency: International Trade/Global Economics

14. What does an import quota in the United States tend to do?

- a. keep the quality of imports high
- b. raise the U.S. price above the world price
- c. lower the U.S. price below the world price
- d. benefit consumers

Competency: International Trade/Global Economics

15. Why has the dollar been used for many years as an international medium of exchange?

- a. it has held a relatively steady value over many years
- b. it cannot be counterfeited
- c. there is an unlimited supply of dollars in the world
- d. it can be traded for gold at the U.S. Treasury

Competency: International Trade/Global Economics

16. ____ is an important indicator about the relative scarcity of a product or service.

- a. Market price
- b. Cost of production
- c. The "invisible hand"
- d. Product popularity

Competency: Market Structures and Competition

17. Competition among firms will generally lead to:

- a. lower prices and excess profits for firms
- b. higher prices and normal profits for firms
- c. higher prices and excess profits for firms
- d. lower prices and normal profits for firms

Competency: Market Structures and Competition

18. Which one of the following would create a barrier to entry?

- a. firms selling identical products
- b. a large number of sellers
- c. licensing requirements
- d. product differentiation

Competency: Market Structures and Competition

19. Banks reduce risks to savers by:

- a. diversifying their funds
- b. charging low interest rates
- c. charging high interest rates
- d. building strong vaults

Competency: Investments and Interest Rates

20. Which one of the following would typically be associated with higher interest rates?

- a. a high level of risk
- b. a high credit score
- c. low administrative costs
- d. a large amount of collateral

Competency: Investments and Interest Rates

21. If an economy reduces consumption to invest in goods used to produce other goods, this is called:

- a. capital formation
- b. the multiplier effect
- c. purchasing power parity
- d. the consumption function

Competency: Investments and Interest Rates

22. Which one of the following is the best example of a public good?

- a. an anti-missile system
- b. a field of strawberries
- c. a carwash
- d. a book

Competency: Role of Government

23. Property taxes are used most frequently at the:

- a. international level
- b. state level
- c. national level
- d. local level

Competency: Role of Government

24. If the government placed a \$10 price floor on a gallon of gasoline, then we would expect:

- a. the demand for gasoline would increase
- b. shortages in the gasoline market
- c. a surplus of gasoline to develop
- d. the quantity supplied of gasoline would fall

Competency: Role of Government

25. Which one of the following would be most appropriate during a recession?

- a. reduce taxes
- b. reduce government spending
- c. run a budget surplus
- d. increase tariffs and quotas on imports

Competency: Monetary and Fiscal Policy

26. A deficit is essentially a way to:

- a. bill future taxpayers for today's spending
- b. balance the budget over the business cycle
- c. make sure all spending projects are paid for by those who benefit from them
- d. run government more effectively

Competency: Monetary and Fiscal Policy

27. If GDP has fallen each quarter for the past year, an appropriate fiscal policy might be to:

- a. reduce the money supply
- b. increase government spending
- c. reduce government spending
- d. increase the money supply

Competency: Monetary and Fiscal Policy

-
28. Of the 25 million businesses in the United States, most:
- a. are corporations
 - b. consist of one self-employed person
 - c. are partnerships
 - d. employ more than twenty-five people

Competency: Types of Business/Economic Institutions

29. A not-for-profit corporation:
- a. does not pay federal income taxes
 - b. is not allowed to take cash contributions
 - c. is not allowed to pay its employees
 - d. does not have to register in the state where it is incorporated

Competency: Types of Business/Economic Institutions

30. In the circular flow model, goods flow from firms to households in the:
- a. input market
 - b. resource market
 - c. product market
 - d. financial market

Competency: Business Cycles/Circular Flow

ELECTRONIC CAREER PORTFOLIO

Overview

An electronic career portfolio is a purposeful collection of work that tells the story of an applicant including achievements, growth, vision, reflection, skills, experience, education, training, and career goals. It is a tool that gives employers a complete picture of who you are—your experience, your education, your accomplishments—and what you have the potential to become; it is much more than what a mere letter of application and résumé can provide.

