

TOMORROW'S OUTSTANDING PROFESSIONALS SKILLS CHALLENGE

MAIN CAMPUS Rules and Regulations

ACCOUNTING-Shellie Besharse

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*BUSINESS ENGLISH – Lanice Samford

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COMPUTER APPLICATIONS: EXCEL – Courtney Cooper

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COMPUTER APPLICATIONS: POWERPOINT - Joseph Jones

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*COMPUTER APPLICATIONS: WORD – Shellie Besharse

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MEDICAL PROFESSIONS QUIZ BOWL - Barbara Greene

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IMPROMPTU SPEAKING - Mike Fisher

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PUBLIC SPEAKING - Mike Fisher

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*Business English replaces Business Communications/Intro to Business

*Computer Applications: Word replaces Word Processing 1 & II

Tomorrow's Outstanding Professionals Skills Challenge

Arkansas Northeastern College Main Campus Competition Day Check-In Procedures

In order to have an efficient check-in on the day of the TOP Skills Challenge, please follow the suggestions below:

1. Have your participating students' names on a one-sheet roster to turn in at the registration table with your school name at the top. (See sample Participation Roster.)
2. List name of student, grade, and the competition that the student is participating in. (Blank participation rosters can be emailed to you by contacting Blythe Gillen at bgillen@smail.anc.edu)
3. Unload buses and have students enter the Governors Ballroom through the rear South entrance.
4. Please arrive at Main Campus between 9:00 and 9:30 a.m. to avoid having to wait outside (if possible.)
5. Allow your students to go into the Governors Ballroom upon arrival while one person turns in the Participation Roster and marks any changes from the original Registration Forms.
6. Have students fill out a name tag that will be provided on each table.

Tomorrow's Outstanding Professionals Skills Challenge
Business/Computer Competitions
Registration Form

School Name: _____

<u>Competition</u>	<u>Student Names</u>	<u>Chaperone</u>
Accounting	1. _____	_____
	2. _____	
Business English	1. _____	_____
	2. _____	
Computer Applications: Excel	1. _____	_____
Computer Applications: PowerPoint	1. _____	_____
Computer Applications: Word	1. _____	_____

Special Notes of Interest

- Every school is required to have at least one chaperone at each campus where your students are competing.

Tomorrow's Outstanding Professionals Skills Challenge
Medical Professions Quiz Bowl Competition
Registration Form

School Name: _____

Competition	Student Names	Chaperone
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Quiz Bowl Team 1	1. _____ 2. _____ 3. _____ 4. _____	_____
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Quiz Bowl Team 2	1. _____ 2. _____ 3. _____ 4. _____	_____
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Special Notes of Interest

- Every school is required to have at least one chaperone at each campus where your students are competing.

Tomorrow's Outstanding Professionals Skills Challenge
Public Speaking Competitions
Registration Form

School Name: _____

Competition	Student Names	Chaperone
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Impromptu Speaking	1. _____ 2. _____	_____ _____
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Public Speaking	1. _____ 2. _____	_____ _____
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**Students competing may participate in both speech events.*

**Schools may register two students for each event.*

Special Notes of Interest

- Every school is required to have at least one chaperone at each campus where your students are competing.

Tomorrow's Outstanding Professionals Skills Challenge
Arkansas Northeastern College
Main Campus
February 03, 2017
(Tentative Agenda)

9:30 AM	Arrival of students and teachers Event Registration	Governors Ballroom
9:45 AM	Welcome and details of the day	Governors Ballroom
10:00 AM	Competitions: Business English Computer Applications: Word Medical Professions-Quiz Bowl Public Speaking Tours and Student Activities	
11:15 AM	Competitions: Accounting Computer Applications: Excel Computer Applications: PowerPoint Impromptu Speaking Tours and Student Activities	
12:15 PM	Lunch Judging of the Contests	Governors Ballroom
1:00 PM	Awards Presentation	Adams/Vines Recital Hall
1:30 PM	Dismissal	

