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# OBJECTIVE TEST EVENTS

## OVERVIEW

These events consist of a 60-minute test administered during the Regional Leadership Conferences and at home schools during a pre-selected testing window.

## ELIGIBILITY

Each region may submit three entries. Competitors must have paid FBLA national and state dues by 5:59 p.m. Eastern Time on February 1 of the current school year. These events are for individual competitors only.

## RLC/SLC REGISTRATION

Participants must be registered for the RLC/SLC and pay the RLC/SLC conference registration fee to participate in competitive events.

Accounting I  
Accounting II  
Advertising  
Agribusiness  
Business  
Calculations  
Business Communication  
Business Law  
Computer Problem Solving  
Cyber Security  
Economics  
Health Care Administration  
Human Resource Management – NEW  
Insurance & Risk Management  
Intro to Business Communication  
Intro to Information Technology  
Intro to Parliamentary Procedure  
Intro to Business Concepts – NAME CHANGE  
Intro to Business  
Procedures  
Intro to FBLA  
Intro to Financial Math  
Journalism  
Networking  
Infrastructures  
Organizational Leadership  
Personal Finance  
Political Science  
Securities & Investments  
Supply Chain  
Management UX Design –

*NEW*

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## ACCOUNTING I

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.

### OBJECTIVE TEST COMPETENCIES

- Journalizing
- Account classification
- Terminology
- Concepts and practices
- Types of ownership
- Posting
- Income statements
- Balance sheets
- Worksheets
- Bank reconciliations
- Payroll
- Depreciation
- Manual and computerized systems
- Ethics

### OBJECTIVE TEST GUIDELINES

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## ACCOUNTING II

### OBJECTIVE TEST COMPETENCIES

- Financial statements
- Corporate accounting
- Ratios and analysis
- Accounts receivable and payable
- Budgeting and cash flow
- Cost accounting/manufacturing
- Purchases and sales
- Journalizing
- Income tax
- Payroll
- Inventory
- Plant assets and depreciation
- Departmentalized accounting
- Ethics
- Partnerships

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## ADVERTISING

### OBJECTIVE TEST COMPETENCIES

- Personal selling & sales promotion
- Traditional & alternative advertising media
- Consumer behavior
- Basic marketing functions
- Branding & positioning
- Economy
- Advertising plan
- Legal & ethical issues
- Diversity & multicultural market
- Public relations
- Creation of advertisement
- Consumer-oriented advertising
- Financial planning
- Communication
- Consumer purchase classifications
- Target market
- Market segmentation
- Product development
- Product life cycle
- Price planning
- Channels of distribution
- Marketing research
- Effective advertising & promotional messages
- Budget
- Financing advertising campaigns
- Demographics
- History & influences
- Advertising industry & careers
- Supply chain management
- Distribution logistics
- Internet
- Self-regulation
- Careers

- Advertising workplace
- Leadership, career development, & team building
- Risk management

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## **AGRIBUSINESS**

### **OBJECTIVE TEST COMPETENCIES**

- Economics
- Finance and accounting
- Health, safety, and environmental management
- Management analysis and decision making
- Marketing
- Terminology and trends

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## **BUSINESS CALCULATIONS**

### **OBJECTIVE TEST COMPETENCIES**

- Consumer credit
- Mark-up and discounts
- Data analysis and reporting
- Payroll
- Interest rates
- Investments
- Taxes
- Bank records
- Insurance
- Ratios and proportions
- Depreciation
- Inventory

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## **BUSINESS COMMUNICATION**

### **OBJECTIVE TEST COMPETENCIES**

- Nonverbal and verbal communication
- Communication concepts
- Report application
- Grammar
- Reading comprehension
- Editing and proofreading
- Word definition and usage
- Capitalization and punctuation
- Spelling
- Digital communication

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## **BUSINESS LAW**

### **OBJECTIVE TEST COMPETENCIES**

- Legal systems
- Contracts and sales
- Business organization
- Property laws
- Agency and employment laws
- Negotiable instruments, insurance secured transactions, bankruptcy
- Consumer protection and product/personal liability
- Computer law
- Domestic and private law

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## COMPUTER PROBLEM SOLVING

### OBJECTIVE TEST COMPETENCIES

- Operating systems
- Networks
- Personal computer components
- Security
- Safety and environmental issues
- Laptop and portable devices
- Printers and scanners

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## CYBER SECURITY

### OBJECTIVE TEST COMPETENCIES

- Defend and attack (virus, spam, spyware)
- Network security
- Disaster recovery
- Email security
- Intrusion detection
- Authentication
- Public key
- Physical security
- Cryptography
- Forensics security
- Cyber security policy

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## ECONOMICS

### OBJECTIVE TEST COMPETENCIES

- Basic economic concepts and principles
- Monetary and fiscal policy
- Productivity
- Macroeconomics
- Market structures
- Investments and interest rates
- Government role
- Types of businesses/economic institutions
- Business cycles/circular flow
- Supply and demand
- International trade/global economics

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## HEALTH CARE ADMINISTRATION

### OBJECTIVE TEST COMPETENCIES

- Managing office procedures
- Medical terminology
- Legal and ethical issues
- Communication skills
- Managing financial functions
- Health insurance
- Records management
- Infection control
- Medical history
- Technology

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## **HUMAN RESOURCE MANAGEMENT – *NEW***