All participants will present at the NLC. This is an individual event.

Website Resources

- electronicportfolios.org
<http://electronicportfolios.com/>
 - ePortfolio Resources
<https://sites.google.com/site/eportfolios/How-To-Create-ePortfolios-with-GoogleApps>
 - How to Do an Electronic Career Portfolio
http://www.ehow.com/how_6182228_do-electronic-career-portfolio.html
 - Portfolio Components
<http://www.itma.vt.edu/studio/portfolio.htm>
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EMERGING BUSINESS ISSUES

Overview

This event provides FBLA members with an opportunity to develop and demonstrate skills in researching and presenting an emerging business issue.

This event is comprised of a two- or three-member team. In addition to learning research skills, team participants develop speaking ability and poise through oral presentation. All teams present at the NLC.

Topic

The topic for the Emerging Business Issues changes every year. Refer to the Guidelines section in the *CMH* to find the current topic for the event or look at competitive events under the FBLA tab at www.fbla-pbl.org.

ENTREPRENEURSHIP

Overview

Owning and managing a business is the goal of many Americans. This event recognizes FBLA members who demonstrate the knowledge and skills needed to establish and manage a business.

This is a team event composed of two or three members. This event consists of two parts: an objective test and a performance. The objective test is taken collaboratively by the team members, and the top fifteen teams scoring the highest on the objective test will advance to the final round and participate in the performance component.

Competencies

<http://www.fbla-pbl.org/docs/ct/FBLA/entrepreneurship.pdf>

Website Resources

- A Closer Look: Definition of Entrepreneur
<http://reference.yourdictionary.com/word-definitions/Define-Entrepreneur.html>
- A Definition of Entrepreneurship
<http://www.quickmba.com/entre/definition/>
- Introduction to Entrepreneurship
<http://www.hbs.edu/entrepreneurship/resources/>
- The Entrepreneur's Guide - Resource Center
<http://www.entrepreneurship.org/en/Resource-Center.aspx>

ENTREPRENEURSHIP SAMPLE QUESTIONS

1. The statement of purpose in a business plan should be:
 - a. however long it takes to explain the business thoroughly
 - b. no longer than one or two pages
 - c. exactly one sentence
 - d. no more than one or two paragraphs

Competency: Business Plan

2. The appendix to a business plan would likely include:
 - a. the statement of purpose
 - b. demographics about the location for the new business
 - c. a copy of the owner's résumé
 - d. preform a financial statements

Competency: Business Plan

3. What type of business is the plant that manufactures polo clothing?
 - a. manufacturing business
 - b. retailing business
 - c. service business
 - d. wholesaling business

Competency: Business Plan

-
4. Lexi decides to open a shoe store. She is operating a ____ business.
- a. retailing
 - b. service
 - c. wholesaling
 - d. manufacturing

Competency: Business Plan

5. Things that a person owns are called:
- a. liabilities
 - b. net worth
 - c. equity
 - d. assets

Competency: Financial Management

6. The list of people who receive salary or wage payments from a business is called a(n):
- a. payroll
 - b. workforce
 - c. account payable
 - d. liability

Competency: Financial Management

7. The ____ is a financial statement that shows how much money is available to pay bills.
- a. balance sheet
 - b. pro forma financial statement
 - c. income statement
 - d. cash flow statement

Competency: Financial Management

8. Cash sales and cash payments received from customers on their credit accounts are recorded in the:
- a. cash receipts journal
 - b. subsidiary ledger
 - c. table of aging accounts
 - d. purchases journal

Competency: Financial Management

9. Credit card fraud is an example of:
- a. artificial risk
 - b. human risk
 - c. natural risk
 - d. economic risk

Competency: Initial Capital and Credit

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10. ____ is **not** one of the basic strategies for dealing with risk.
- Transferring the risk to another party
 - Assuming the risk
 - Avoiding the risk
 - Denying the risk exists