BUSINESS/COMPUTER COMPETITIONS

GENERAL RULES AND REGULATIONS

1. Participating schools may register two (2) individuals for each of the Business competitions: Accounting, Business English, and PC Maintenance Troubleshooting. Participating schools may register one (1) individual for each of the four Computer competitions: Computer Applications: Excel, and Computer Applications: PowerPoint and Computer Applications: Word. *Students may compete in only one of the Business/Computer competitions.* Students who previously have won first place (gold) for any competition at the TOPS Challenge will not be eligible to win another first place scholarship in any competition.
2. There will be no communication among contestants or with other persons in the contest area. No contestant can receive assistance from any source. Violations will disqualify the contestant from the event. Questions pertaining to violations or complaints must be brought before the contest committee for their decision and action.
3. Decisions of the judges and officials will be final.
4. Cell phones, pagers, PDAs, or electronic communication devices of any kind are not permitted in the contest area. Any student in possession of such devices during contests shall be immediately disqualified.
5. Instructors and non-participants are excluded from the contest area while the event is in progress. Only contest committee personnel or persons approved by the committee may observe with the purpose of enforcing regulations.
6. Order of completion will be used as the tie-breaking provision in the event of identical scores.

ACCOUNTING - Shellie Besharse

B-Wing: B110

11:15 a.m.

The accurate keeping of financial records is an ongoing activity in all types of businesses. A one-hour examination in a multiple-choice format will be administered consisting of four sections, each focusing on different basic practices in the field of accounting as follows:

SECTION ONE: THE ACCOUNTING CYCLE (20 QUESTIONS)

This section will focus on terminology, Generally Accepted Accounting Principles, journalizing and posting of journal entries. Competencies required for this section include:

- Explain the accounting equation
- Analyzing and journalizing transactions for a sole proprietor and merchandising business
- Recording adjusting and closing entries
- Account classification with regard to debits and credits
- Identification of basic journal entries in the accounting cycle
- Identify steps necessary to post from the journal to the ledger

SECTION TWO: FINANCIAL STATEMENTS (10 QUESTIONS)

This section will focus on the importance of financial statements and the role each plays in providing information to accounting information users. Competencies required for this section include:

- The purpose of financial statements in an information age
- Identification of accounts on the balance sheet, income statement, and statement of changes in owner's equity
- The order of preparation of financial statements and the link between the financial statements.

SECTION THREE: PLANT ASSET VALUATION AND DEPRECIATION (10 QUESTIONS)

This section will focus on the importance of accurately valuing plant assets (land, buildings and equipment) and the reasoning behind spreading their costs over the periods benefiting from their acquisition. Competencies required for this section include:

- Determination of an assets cost at the purchase date
- Purpose and logic of depreciating plant assets
- Depreciation calculation utilizing straight-line, units of production and double declining balance methods
- Factors in computing depreciation (cost, salvage value, useful life)
- Basic end of the year entries for depreciation

SECTION FOUR: CASH CONTROLS AND PAYROLL ACCOUNTING (10 QUESTIONS)

This section will focus on the importance of internal controls with regard to cash and the various reports, records and procedures utilized in payroll accounting. Competencies required for this section include:

- The role of ethics in accounting
- Internal control with regard to cash
- Bank reconciliation preparation
- Journalize and record transactions to establish and replenish a petty cash fund
- Employer payroll tax liability
- Employee payroll tax liability
- Basic entries concerning payroll

BUSINESS ENGLISH – Lanice Samford

B-Wing: B108

10:00 a.m.

1. Test may include English skills, such as grammar, editing, proofreading, punctuation, spelling, word definition/usage, and capitalization.
2. Two students per school may test.
3. Test will be one hour.
4. Competition is open to any student in grades 9-12.

COMPUTER APPLICATIONS: EXCEL- Courtney Cooper

B-Wing: B206

11:15 a.m.

Computers are a vital tool in every business activity found in today's workplace. Spreadsheet programs, such as Excel, are used to display, organize, and analyze numerical data. These programs provide tools for recording and formatting numbers as well as performing calculations. The graphics capabilities also enable the user to display data visually. This event provides recognition for participants who can most efficiently demonstrate computer applications skills using Microsoft Excel 2013.

