Production Events & Objective Test → Chapter advisers must register competitors using the conference registration system and complete the proctor information requested on the Production Event Request Form by December 11 (section) and February 28 (state). One hour is permitted for Database Design & Applications, Spreadsheet Applications, and Word Processing. Two hours are permitted for Computer Applications.

More information can be found here: Link this

Computer Applications →

Overview: Two parts: a two-hour production test administered and proctored at a designated school-site prior to the conference and a 60-minute objective test administered onsite at the conference.

Skills: Members must know computer applications in today's high-tech business world. Employees must be able to apply various computer applications in a business environment utilizing critical thinking and decision-making skills. This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

Eligibility: The participant may not have previously competed in this event at the national level.

### DATABASE DESIGN & APPLICATIONS →

Overview: A one-hour production test administered and proctored at a designated school-site prior to the conference and a 60-minute objective test administered onsite at the conference.

Skills: Databases are necessary to organize data and information in business. This event recognizes FBLA members who demonstrate that they have acquired entry-level skills for understanding database usage and development in Business.

Eligibility: The participant may not have previously competed in this event at the national level.

Spreadsheet Applications →

Overview: Two parts: a one-hour production test administered and proctored at a designated school-site prior to the conference and a 60-minute objective test administered onsite at the conference.

Skills: Spreadsheet skills are necessary to convert data to information in business. This event recognizes FBLA members who demonstrate that they have acquired skills for spreadsheet development in business.

Eligibility: The participant may not have previously competed in this event at the national level.

Word Processing →

Overview: Two parts: a one-hour production test administered and proctored at a designated school-site prior to the conference and a 60-minute objective test administered onsite at the conference

Skills: Word processing skills are necessary for all business leaders. This event recognizes FBLA members who demonstrate acquired word-processing skills aligned with the Microsoft Office Specialist (MOS) Certification.

Eligibility: The participant may not have previously competed in this event at the national level.

Objective Test Events --

Overview: Two parts: a one-hour production test administered and proctored at a designated school-site prior to the conference and a 60-minute objective test administered onsite at the conference

Skills: Word processing skills are necessary for all business leaders. This event recognizes FBLA members who demonstrate acquired word-processing skills aligned with the Microsoft Office Specialist (MOS) Certification.

Eligibility: The participant may not have previously competed in this event at the national level.

## Accounting $I \rightarrow$

Overview: 60-minute test administered during the Section and State Leadership Conferences. Participants must not have had more than two (2) semesters or one (1) semester equivalent to a full year in block scheduling in high school accounting instruction.

Skills: 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.

Eligibility: Participants must not have had more than two (2) semesters (or one [1] semester equivalent to a full year in a block scheduling program) of high school accounting instruction, nor be enrolled in or have completed any additional accounting courses. The participant may not have previously competed in this event or Accounting II at the national level.

### Accounting II →

Overview: 60-minute test administered during the Section and State Leadership Conferences.

Skills: 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.

Eligibility: It is recommended that the participant have completed at least one year of high school accounting instruction or its equivalent. The participant may not have previously competed in this event at the national level.

## Advertising →

Overview: A 60-minute test is administered at the State Conference.

Eligibility: The participant may not have competed in this event at the national level.

Skills: This event provides recognition for FBLA members who possess knowledge of the basic principles of advertising.

## Agribusiness $\rightarrow$

ELIGIBILITY: The participant may not have previously competed in this event at the national level.

# **Competencies:**

Tasks

### **Economics**

- 1. Utilize economic principles to establish and manage an Agriculture, Food, and Nature Resource (AFNR) enterprise.
- 2. Describe the role of global supply and demand on AFNR.
- 3. State the economic output of AFNR-related industries in the United States.
- 4. Evaluate the impact of AFNR activities in your local community
- 5. Apply economic principles to marketing.
- 6. Differentiate types of ownership and outline the structure of AFNR businesses in a capitalistic economic system.
- 7. Classify the characteristics of successful entrepreneurs in AFNR businesses.