Competency: Initial Capital and Credit

11. An insurance agent may **not**:
- earn a commission of the amount of coverage he/she sells to customers
 - work for a single insurance company
 - represent many different insurance companies
 - earn greater commissions for less claims on policies sold

Competency: Initial Capital and Credit

12. ____ is **not** a risk associated with doing business in another country.
- High travel and shipping costs
 - Language barriers
 - Different laws, customs, and cultures
 - Insurance

Competency: Initial Capital and Credit

13. Product characteristics that will satisfy consumer needs are called:
- branding
 - labeling
 - features
 - packaging

Competency: Marketing Management

14. Establishing informal ties with people who can help your business grow is called:
- promoting
 - brainstorming
 - selling
 - networking

Competency: Marketing Management

15. Conducting a risk assessment does **not** involve:
- learning the risks faced by the business
 - designing a plan to cover risks
 - deciding how risks will affect the business
 - prioritizing the risks by the impact they will have on the business

Competency: Marketing Management

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16. An entrepreneur would **not** use _____ for recruiting.
- employment agencies
 - Facebook
 - in-store advertisements
 - classified advertisements

Competency: Personnel Management

17. Freelancers provide specialty services to businesses:
- on a salary
 - per diem
 - on commission
 - on an hourly or by the job basis

Competency: Personnel Management

18. The Family Medical Leave Act of 1993 requires businesses with more than fifty employees to provide employees up to ___ months of unpaid leave if a serious health condition affects the employee, the employee's child, or the employee's parent or spouse.
- four
 - three
 - two
 - six

Competency: Personnel Management

19. Payroll income taxes must be paid ___ by the employer.
- monthly
 - semi-annually
 - annually
 - quarterly

Competency: Taxes

20. Every month businesses must pay sales taxes to the:
- local and state government
 - county government
 - assessor's office
 - federal government

Competency: Taxes

21. Income tax in the United States is a _____ tax.
- proportional
 - regressive
 - flat
 - progressive

Competency: Taxes

22. ____ state that a worker at a union company does **not** have to join the union or pay union dues to keep his or her job.

- a. Right-to-work laws
- b. Freedom to choose laws
- c. Individual commitment laws
- d. Independent contractor laws

Competency: Community/Business Relations

23. Union efforts to force employers to hire more workers than demanded for the task is referred to as:

- a. mediation
- b. a wildcat strike
- c. a strike
- d. featherbedding

Competency: Community/Business Relations

24. The biggest disadvantage of public relations is the:

- a. difficult to predict and control
- b. speed
- c. limited impact
- d. cost

Competency: Community/Business Relations

25. ADA was enacted to prevent discrimination when hired based upon:

- a. level of education
- b. age
- c. disabilities
- d. race

Competency: Government Regulations

26. ____ is the process of growing more ethically mature.

- a. Ethical motivation
- b. Moral sensitivity
- c. Ethical character
- d. Moral development

Competency: Government Regulations

27. ____ is the practice of advertising a product at a low price while intentionally stocking only a limited number in hopes of luring shoppers to buy more expensive items.

- a. Bait and switch
- b. False advertising
- c. Puffery
- d. Substantiation

Competency: Government Regulations

-
28. Immediate transfer of ownership of goods from a seller to a buyer for a price is called a:
- business transaction
 - vendor
 - sale
 - contract agreement

Competency: Legal Issues

29. ____ permits a party to a contract to recover money or property given to the other party.
- Punitive damages
 - Restitution
 - Disclaimer
 - Encumbrance

Competency: Legal Issues

30. Co-ownership of property without the right of survivorship is called:
- tenancy in common
 - right of partition
 - limited partnership
 - partnership

Competency: Legal Issues

ENTREPRENEURSHIP SAMPLE CASE STUDY

PARTICIPANT INSTRUCTIONS

- You have 20 minutes to review the case.
- Presentation time is seven minutes. At six minutes the timekeeper will stand and hold up a colored card indicating one minute is left and at seven minutes the timekeeper will stand and hold up a colored card indicating time is up.
- You are entrepreneurs (management team) proposing a new healthy fast-food restaurant for your community. The judges are loan officers from First Financial.
- Your team has seven minutes to present a plan to loan officers from First Financial (judges). After your seven-minute presentation, the judges have three minutes to ask questions about your plan. Each team member will be given two note cards.
- Cover all the points described in the case and be prepared to answer questions posed by the judges.
- All team members must participate in the presentation as well as answer the questions.