Competencies

Participants should be prepared to perform the following tasks:

CREATING CONTENT

- Enter, edit, and clear text and numbers
- Fill series content
- Find and replace cell content and formats
- Insert, position, and size graphics

ANALYZING DATA

- Insert and modify formulas
- Use functions in formulas
- Create charts

FORMATTING DATA AND CONTENT

- Apply and modify cell formats
- Modify row and column formats
- Modify row and column settings
- Format worksheets
- Hide and unhide worksheets

MANAGING WORKBOOKS

- Insert, delete, and move cells
- Copy and paste special
- Organize worksheets
- Preview data in other views
- Setup pages for printing
- Print data

Eligibility

Each school may enter one (1) participant. Participants competing in this event may not compete in any other event.

Site Testing

A performance-based test will be delivered using a simulated Microsoft Excel 2013 applications environment. Fifty (50) minutes will be allowed for the test itself with additional time allotted for general directions.

All testing materials will be provided by Arkansas Northeastern College.

COMPUTER APPLICATIONS: POWERPOINT- Joseph Jones

B-Wing: B207

11:15 a.m.

Computers have become essential tools in almost every type of activity in virtually every type of business. Presentation graphics software allows employees to create documents which are used to communicate ideas, messages, and other information to a group. This event provides recognition for participants who can most efficiently demonstrate computer application skills using Microsoft PowerPoint 2013.

Competencies

Participants should be prepared to perform the following tasks:

CREATING CONTENT

- Create and save presentations
- Add and edit text
- Add tables, charts, and images
- Insert shapes and Office graphics
- Insert objects
- Add bullets
- Add speaker notes

FORMATTING CONTENT

- Format text based content
- Manipulate text and images
- Customize slide backgrounds
- Modify slide layout
- Apply design templates
- Apply animations and action settings
- Apply slide transitions
- Add content to header and footer
- Edit master slides
- Add, delete, and format textboxes

MANAGING AND DELIVERING PRESENTATIONS

- Add and delete slides
- Rearrange slides in Slide Sorter view
- Perform spell check
- Print presentation

Eligibility

Each school may enter one (1) participant. Participants competing in this event may not compete in any other event.

Site Testing

A performance based test will be delivered using a simulated Microsoft PowerPoint 2013 application environment. Fifty (50) minutes will be allowed for the test itself with additional time allowed for general directions.

All testing materials will be provided by Arkansas Northeastern College.

COMPUTER APPLICATIONS: WORD-Shellie Besharse

B-Wing: B207

10:00 a.m.

Microsoft Word is a word processing program designed to meet the needs of today's fast-paced office. Whether you are an executive secretary or a website designer, proficiency in electronic word processing is paramount to support day-to-day office functions.

Competencies

Participants should be prepared to perform the following tasks:

CREATING AND EDITING CONTENT

- Select, Replace, and Delete Text; Checking Spelling and Grammar
- Changing Document Views; Hiding and Showing White Space
- Navigating and Finding Text; Find and Replace Text
- Create a Document Using a Template

FORMATTING CHARACTERS AND PARAGRAPH

- Apply Formatting with the Font Group and Mini Toolbar;
- Use Format Painter; Align and Indent Text
- Change Line Spacing and Paragraph Spacing; Create Bullet and Numbered Lists
- Insert Symbols and Special Characters; Set Tabs with Leaders
- Apply Border and Shading, Style Sets, and Themes

FORMATTING AND ENHANCING A DOCUMENT

- Cut, Copy, and Paste Text
- Customize the Page Setup and Page Background
- Insert a Cover Page, Blank Page, and Page Break
- Insert Page Numbers, Headers and Footers
- Document Format in MLA Style; Insert Sources and Citations
- Vertically Align Text; Insert, Size, and Move an Image
- Envelopes and Mailing Labels

FORMATTING WITH SPECIAL FEATURES

- Create and Modify WordArt Text; SmartArt Graphics
- Drop Caps, Text Boxes, and Drawing Shapes
- Create Tables; Change Table Layouts and Design
- Insert Section Breaks; Modify Newspaper Columns
- Insert a Hyperlink; Merge Documents and Envelopes

Eligibility

Limited to students who have completed or are enrolled in the first word processing course. Each school may enter one (1) participant. Participants competing in this event may not compete in any other event. All testing materials provide by Arkansas Northeastern College.