## **Finance and Accounting**

| 1. Manage cash budgets, credit budgets, and credit for an AFNR business using generally accepted accounting principles. |
|---|
| 2. Budget resources (e.g., capital, human, financial, time).  |
| 3. Manage assets for optimum utilization.   |
| 4. Manage risk of liabilities.  |
| 5. Prepare and interpret financial statements (e.g., balance sheet, profit/loss statement, cash flow statement).        |
| 6. Prepare tax forms (e.g., W-4, I9, Depreciation, 1099, Workers Compensation).   |
| 7. Determine cost of doing business   |
| 8. Compare and examine advantages and disadvantages of banking procedures (e.g., bank reconciliation).                  |
| 9. Analyze investment options (e.g., buy, lease, finance, risk).  |
| 10. Calculate costs of carrying inventory.  |
| 11. Use record keeping to accomplish AFNR business objectives, manage budgets, and comply with laws and regulations.    |
| 12. Describe how to manage inventory and determine selling price  |
| 13. Explain the importance of return on investment for an agribusiness enterprise                                       |
| Health, Safety, and Environmental Management  |

- 1. Use tools, equipment, machinery, and technology appropriate to work within areas related to AFNR
- 2. Define what level of possible contamination or injury is considered a risk in order to set safety priorities
- 3. Identify insurance needs used in agricultural business, including: property, health, life, crop and liability, (personal and environmental).
- 4. Develop response plans to handle emergencies.
- 5. Identify hazards and acquire first aid skills to promote environmental safety.
- 6. Examine required regulations to maintain/improve safety, health, and environmental management systems and sustainable business practices.
- 7. Enact procedures that demonstrate the importance of safety, health, and environmental responsibilities in the workplace.
- 8. Demonstrate methods to correct common hazards.
- 9. Demonstrate application of personal and group health and safety practices.

## **Management Analysis and Decision Making**

- 1. Identify and compare the four types of agricultural business organizations: sole proprietorship, partnership, cooperative, and corporation.
- 2. Explain the environmental considerations of decision making in AFNR management.
- 3. Predict the positive and negative impacts of AFNR activities.

- 4. Analyze the strengths, weaknesses, opportunities, and threats to an AFNR enterprise or business unit
- 5. Develop an operation and/or production plan to provide required levels of product or service.
- 6. Develop business goals and strategies that capitalize on opportunities in an AFNR market.
- 7. Identify and observe ethical standards in planning and operating AFNR businesses.

## Marketing

- 1. Use industry-accepted marketing principles to accomplish AFNR business objectives.
- 2. Communicate the importance of AFNR to general public.
- 3. Evaluate alternative marketing strategies, such as value-adding, branding, and niche marketing, and propose and implement appropriate modifications to achieve AFNR business goals.
- 4. Perform a marketing analysis, including evaluation of the competitors, customers, international and domestic policy environment, regulations and rules, standards and AFNR business resources.
- 5. Develop and implement marketing strategies with agricultural commodities, products, and services.

# **Terminology and Trends**

- 1. Examine economic, social, and technological changes to spotlight their impact on AFNR organizations and the industry.
- 2. Analyze the interaction among ANFR systems in the production, processing, and management of food, fiber, fuel, and sustainable use of natural resources.

- 3. Explain foundational cycles and systems of AFNR (plant and animal life cycles, nutrient and water cycles, and animal production).
- 4. Explain how changes in one system in AFNR can benefit and cost components of other systems (e.g., using less irrigation water and the impact on soil systems, economic systems, and watersheds).
- 5. Explain how regulations and major laws impact management of AFNR activities.
- 6. Describe current issues impacting AFNR activities.
- 7. Explain the impact of sustainability on AFNR activities and practices.
- 8. Envision emerging technology and globalization to project its influence on widespread markets.

### Business Calculations →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level.

Skills: 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.

Business Communication →

Overview: 60-minute test administered during the Section and State Leadership Conferences. Participants must not have had more than two (2) semesters or one (1) semester equivalent to a full year in block scheduling in high school accounting instruction.

Skills: 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.

ELIGIBILITY: Participants must not have had more than two (2) semesters (or one [1] semester equivalent to a full year in a block scheduling program) of high school accounting instruction, nor be enrolled in or have completed any additional accounting courses. The participant may not have previously competed in this event or Accounting II at the national level.

#### Business Law $\rightarrow$

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level

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

## Computer Problem Solving →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level.

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

## Cyber Security →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level.

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

### Economics $\rightarrow$

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level.

Skills: This event provides recognition for FBLA members who can identify, understand, and apply economic principles to contemporary social, political, and ecological problems.

## Healthcare Administration →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level

Skills: Health care administrators manage the business side of health services, ensuring effective use of resources to ensure the best medical care to the community. These skills include managing office activities, enhancing communication skills, identifying legal and ethical issues in healthcare practices, managing financial functions, and enhancing employability skills.

