

# TOMORROW'S OUTSTANDING PROFESSIONALS SKILLS CHALLENGE

## MAIN CAMPUS

Rules and Regulations

ACCOUNTING

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BUSINESS LAW

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COMPUTER APPLICATIONS: POWERPOINT

INTRODUCTION TO BUSINESS

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PUBLIC SPEAKING

# 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 Nikki Bell at [nbell@smail.anc.edu](mailto:nbell@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 AM and 9:30 AM 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 Participation Roster

Arkansas Northeastern College – Main Campus  
February 10, 2012

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Name of School

Student's Name (The name that was on the original registration.)	Grade	Competition	Substitution
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If you would like for me to email a roster to you to fill out, please contact me at [cfisher@smail.anc.edu](mailto:cfisher@smail.anc.edu)

Tomorrow's Outstanding Professionals Skills Challenge  
**Arkansas Northeastern College**  
**Main Campus**  
**February 10, 2012**  
**(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: Accounting Word Processing I Computer Applications: Excel Public Speaking Introduction to Business Tours and Student Activities	
11:15 AM	Competitions: Business Law Word Processing II Business Communications 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	

# ACCOUNTING

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:

- The definition of accounting
- The history and purpose of the Financial Accounting Standards Board
- Generally Accepted Accounting Principles including the business entity principle, cost principle, going concern principle, monetary unit principle, objectivity principle, revenue recognition principle, matching principle, time period principle, relevance principle, control principle, cost-benefit principle, materiality principle, conservatism principle.
- Account classification with regard to debits and credits
- Identification of basic journal entries in the accounting cycle

## **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
- Employer payroll tax liability
- Employee payroll tax liability
- Basic entries concerning payroll

## **BUSINESS COMMUNICATIONS**

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

## **BUSINESS/COMPUTER COMPETITIONS: GENERAL RULES AND REGULATIONS**

1. Participating schools may register two (2) individuals for each of the Business competitions: Accounting, Business Law, Business Communications, and Introduction to Business. Participating schools may register one (1) individual for each of the four Computer competitions: Word Processing I, Word Processing II, Computer Applications: Excel, and Computer Applications: PowerPoint. *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.

# **BUSINESS LAW**

Knowledge of legal concepts applicable to individuals and business persons is increasingly important in our society. It is imperative that each citizen becomes knowledgeable about the importance of the law, and how the legal system can foster or prevent change in our society. A one-hour examination, in a multiple-choice format, will be administered and consist of six sections, each focusing on different legal concepts and their applicability, with the competencies identified in each section below.

## **SECTION ONE: INTRODUCTION TO THE LAW (10 QUESTIONS)**

- Differentiation between the kinds of law and how they are created
- How disputes are resolved in litigation, arbitration, and mediation and characteristics of each
- Definition of crime and distinguishing between classifications of crime
- Identification of common crimes
- Definition, and elements, of a tort
- Differentiation between criminal and civil law.

## **SECTION TWO: PERSONAL LAW (10 QUESTIONS)**

- Differentiation between the rights of minors and adults
- Correlate the responsibility that corresponds with the rights of minors.
- Identify the ways the law protects consumers against substandard consumer goods and unfair trade practices.
- Compare the protection offered by various types of insurance.

## **SECTION THREE: USING CREDIT (5 QUESTIONS)**

- Identify laws applicable to credit.
- Definition of a security interest
- Recognize the four basic types of collateral

## **SECTION FOUR: ELEMENTS OF CONTRACTS (10 QUESTIONS)**

- Identify requirements of an offer and acceptance.
- Identify types of, and necessity for, consideration in contracts
- Evaluate terms and conditions to determine the validity of contracts.

## **SECTION FIVE: EMPLOYMENT (10 QUESTIONS)**

- Identify the rights, duties, and benefits of employment for employers and employees
- Identify discriminatory practices
- Recognize employment protections afforded by the Occupational Safety and Health Administration

## **SECTION SIX: CHECKS AND COMMERCIAL PAPER (5 QUESTIONS)**

- Identify types of commercial paper and their use
- Classify the various negotiable instruments

# COMPUTER APPLICATIONS: POWERPOINT

*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 2010.*

## **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 2010 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: EXCEL

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 2007.

## 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 2007 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.

# INTRODUCTION TO BUSINESS

Most students will likely work in a business one day, regardless of their major. Therefore, it is essential that students are introduced to the operations of the various business segments of society in order that they may determine the pursuit of a specific business field. A one-hour exam, in a multiple-choice format, will be administered and consist of five sections. Each section will focus on the terminology of business and potential business career fields.