PERFORMANCE INDICATORS

- Describe economic resources available to entrepreneurs
- Identify sources of equity and debt capital for a business
- Explain how demographics influence decisions for a business

CASE STUDY SITUATION

You have earned a Hospitality Degree from a highly recognized university. Your experience includes working in the family-owned grocery store for eight years. Working in the family business has helped you to acquire knowledge about purchasing, inventory control, human resources, and customer service.

You now have decided to open a healthy alternative fast-food restaurant in your community that has a population of 30,000 people. The community already has twelve nationally recognized fast-food restaurants. Your proposed restaurant is part of a franchise that operates throughout the United States. You have conducted research about the franchise, community, and projected profits for your proposed franchise restaurant. You now must convince the First Financial representative (judge) that your idea is worthy of the \$110,000 loan that you are requesting. You are personally investing \$90,000 from your savings and contributions from other family members.

You must explain the demographics of the city where you plan to locate your restaurant. Your presentation must describe the research that you have conducted to determine the need for a restaurant. The financial representative wants to know about your advertising campaign and how you will develop a customer base. You must describe the franchise and explain why it is a safe investment. The First Financial's representative wants assurance that you will be able to pay back the \$110,000 loan plus interest. You must explain your level of expertise in the industry and convince the investor about your willingness to put forth the required hours to be a successful entrepreneur. Your team must be prepared to explain how the restaurant will survive during uncertain economic conditions. First Financial wants to know when your restaurant will first experience real profit.

Possible Questions to Address:

- Why are you proposing a franchise instead of a sole proprietorship for your restaurant?
- Since family members are contributing funds for the initial investment, what are their expectations from the restaurant?
- Why will your restaurant concept be successful in a community that has 30,000 people?
- What is the advantage for our financial institution to invest in your business?
- What are the demographics of the community that make you believe the restaurant will be successful?
- What economic trends should be considered when opening a new restaurant?

FBLA PRINCIPLES & PROCEDURES

Overview

This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA-PBL.

This is an individual objective test and is only for members in grades 9 and 10.

Website Resources

- FBLA-PBL
www.fbla-pbl.org
- National Association of Parliamentarians
<http://www.parliamentarians.org/>

FBLA PRINCIPLES & PROCEDURES SAMPLE QUESTIONS

1. The third FBLA-PBL Goal is:
 - a. Create more interest in and understanding of American business enterprise.
 - b. Create more interest in American business enterprise.
 - c. Create more interest in and understanding of the free enterprise system.
 - d. Create more understanding of American business enterprise.

Competency: FBLA Creed and National Goals

2. The second FBLA-PBL Goal is:
 - a. Strengthen the confidence of students in their work.
 - b. Strengthen the confidence of students in themselves.
 - c. Strengthen the confidence of students.
 - d. Strengthen the confidence of students in themselves and their work.

Competency: FBLA Creed and National Goals

3. The eighth FBLA-PBL Goal is:
 - a. Assist students in the establishment of occupational goals.
 - b. Establish occupational goals.
 - c. Encourage scholarship and promote school loyalty.
 - d. Encourage scholarship.

Competency: FBLA Creed and National Goals

4. The ninth FBLA-PBL Goal is:
 - a. Facilitate the transition to work.
 - b. Facilitate the conversion from school to work.
 - c. Facilitate the transition from school to work.
 - d. Facilitate the transition from high school to work.