### **OBJECTIVE TEST COMPETENCIES**

- Staff
- Training and development
- Employment compensation and benefits
- Performance management
- Government relations and issues
- Human resource planning
- Labor relations and collective bargaining

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## **INSURANCE & RISK MANAGEMENT**

### **OBJECTIVE TEST COMPETENCIES**

- Risk management process
- Property and liability insurance
- Health, disability, and life insurance
- Insurance knowledge
- Decision making
- Careers
- Ethics

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## INTRODUCTION TO BUSINESS COMMUNICATION

9th & 10th grade only

### **OBJECTIVE TEST COMPETENCIES**

- Grammar
- Punctuation and capitalization
- Oral communication concepts
- Reading comprehension
- Word definition and usage
- Proofreading and editing
- Spelling

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## **INTRODUCTION TO BUSINESS CONCEPTS –*NAME CHANGE***

9th & 10th grade only

### **OBJECTIVE TEST COMPETENCIES**

- Money management, banking, and investments
- Consumerism
- Characteristics and organization of business
- Economic systems
- Rights and responsibilities of employees, managers, owners, and government
- Career awareness
- Global business
- Ethics
- Insurance

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## INTRODUCTION TO BUSINESS PROCEDURES

9th & 10th grade only

### OBJECTIVE TEST COMPETENCIES

- Human relations
- Technology concepts
- Business operations
- Communication skills
- Information processing
- Decision making/management
- Career development
- Database and information management
- Ethics and safety
- Finance

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## INTRODUCTION TO FBLA

9th & 10th grade only

### OBJECTIVE TEST COMPETENCIES

- FBLA organization
- Bylaws and handbook
- National competitive events guidelines
- National publications
- Creed and national goals

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## INTRODUCTION TO FINANCIAL MATH

9th & 10th grade only

### **OBJECTIVE TEST COMPETENCIES**

- Basic math concepts
- Consumer credit
- Data analysis
- Probability
- Fractions
- Percentages
- Discounts
- Decimals

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## INTRODUCTION TO INFORMATION TECHNOLOGY

9th & 10th grade only

### **OBJECTIVE TEST COMPETENCIES**

- Computer hardware and software
- Operating systems
- Common program functions
- Word processing
- Spreadsheets
- Presentation software
- Networking concepts
- Email and electronic communication

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## INTRODUCTION TO PARLIAMENTARY PROCEDURE

9th & 10th grade only

### **OBJECTIVE TEST COMPETENCIES**

- Parliamentary procedure principles
- FBLA bylaws

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## **JOURNALISM**

### **OBJECTIVE TEST COMPETENCIES**

- Economics of journalism
- Grammar and format
- Law and ethics
- Business of journalism
- History of journalism

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## **NETWORKING INFRASTRUCTURES**

### **OBJECTIVE TEST COMPETENCIES**

- General network terminology and concepts
- Network operating system concepts
- Network security
- Equipment for network access
- OSI model functionality
- Network topologies
- Connectivity

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## ORGANIZATIONAL LEADERSHIP

### OBJECTIVE TEST COMPETENCIES

- Leadership concepts
- Leadership managerial roles
- Behavior and motivation
- Networking
- Communication skills
- Leader and follower relations
- Team leadership
- Self-managed teams
- Strategic leadership for managing crises & change
- Levels of leadership
- Leadership theory
- Traits of effective leaders
- Personality profile of effective leaders
- Leadership attitudes
- Ethical leadership
- Relationship between power, politics, networking, & negotiation
- Coaching
- Managing conflict
- Team decision making
- Organizational politics
- Team skills
- Charismatic and transformational leadership
- Stewardship and servant leadership
- Diverse settings

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## **PERSONAL FINANCE**

### **OBJECTIVE TEST COMPETENCIES**

- Credit and debt
- Earning a living (income, taxes)
- Managing budgets and finance
- Saving and investing
- Banking and insurance
- Financial principles related to personal decision making
- Buying goods and services

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## **POLITICAL SCIENCE**

### **OBJECTIVE TEST COMPETENCIES**

- Political science terms and concepts
- History and role of political science
- Civil liberties and civil rights in political science
- Forms of government and legislatures
- Electoral systems and presidential elections
- The powers and elections of Congress
- Federal judicial system
- Federal bureaucracy
- Mass media and politics
- Public opinion and culture
- Political science law
- Public and social policy
- Government fiscal policy
- Government foreign and defense policies
- International relations concepts

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## SECURITIES & INVESTMENTS

### OBJECTIVE TEST COMPETENCIES

- Investment fundamentals
- Personal investing
- Retirement and estate planning
- Financial services industry
- Financial assets and markets
- Financial services regulation
- Stock market
- Mutual funds

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## **SUPPLY CHAIN MANAGEMENT**

### **OBJECTIVE TEST COMPETENCIES**

- Channels of distribution
- Essential supply chain management concepts
- Supply chain topics
- Characteristics for successful supply chain managers
- Improving supply chain network performance
- Production planning, control
- Supply chain planning and design
- Supply chain process
- Product portfolio management
- Coordination and decision making for the flow of products, services, and information
- Supply chain management contemporary issues

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## **UX DESIGN – *NEW***

### **OBJECTIVE TEST COMPETENCIES**

- Effective design principles
- Ease of navigation and readability
- Accommodations for special needs and related laws
- Color scheme
- Mobile and desktop responsive web design
- Copyright, creative commons, and fair use
- Role of UX design
- UX design process
- Careers in UX/UI design

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