## Insurance & Risk Management →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level.

Skills: This event provides recognition for FBLA members who demonstrate an understanding of and skill in basic insurance and risk management principles and procedures.

Introduction to Business →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level. FBLA Members currently enrolled in grades 6-10 are eligible to compete in this event. If a student in grades 6,7, or 8 places first, second, third, or fourth at the State Leadership Conference, he/she cannot compete at the national level per national eligibility guidelines.

Skills: This event provides recognition for FBLA members who demonstrate an understanding of the American business enterprise system and its effect on consumers, employees, and entrepreneurs.

Introduction to Business Communication →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level. FBLA Members currently enrolled in grades 6-10 are eligible to compete in this event. If a student in grades 6,7, or 8 places first, second, third, or fourth at the State Leadership Conference, he/she cannot compete at the national level per national eligibility guidelines.

Skills: 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 demonstrate an understanding of basic communication skills and concepts.

#### Introduction to Business Procedures $\rightarrow$

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level. FBLA Members currently enrolled in grades 6-10 are eligible to compete in this event. If a student in grades 6,7, or 8 places first, second, third, or fourth at the State Leadership Conference, he/she cannot compete at the national level per national eligibility guidelines.

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

Introduction to FBLA  $\rightarrow$ 

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level. FBLA Members currently enrolled in grades 6-10 are eligible to compete in this event. If a student in grades 6,7, or 8 places first, second, third, or fourth at the State Leadership Conference, he/she cannot compete at the national level per national eligibility guidelines.

Skills: This event provides recognition for FBLA members who are interested in learning about the background of and current information of FBLA-PBL.

Introduction to Financial Math  $\rightarrow$ 

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level. FBLA Members currently enrolled in grades 6-10 are eligible to compete in this event. If a student in grades 6,7, or 8 places first, second, third, or fourth at the State Leadership Conference, he/she cannot compete at the national level per national eligibility guidelines.

Skills: The ability to solve common financial and 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 finance and business.

Introduction to Information Technology →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level. FBLA Members currently enrolled in grades 6-10 are eligible to compete in this event. If a student in grades 6,7, or 8 places first, second, third, or fourth at the State Leadership Conference, he/she cannot compete at the national level per national eligibility guidelines.

Skills: Successful business leaders must understand the impact of technology and understand how to effectively harness it to drive their business success. This event recognizes FBLA members who demonstrate that they have acquired technology skills aligned with the Internet and Computing Core Certification (IC3) objectives.

Introduction to Parliamentary Procedure →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level. FBLA Members currently enrolled in grades 6-10 are eligible to compete in this event. If a student in grades 6,7, or 8 places first, second, third, or fourth at the State Leadership Conference, he/she cannot compete at the national level per national eligibility guidelines.

Skills: This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.

Journalism  $\rightarrow$ 

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level.

Skills: This event recognizes FBLA members who demonstrate knowledge of the basic principles of journalism.

Networking Concepts →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level.

Skills: Acquiring a high level of familiarization and proficiency in working with networks is essential in today's connected workplace. This event provides recognition for FBLA members who have an understanding of network technologies.

Organizational Leadership →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level.

Skills: A dual focused management approach that works towards what is best for individuals and what is best for a group as a whole is the focus of organizational leadership. It is also an attitude and a work ethic that empowers an individual in any role to lead from the top, middle, or bottom of an organization. This event provides recognition for FBLA members who have an understanding of leadership within business organizations.

Personal Finance  $\rightarrow$ 

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level

Skills: This event recognizes students, who possess essential knowledge and skills related to financial issues, can analyze the rights and responsibilities of consumers, and apply knowledge to financial situations..

Political Science →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level. This event is open to all non-finalists from the prejudged events. Registration for the event is not necessary. Eligible competitors will be on the roster. The times available will be listed in the Conference Program. Testing times will be on a first-come, first-served basis, space available; however, competitors who don't make it in one session will be on the top of the list for the next session.

Skills: This event provides recognition for FBLA members who show an understanding of the government's role in society and the interaction between economic and political life.

Securities & Investments →

Overview: 60-minute test administered during the conference.

ELIGIBILITY: The participant may not have previously competed in this event at the national level.

Skills: Acquiring a high level of familiarization and knowledge of securities and investing is valuable in planning for one's future. This event provides recognition for FBLA members who have an understanding of securities and investments.