Competency: FBLA Creed and National Goals

-
5. Which one of the following is the first tenet of the Creed?
- a. I believe the future depends on mutual understanding...and cooperation among all of these groups.
 - b. I believe every person should...bring the greatest good to the greatest number.
 - c. I believe education is the right of every person.
 - d. I believe every person should actively work toward improving social...and family life.

Competency: FBLA Creed and National Goals

6. Which one of the following is the second tenet of the Creed?
- a. I believe every person should actively work toward improving social...and family life.
 - b. I believe the future depends on mutual understanding...and cooperation among all of these groups.
 - c. I believe education is the right of every person.
 - d. I believe every person should...bring the greatest good to the greatest number.

Competency: FBLA Creed and National Goals

7. Which one of the following is the fifth tenet of the Creed?
- a. I believe I have the responsibility to work efficiently...to make the world a better place for everyone.
 - b. I believe every person should actively work toward improving social...and family life.
 - c. I believe every person has the right to earn a living at a useful occupation.
 - d. I believe every person should take responsibility for carrying out assigned tasks....

Competency: FBLA Creed and National Goals

8. The correct wording for this tenet of the FBLA-PBL Creed is:
- a. I believe the future depends on mutual understanding and cooperation among business, labor, industry, family, religious, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
 - b. I believe the future depends on cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
 - c. I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
 - d. I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world.

Competency: FBLA Creed and National Goals

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9. The correct wording for this tenet of the FBLA-PBL Creed is:
- a. I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.
 - b. I believe I have the responsibility to work efficiently and to think clearly.
 - c. I believe I have the responsibility to think clearly and to work efficiently. I promise to use my abilities to make the world a better place.
 - d. I believe I have the responsibility to work and think clearly. I promise to use my abilities to make the world a better place for everyone.

Competency: FBLA Creed and National Goals

10. How many copies of the résumé must be submitted for national competition?
- a. three
 - b. one
 - c. four
 - d. six

Competency: FBLA Creed and National Goals

11. Which one of the following competitive events has **not** been retired or modified?
- a. Cyber Security
 - b. Internet Application Programming
 - c. Hospitality Management
 - d. Marketing

Competency: FBLA National Awards Program

12. Which one of the following all have objective tests taken online at the NLC?
- a. Computer Problem Solving, Help Desk, and Electronic Career Portfolio
 - b. Website Design, Job Interview, and Introduction to Business
 - c. Management Decision Making, Public Speaking I, and Public Speaking II
 - d. Business Law, FBLA Principles and Procedures, and Spreadsheet Applications

Competency: FBLA National Awards Program

13. Which one of the following requires a report or project submitted prior to the NLC?
- a. Website Design
 - b. Global Business
 - c. Client Service
 - d. Personal Finance

Competency: FBLA National Awards Program

14. Which event requires a presentation before judges at a conference?
- a. Digital Video Production
 - b. Local Chapter Annual Business Report
 - c. Desktop Publishing
 - d. Computer Problem Solving

Competency: FBLA National Awards Program

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15. National pre-published topics are provided for which events?
- Business Presentation and Computer Applications
 - Desktop Application Programming and Entrepreneurship
 - Computer Applications and Computer Game & Simulation Programming
 - Business Financial Plan and E-Business

Competency: FBLA National Awards Program

16. Each year at the NLC, a variety of events are offered where members can participate in one event without any prerequisites. These events are called:
- option events
 - open events
 - competitor option events
 - competitive events

Competency: FBLA National Awards Program

17. Each NFLC schedule includes:
- an opening session Friday evening, workshops and a social on Saturday, followed by a closing session Sunday morning
 - an opening session Friday evening followed by a social, with workshops and a closing session on Saturday
 - workshops and an opening session on Friday followed by workshops, a closing session, and a social on Saturday
 - an opening session on Friday evening followed by workshops, a closing session, and a social on Saturday

Competency: FBLA National Publications

18. Inappropriate attire for conferences, as listed in the Conference Guide include:
- denim clothing and t-shirts
 - denim clothing and open collared shirts
 - dress slacks with an untucked blouse or shirt
 - sneakers or sling-back shoes