Site Testing

A performance-based test will be delivered using a simulated Microsoft Office 2016 applications environment. One hour will be allowed for the test. First, second, and third places will be recognized.

MEDICAL PROFESSIONS QUIZ BOWL

Nursing Building

10:00 a.m.

Purpose

The Quiz Bowl competitive event is intended to stimulate and motivate students to participate in team and to test their knowledge on various topics and situations in the Medical Professions.

Description

Teams consisting of four members each will compete by giving appropriate responses to items presented by a moderator. These items may be in the form of questions, incomplete statements, and/or definitions. The last remaining team will become the first place winner.

Rules

1. Two teams compete against each other. Other teams and team members must remain in the holding room until called by the chairman.
2. The team is seated at a table facing the moderator and the audience. Each individual team member has a buzzer to respond to the moderator's questions.
3. All competitors must keep one hand flat on the table behind a boundary line. The other hand should be in the lap of the competitor.
4. Five seconds is allowed after the moderator has finished presenting the item for someone on either team to buzz in to respond. The team member who buzzes has five seconds after being recognized by the moderator to respond. The team member **MUST** be recognized by the moderator prior to answering the question, or no points will be awarded. If a team member buzzes in prior to the completion of the question, the moderator will stop reading immediately and the competitor must answer within the five seconds. If answer incorrectly, the moderator will reread the question in full for the other team. If no team member buzzes within five seconds, no points are awarded and the moderator will move on to the next question.
5. After a team member buzzes in, other members of the team may offer help with answering the question, but **the team member that buzzes in MUST give the answer to the moderator within five seconds. There is to be no discussion of the question prior to a team member buzzing in.** If this occurs, no points will be granted for that question.
6. Ten points will be given for each correct answer. No points will be deducted for incorrect answers. The first team to reach 200 points will be declared the winner of that round and will proceed to the next round of competition.
7. A timekeeper shall call "Time" at the end of the five seconds after a question has been presented and at the end of the five seconds after a team member is recognized by the moderator. No points will be awarded after the timekeeper has called "Time."
8. If the item is not answered within the time limit after being recognized or is answered incorrectly, the other team is given the opportunity to respond. The moderator will repeat the question and the timing starts over. A team member must still push the buzzer and be recognized by the moderator prior to answering the question. This is the only instance where the moderator will repeat a question, unless requested by a judge.

MEDICAL PROFESSIONS QUIZ BOWL (continued)

9. Only the first answer given by a team will be judged. The judges will make the final decision if there is a question about the correctness of a particular question. Only a coach may challenge a question (not team members) and this should be done immediately following the round.
10. Audience members may observe, but communication between observers and team members is strictly prohibited. Any audience member who attempts to communicate in any way during the competition will be asked to leave.
11. If elimination rounds are necessary, the same questions will be used for each team. Team members will not be allowed back into the holding room until the completion of the round and communication between teams that have finished competing and those that are waiting to compete is forbidden.
12. The standard references for verification will be *Mosby's Dictionary*, *Taber's Cyclopedia Medical Dictionary*, and *Medical Professions* textbooks.

Awards will be provided for each team member for first, second and third places. There are four members on each team. The Practical Nursing department will provide timekeepers, judges, and a moderator, as well as volunteers to help supervise those in the holding area, and other duties as assigned.

The timeframe is difficult to predict. Some rounds will take longer than others, but there should be ample time in the morning to complete the competition.

IMPROMPTU SPEAKING- Mike Fisher

C-Wing Lecture Hall

11:15 a.m.

The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes individuals who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.