Competency: FBLA National Publications

19. The National Leadership Conference Official Guide includes all but:
- a list of plane fares from major cities
 - a conference schedule
 - an introduction of conference guest speakers
 - a list of area tours

Competency: FBLA National Publications

20. The *Adviser's Hotline* has issues published for which one of the following?
- national and state officers and their advisers
 - FBLA and PBL advisers
 - Professional members
 - FBLA, Middle Level, and PBL advisers

Competency: FBLA National Publications

21. The *Chapter Management Handbook* is:

- a. available in print only
- b. available on-line to advisers and state key contacts
- c. available on-line to anyone
- d. available for purchase from *The MarketPlace*

Competency: FBLA National Publications

22. The *MarketPlace* Catalog offers all but:

- a. winning second place reports
- b. winning first place reports
- c. competitive event topics for the current year
- d. competitive event study guides

Competency: FBLA National Publications

23. Which membership award is **not** announced at the National Leadership Conference?

- a. Largest Local Chapter Membership
- b. Largest State Chapter Membership Professional Division
- c. Largest Percent Increase in State Chapter Membership
- d. Local Chapter Market Share Award

Competency: FBLA Organization, Bylaws, and Handbook

24. A complete *Chapter Management Handbook* is:

- a. supplied for a cost of \$50
- b. updated each semester
- c. supplied only to state key contacts
- d. mailed to a chapter when the chapter is chartered

Competency: FBLA Organization, Bylaws, and Handbook

25. A dress code is instituted in order to:

- a. develop an awareness of the image one projects
- b. ensure safety at conferences
- c. differentiate between this organization and others
- d. make everyone in the organization appear unified

Competency: FBLA Organization, Bylaws, and Handbook

26. When did FBLA-PBL top 200,000 members for the first time?

- a. 1975
- b. 1987
- c. 2001
- d. 1990

Competency: FBLA Organization, Bylaws, and Handbook

27. Who is the current president and CEO of FBLA-PBL?

- a. Jeannie C. Buckley
- b. Jeannie Butler
- c. Jean Baker
- d. Jean Buckley

Competency: FBLA Organization, Bylaws, and Handbook

28. Membership Madness honors:

- a. individual members who recruit at least five new members
- b. individual members who recruit at least ten new members
- c. chapters who increase membership by at least 25 percent
- d. chapters who increase membership by twenty-five members

Competency: FBLA Organization, Bylaws, and Handbook

29. The most important resource of any organization is its:

- a. membership
- b. leadership
- c. money for operations
- d. program of work

Competency: FBLA Organization, Bylaws, and Handbook

30. A brief summary of a newsworthy event is called a:

- a. a media blitz
- b. a LinkedIn account
- c. a press release
- d. a periodical publication

Competency: FBLA Organization, Bylaws, and Handbook

FUTURE BUSINESS LEADER

Overview

This event honors outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business.

This is a three part event: objective test; résumé and letter of application; and interview. This is an individual event. The résumé and letter of application must be sent in six separate folders to the national center by the second Friday in May.

Website Resources

- Interviewing Information
<http://www.collegegrad.com/intv/>
 - Resume Guide
<http://www.careeronestop.org/resumeguide/introduction.aspx>
 - SoYouWannaAce a Job Interview?
<http://www.soyouwanna.com/site/syws/aceinterview/aceinterview.html>
 - The 150 Typical Job Interview Questions
http://www.quintcareers.com/interview_question_database/interview_questions.html
-

FUTURE BUSINESS LEADER SAMPLE QUESTIONS

1. Meetings of the National FBLA Executive Council may be called by the president or upon the written request of:
 - a. three voting members
 - b. five voting members
 - c. a majority of the council
 - d. four voting members

Competency: FBLA History, Programs, and Bylaws

2. If the office of National FBLA President becomes vacant, the position is filled by the:
 - a. vice president from the president's region
 - b. president elect
 - c. national board of directors
 - d. national executive council

Competency: FBLA History, Programs, and Bylaws

3. What are the four levels a student may obtain for the BAA awards?
 - a. Future, Business, Leader, and America
 - b. Future, Business, Service, and America
 - c. Future, Business, Leader, and Education
 - d. Future, Business, Service, and Education

Competency: FBLA History, Programs, and Bylaws

-
4. What is IFL?
- Institution for Leaders
 - Institute for Learning
 - Institution for Leadership
 - Institute for Leaders

Competency: FBLA History, Programs, and Bylaws

5. According to the Office of Vocational and Adult Education, the FBLA organization is a:
- ATSO
 - LTSO
 - YTSO
 - CTSO

Competency: FBLA History, Programs, and Bylaws

6. Which event is named in honor of Hamden L. Forkner?
- Community Service Project
 - Parliamentary Procedure
 - American Enterprise Project
 - Local Chapter Annual Business Report

Competency: FBLA History, Programs, and Bylaws

7. The national policy on Copyright and Fair Use Information is:
- to post all available sources on the national website so that documentation is not necessary
 - to comply with educational copyright laws
 - to require competitors to show event monitors documentation prior to any presentation
 - because this is student work for competition, national does not have a policy on this issue

Competency: FBLA History, Programs, and Bylaws

8. The parliamentary authority used by FBLA is:
- Robert's Rules of Order*
 - Robert's Rules of Order In Brief*
 - Robert's Rules of Order Newly Revised*
 - Robert's Rules of Order, 9th edition*

Competency: FBLA History, Programs, and Bylaws

9. The motion to Commit or Refer:
- sends the main motion to a committee for study
 - may be done at any time during the meeting
 - must be approved by the individuals making and seconding the original motion
 - obligates the assembly to an immediate vote

Competency: Parliamentary Procedure

10. The terms rules of order refers to:

- a. the written rules of parliamentary procedure adopted by an assembly or organization
- b. the order a business meeting agenda must follow
- c. the order in which members may speak for or against an agenda item
- d. the order in which items must be listed in an organization's bylaws

Competency: Parliamentary Procedure

11. With a limited number of exceptions, a member must:

- a. stand in order to address the assembly
- b. be able to show proof of membership in order to speak before the assembly
- c. be a two-year or longer member in order to speak before the assembly
- d. file a written request to speak before the assembly

Competency: Parliamentary Procedure

12. Which is the correct order of motions, from lowest to highest?

- a. amend, raise a question of privilege, fix the time to adjourn, and main motion
- b. fix the time to adjourn, main motion, raise a question of privilege, and amend
- c. main motion, amend, raise a question of privilege, and fix the time to adjourn
- d. fix the time to adjourn, main motion, amend, and raise a question of privilege

Competency: Parliamentary Procedure

13. How many errors are in the following sentence?

"Hole tomatoes are gorwn in dry heavy clay soil."

- a. three
- b. one
- c. two
- d. four

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

14. Big Fish Trading Corporation paid dividends of \$9,000 and had a net profit of \$32,000. With 20,000 shares of stock, the company's dividends per share would be which one of the following?

- a. \$0.63
- b. \$0.45
- c. \$1.60
- d. \$.028

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

15. Which one of the following is **not** an ethical trait needed in the banking and financial industry?

- a. responsibility
- b. intolerance
- c. integrity
- d. honesty

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

16. A management decision style in which a manager makes a decision alone, with little or no input from subordinates is called:

- a. autocratic
- b. accommodating
- c. leading
- d. collaborative

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

17. Multinational corporations are challenged with the _____ in other countries.

- a. availability of human resources
- b. fluctuation of currency exchange rates
- c. variation in litigation procedures
- d. publication of judicial opinions

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

18. Scarcity is when:

- a. resources meet all needs
- b. there are limited resources and unlimited needs
- c. there are few products
- d. where there are few needs

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

19. _____ is an example of an exhaustible resource.