All speech events will be patterned after FBLA speaking events

Competencies

Participants will be given a topic related to one or more of the following: FBLA-PBL Goals, FBLA-PBL activities FBLA-PBL current national programs, current events, and/Relevant business topics.

Procedure

1. One (1) 4" X 6" index card will be given to each participant and may be used during the preparation and performance.
2. Information may be written on both sides of the note card.
3. Participants must furnish their own pens and pencils.
4. The speech should be four (4) minutes in length.
5. No reference materials may be brought to or used during the preparation or presentation.
6. A lectern will be available.
7. No microphone will be used.

Preliminary Round

Participants will be divided into groups, depending on the number of entries. Participants must report for instructions twenty (20) minutes prior to the time of the first scheduled speech. Participants will be sequestered until their preparation times. The order of performance will be drawn at random by an impartial person in the event office. Participants will be allowed ten (10) minutes to prepare their speeches prior to a appearing before the judges. All participants will address the same topic in their speeches.

Any notes made during the preparation time may be used when speaking. The note card must be submitted to the event administrator at the conclusion of the speech. Information may be written on both sides of the note card. At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be four (4) minutes in length. A time - keeper will indicate the remaining time using hand signals. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 3:31 or over 4:29 minutes. All performances are open to conference attendees, except performing participants of the event.

Participation

One (1) student from each school may participate in this event. Students participating in this event may also participate in the Public Speaking I event. Students previously winning first place (gold) in the Impromptu Speaking competition at the TOPS Challenge will not be eligible to win an award (gold, silver, or bronze) in Impromptu Speaking, although prior winners can participate for practice purposes.

PUBLIC SPEAKING- Mike Fisher

C-Wing Lecture Hall

10:00 a.m.

This event recognizes individuals who are beginning to develop qualities of business leadership by developing effective speaking skills.

All speech events will be patterned after FBLA speaking events.

Competencies

The content of the four-minute (4) speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals.

Procedure

1. The speech should be four (4) minutes in length, of a business nature, and must be developed from one or more of the nine (9) FBLA-PBL goals.
2. Each participant's speech must be the result of his/her own efforts. Facts and working data may be secured from any source.
3. Student members, not advisers, must prepare the speeches.
4. Advisers should serve as consultants to ensure that the speeches are well organized, contain substantiated statements, and are written in a business style.
5. When delivering the speech, the participant may use notes or note cards.
6. No visual aids may be used. A lectern will be available.
7. No microphone will be used.

Preliminary Round

Participants will be divided into groups, depending on the number of entries. The order of performance will be drawn at random by an impartial person in the event office. At the time of performance, the event administrator will introduce each participant by name only. Each speech should be four (4) minutes in length. A timekeeper will indicate the remaining time using hand signals. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 3:31 or over 4:29 minutes. All performances are open to conference attendees, except performing participants of this event.

Participation

One (1) student from each school may participate in this event. Students participating in this event may also participate in the Impromptu Speaking event. Students previously winning first place (gold) in the Public Speaking competition at the TOPS Challenge will not be eligible to win an award (gold, silver, or bronze) in Public Speaking, although prior winners can participate for practice purposes.

TOMORROW'S OUTSTANDING PROFESSIONALS SKILLS CHALLENGE

BURDETTE CENTER

Rules and Regulations

*AVIATION:

AVIATION MAINTENANCE

*CRIMINAL JUSTICE:

CRIME SCENE INVESTIGATION

CRIMINAL JUSTICE:

FELONY TRAFFIC STOP

EARLY CHILDHOOD DEVELOPMENT:

HANDS ON ACTIVITY WITH PRESCHOOLERS

EARLY CHILDHOOD DEVELOPMENT:

BULLETIN BOARD PRESENTATION

JOB INTERVIEW

*PLATE CUTTING

*SMAW WELDING

*COMBINATION WELDING

Tomorrow's Outstanding Professionals Skills Challenge

Arkansas Northeastern College Burdette Center Competition Day Check-In Procedures

In order to have an efficient check-in on the day of the TOP Skills Challenge, please follow the suggestions below:

1. Have your participating students' names on a one-sheet roster to turn in at the registration table with your school name at the top. (see sample Participation Roster)
2. List name of student, grade, and the competition that the student is participating in. (Blank participation rosters can be mailed to you by contacting Michelle Bennett at mbennett@smail.anc.edu)
3. Unload buses at the front entrance of the Burdette Center.
4. Please arrive at the Burdette Center between 8:30 AM and 8:45 AM to avoid having to wait outside (if possible.)
5. One person for the school will be responsible for turning in the Participation Roster and communicating any changes from the original Registration Forms.
6. Contestants must go to the registration table upon arrival to get their name badge for the competition.

Tomorrow's Outstanding Professionals Skills Challenge
Aviation Maintenance
Registration Form

School Name: _____

<u>Competition</u>	<u>Student Names</u>	<u>Chaperone</u>
Aviation Maintenance	1. _____	_____
	2. _____	
	3. _____	
	4. _____	

Special Notes of Interest

- Every school is required to have at least one chaperone at each campus where your students are competing.

Tomorrow's Outstanding Professionals Skills Challenge
Criminal Justice Competition
Registration Form

School Name: _____

<u>Competition</u>	<u>Student Names</u>	<u>Chaperone</u>
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**Criminal Justice
CSI**

	1. _____	_____
	2. _____	
	3. _____	

**Criminal Justice
Traffic Stop**

	1. _____	_____
	2. _____	
	3. _____	

Special Notes of Interest

- Every school is required to have at least one chaperone at each campus where your students are competing.

Tomorrow's Outstanding Professionals Skills Challenge
Early Childhood Development Competitions
Registration Form

School Name: _____

<u>Competition</u>	<u>Student Names</u>	<u>Chaperone</u>
Bulletin Board Presentation	1. _____	_____
	2. _____	
Hands on Activity With Children	1. _____	_____
	2. _____	

Special Notes of Interest

- Every school is required to have at least one chaperone at each campus where your students are competing.

Tomorrow's Outstanding Professionals Skills Challenge

Job Interview Competition

Registration Form

School Name: _____

<u>Competition</u>	<u>Student Names</u>	<u>Chaperone</u>
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Job Interview Skills	1. _____	_____
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	2. _____	
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Special Notes of Interest

- Every school is required to have at least one chaperone at each campus where your students are competing.

Tomorrow's Outstanding Professionals Skills Challenge

Welding Competitions

Registration Form

School Name: _____

<u>Competition</u>	<u>Student Names</u>	<u>Chaperone</u>
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Plate Cutting	1. _____	_____
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2. _____	
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SMAW Welding	1. _____	_____
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2. _____	
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Combination Welding	1. _____	_____
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2. _____	
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Special Notes of Interest

- Every school is required to have at least one chaperone at each campus where your students are competing.

Tomorrow's Outstanding Professionals Skills Challenge
Arkansas Northeastern College
Burdette Center
February 03, 2017
(Tentative Agenda)

9:00 AM	Arrival of students and teachers, Welcome, and Registration	Student Center
9:30 AM	Competitions: Aviation Maintenance Criminal Justice: Crime Scene Investigation Criminal Justice: Felony Traffic Stop Early Childhood Development: Hands on Activity Early Childhood Development: Bulletin Board Presentation Job Interview Plate Cutting SMAW Welding Combination Welding	
12:00 PM	Lunch Judging of the Contests	Student Center
1:00 PM	Awards Presentation	Student Center
1:30 PM	Dismissal	

AVIATION MAINTENANCE

Each school may enter 4 students for individual competition.

Contest Description

Students will work individually to complete the following series of tasks and tests:

- Demonstrate knowledge of materials and processes to FAA General Aviation Competencies (15 minutes)
- Demonstrate the ability to fabricate fluid lines/fittings to FAA General Aviation Competencies (15 minutes)
- Demonstrate knowledge of General Shop Safety practices, Safety/Written Test (15 minutes)
- Demonstrate ability to lockwire using approved methods to FAA General Aviation Competencies (15 minutes)

Total Competition Time: 1 hour

Equipment and Materials:

Will be supplied by ANC.