- a. Corn
- b. Cotton
- c. Timber
- d. Oil

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

20. The group of laws that reduce anticompetitive behavior and promote competition in the marketplace where competition is desirable are known as:

- a. laws against perpetuities
- b. business ownership laws
- c. usury laws
- d. antitrust laws

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

21. Forms of communication are best described by:

- a. taking communication to a higher level of critical thinking
- b. realizing that communication is rarely permanent
- c. stating that communication can be expressed verbally and nonverbally
- d. selecting messages by type and channel

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

22. The main point of a paragraph is stated in the:

- a. coherence of each paragraph
- b. italicized parts of the paragraph
- c. transitional
- d. topic sentence

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

23. Which is **not** an advantage of operating a business as a sole proprietorship?

- a. freedom to make business decisions
- b. owner is the boss
- c. limited risks
- d. ease of starting

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

24. June wants to purchase new carpet for her hall and master bedroom. The hall is $3\frac{1}{2}$ ' wide by 12' long. The master bedroom measures 11' x 14'. Carpet costs \$5/square foot. How much will June spend for these two rooms?

- a. \$ 770
- b. \$ 210
- c. \$ 980
- d. \$1,000

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

25. The most basic need in Maslow's Hierarchy of human needs is:

- a. safety
- b. food and shelter
- c. self esteem
- d. self-actualization

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

26. Any **nonpaid** communication about a product is:

- a. advertising
- b. personal selling
- c. publicity
- d. public relations

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

27. Which one of the following statements is **true** about using marketing information in business decisions?

- a. Decisions in business rarely take marketing information into account.
- b. Marketing information is the basis for many important decisions made in business.
- c. Marketing information is not as important as financial data about products.
- d. Decisions in business vary widely, marketing information sometimes is used.

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

28. When sending an email to several people, one way to ensure that email addresses are protected from strangers would be to:

- a. insert the email addresses into the CC part of the email heading
- b. insert the email addresses into the TO part of the email heading
- c. insert the email addresses into the BCC part of the email heading
- d. insert the email addresses into the Subject part of the email heading

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

29. If you write a paper for a class and use a quote from an Internet resource without giving proper credit to the source, this is called:

- a. immoral
- b. bootlegging
- c. plagiarism
- d. breaching information

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

30. Identify the type of noun in the following sentence:

The lawyer's brief was short and to the point.

- a. collective
- b. compound
- c. possessive
- d. plural

Competency: General Concepts -- accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, technology

GLOBAL BUSINESS

Overview

The global economy is a complex, continually flowing, and constantly changing network of information, goods, services, and cultures. Most nations rely on other nations for natural resources to supply their needs and wants. Global business also provides new markets and investment opportunities as well as promotion of better relationships.

This is a team event composed of two or three members. This event consists of two parts: an objective test and a performance. The objective test is taken collaboratively by the team members and the top fifteen teams scoring the highest on the objective test will advance to the final round and participate in the performance component.

This is a team event.

Competencies and Task Lists

<http://www.fbلا-pbl.org/docs/ct/FBLA/globalbusiness.pdf>

Website Resources

- Business Terms
<http://www.importexporthelp.com/a/business-terms.htm>
- Conversion Tables
<http://www.convert-me.com/en/>
- Currency Converter
<http://www.oanda.com/converter/classic>
- Global Resource Directory
<http://globaledge.msu.edu/Global-Resources>
- International Business Culture, Customs, and Etiquette
<http://www.executiveplanet.com/>

GLOBAL BUSINESS SAMPLE QUESTIONS

1. _____ includes all business activities needed to create, ship, and sell goods and services across national borders.
 - a. Regional business
 - b. International business
 - c. Trade intervention
 - d. Domestic business

Competency: Basic International Concepts

2. _____ are **not** a factor of production.
 - a. Human resources
 - b. Foreign resources
 - c. Natural resources
 - d. Capital resources

Competency: Basic International Concepts