Contest Guidelines

- Each contestant will be assigned a random number upon registration and this is the order in which contestants will compete.
- All contestants will take a written examination assessing knowledge safety and FAA regulations.
- Contestants must work without assistance from instructors, other contestants or observers.
- Each contestant will be allotted 1 hour to complete all tasks.

Standards and Competencies

- Apply knowledge of basic electricity to FAA general aviation competencies.
- Use weight and balance knowledge to FAA general aviation competencies.
- Demonstrate the ability to fabricate fluid lines/fittings to FAA general aviation competencies.
- Demonstrate knowledge of FAA general aviation safety guidelines and requirements.
- Demonstrate knowledge of materials and processes to FAA general aviation competencies.
- Use maintenance publications to FAA general aviation competencies.

CRIMINAL JUSTICE

CRIME SCENE INVESTIGATION

Each school may enter 2 teams consisting of 3 students per team.

Contest Description

Students will work as a team to conduct a crime scene investigation on a mock crime scene.

Equipment and Materials:

Should be supplied by the contestants:

- Crime Scene kit containing materials necessary to conduct a crime scene investigation, e.g., fingerprint cards, brushes, powder, crime scene tape, packaging equipment for a variety of evidence, any necessary forms needed to properly document a crime scene, personal protective equipment, etc.
- Wrist Watch
- Field notebook, pens and pencils
- Flashlight
- Digital Camera (any style as long as the photographs can be transferred from the digital camera to a laptop)

Contest Guidelines

- Teams will be assigned a random number upon registration and this is the order in which they will compete.
- All contestants will take a written examination assessing knowledge of crime scene investigation and processing. These scores will be used in the event there is a tie.
- Contestants must work together as a team without assistance from instructors, other contestants or observers.
- Teams will have 20 minutes to work the crime scene and 10 minutes to prepare their evidence for submission to the judges.

Standards and Competencies

- Demonstrate or explain activities prior to conducting crime scene search
- Explain and demonstrate the use of crime scene photography
- Properly search for, collect and remove physical evidence from a crime scene
- Draw a crime scene sketch using proper measurements, symbols and labels
- Apply proper procedures for dusting a crime scene for collecting latent fingerprints
- Release a crime scene properly and legally
- Work together as a professional team to conduct a crime scene investigation

CRIMINAL JUSTICE

FELONY TRAFFIC STOP

Each school may enter a total of 4 contestants who will work individually

Contest Description

Students will use their knowledge and skill to simulate situations encountered by criminal justice professionals during a routine traffic stop.

Equipment and Materials:

All materials will be supplied for the contestants

Contest Guidelines

- Students will be assigned a random number upon registration and this is the order in which they will compete.
- All contestants will take a written examination assessing knowledge of laws and process related to criminal justice. These scores will be used in the event there is a tie.
- Contestants will work individually to perform a routine traffic stop on a suspect vehicle.

Standards and Competencies

- Demonstrate standard patrol procedures in a simulated situation
- Demonstrate procedures to arrest and search a suspect in a simulated situation
- Demonstrate proper use of firearms used in a law enforcement situation
- Demonstrate communication and interpersonal skills used in a criminal justice situation
- Demonstrate standard procedures for handling and evaluating physical evidence in a given situation

EARLY CHILDHOOD DEVELOPMENT BULLETIN BOARD PRESENTATION

Three students per school may compete in this contest. Students will compete individually and not as a team. Students may only compete in **one** of the Early Childhood Development contests.

The students participating in this contest must choose a theme the bulletin board in based on. From that theme develop a title for the board, using a child directed approach.

- Materials, manipulatives, and visuals should be prepared in advance and brought by the student to the competition.
- The judging of the bulletin boards will take approximately 5-10 minutes.
- Students will introduce their bulletin boards explaining the theme, the title derived from the theme, and why it is considered child directed. Also, students will explain the concept to be taught from the board.
- Students will then answer any questions that the judges may have concerning their board or its purpose.

Bulletin Board Rating Sheet

	Poor	Fair	Average	Good	Excellent	Score
	1	2	3	4	5	
Evaluation Criteria						
Neat/Complete						
Lettering/Centered						
Creativity						
Child Directed						
Age Appropriate						
Theme						
Title						

EARLY CHILDHOOD DEVELOPMENT HANDS ON ACTIVITY WITH PRESCHOOLERS

Two students per school may compete in this contest. Students will compete individually and not as a team. Students may only compete in **one** of the Early Childhood Development contests.

The following criteria should be followed:

- One student will plan and present an activity for children.
- Activity should be age appropriate for preschoolers.
- Appropriate vocabulary and grammar should be used.
- The activity should be well organized.
- Students competing should apply basic principles of child development.
- Activity presented to the preschoolers must be ten minutes not to exceed fifteen minutes in length.
- Materials, manipulatives, and visuals should be prepared in advance and brought by the student to the competition.
- Students competing should prepare a written lesson plan that will be handed in to the judges prior to their activity with the children. This lesson plan should include the following:
 - Title
 - Introduction
 - Learning Outcomes
 - Materials and Resources Used
 - Assessment

Hands on with Children Score Sheet

	Poor	Fair	Average	Good	Excellent	Comments
Evaluation Criteria:	1-2	3-4	5-6	7-8	9-10	
Written Lesson Plan						
Age appropriate activity						
Vocabulary was age appropriate						
Activity was organized						
Involved with children						
Applied basic principles of child development						
Used time wisely						
All participants were involved						

JOB INTERVIEW

Application, Resume, and Interview

Two students from each school may compete in this competition.

Every student will be applying for the same job. The job is listed below:

Customer Service Representative

About the Job

Flower Shop Network offers online business solutions for our clients to increase revenues through creative marketing, unique websites, and an online directory to connect REAL customers to REAL local businesses.

This position provides proactive training to all new customers, training for new products, and support to existing customers. This position also assists customers over the phone with problems regarding service or website online account management.

Flower Shop Network offers very competitive compensation and an excellent benefits package including: employer paid health insurance, paid vacation and a matching IRA program.

Desired Skills:

- Customer Service experience
- Ability to multi-task with accuracy
- Keyboard and PC knowledge
- Strong organizational skills
- Active listener
- Good interpersonal skills
- Manage time effectively
- Communicate effectively - written and verbally

Application

All students will be handed an application to complete in the holding area. Each student will be give the same application and will be give 20 minutes to complete the application. All applications will be collected by a contest official.

Resume

Every student is required to have a completed typewritten resume in advance of the competition. This resume will be collected along with the applications and the judges will review both prior to the interview.

Interview

The interview may be up to 20 minutes in length and will be conducted by evaluators. Students need to focus on the following while preparing for the interview:

Professional Appearance

Attire and grooming suitable for specific job interview. Body language and poise will also be considered.

Communications Skills	Display effective verbal and nonverbal skills: clarity of expression, eye contact, good posture, friendly, poised and personable.
Response to Questions	The judges may ask questions from the pool of 7 questions and other questions the judges deem appropriate.

Suggested job interview questions:

1. Tell me a little about yourself.
2. Why do you feel qualified for this job?
3. What are some of your strengths?
4. What are some of your weaknesses?
5. What three words best describe you?
6. What motivates you to do a good job?
7. Where do you want to be in 5 years? (from a career perspective)

PLATE CUTTING OFC

Plate cutting will be with OxyFuel equipment.

Material will be ½ plate.

There will be a print the day of competition that will have a bevel, circle, and a triangle to be cut.

The contestant will have to lay it out on the plate before cutting.

SMAW WELDING

The SMAW will have a bevel plate with backing to be welded in the 3G position using 3/32 E7018 ½ plate.

AWS D1.1

COMBINATION WELDING

In the combination welding there will be T-plates to be welded in three positions.

T-plates will be 7in. long $\frac{3}{16}$ thick

GMAW will be in the 2F position

TIG will be in the 3F position

SMAW will be in 4F position