## **SECTION ONE: KNOWLEDGE OF THE ESTABLISHMENT AND OPERATION OF A SMALL BUSINESS**

- Identify the traits of a successful entrepreneur.
- Discuss the pros and cons of franchising.
- Identify the advantages and disadvantages of sole proprietorships, partnerships, and corporations.
- Identify and recognize the five (5) factors of production.

## **SECTION TWO: KNOWLEDGE OF BASIC ECONOMIC PRINCIPLES AND ETHICAL ISSUES**

- Explain the different types of economic systems.
- Discuss the differences between supply and demand as well as the factors that affect each.
- Interpret data presented in chart form relative to supply and demand.
- Discuss the role of a personal code of ethics in the workplace.
- Identify the five (5) Pillars of Corporate Social Responsibility.

## **SECTION THREE: KNOWLEDGE OF BUSINESS MANAGEMENT FUNCTIONS**

- List and describe the four functions of management.
- Identify various leadership styles that make a good leader.
- Discuss the function of an organizational chart and various designs.
- Explain the purpose of a company's mission statement.

## **SECTION FOUR: KNOWLEDGE OF HUMAN RESOURCE MANAGEMENT**

- Identify the functions of human resource management.
- Differentiate between a job specification and a job description.
- Identify steps in the hiring process.
- Discuss the characteristics of labor unions and its effect on business.
- Explain how diversity affects the workforce.

## **SECTION FIVE: KNOWLEDGE OF CONSUMER BEHAVIOR, MARKETING, AND DISTRIBUTION**

- Identify the two basic elements of a marketing strategy and the four P's of marketing.
- List the steps in the marketing process and the elements of a good marketing plan.
- Identify the five-step consumer decision-making process that impacts buying decisions.
- Discuss the purpose of intermediaries as it relates to distribution.
- Identify three important retail strategies used to get products to consumers.

## **WORD PROCESSING I**

1. Limited to students who have completed or are enrolled in the first word processing course.
2. Students enrolled in a second year of word processing or who have completed two years of word processing courses are not eligible for this competition.
3. Students may not take both word processing tests.
4. One student per school will be eligible to test.
5. All testing materials will be supplied by Arkansas Northeastern College.
6. Competencies covered include creating, organizing, and formatting content along with formatting and managing documents.
7. Results will be scored on accurately completing the directions.
8. All scoring will be completed within one hour of test end.
9. First, second, and third places will be recognized.
10. One hour will be allowed for the test.

## WORD PROCESSING II

1. Students enrolled in a second year of word processing or who have completed two years of word processing courses are eligible for this competition.
2. Students may not take both word processing tests.
3. One student per school will be eligible to test.
4. All testing materials will be supplied by Arkansas Northeastern College.
5. Competencies covered include creating, organizing, and formatting content along with formatting and managing documents.
6. Results will be scored on accurately completing the directions.
7. All scoring will be completed within one hour of test end.
8. First, second, and third places will be recognized.
9. One hour will be allowed for the test.

# IMPROMPTU SPEAKING

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 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

Two (2) students 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

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

Two (2) students 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

AUTOMOTIVE SERVICE TECHNOLOGY

CRIMINAL JUSTICE

EARLY CHILDHOOD DEVELOPMENT:  
HANDS ON ACTIVITY WITH PRESCHOOLERS

EARLY CHILDHOOD DEVELOPMENT:  
BULLETIN BOARD PRESENTATION

JOB INTERVIEW

MEDICAL PROFESSIONS QUIZ BOWL

PIPE WELDING

PLATE CUTTING

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 Courtney Fisher at [cfisher@smail.anc.edu](mailto:cfisher@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 9:00 AM to avoid having to wait outside (if possible.)
5. Allow your students to go into the Student Center upon arrival while one person turns in the Participation Roster and communicates any changes from the original Registration Forms.
6. Have students fill out a nametag that will be provided on each table.

# Tomorrow's Outstanding Professionals Skills Challenge Participation Roster

Arkansas Northeastern College – Burdette Center  
February 10, 2012

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Name of School

Student's Name (The name that was on the original registration.)	Grade	Competition	Substitution
1.			
2.			
3.			
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If you would like for me to email a roster to you to fill out, please contact me at [cfisher@smail.anc.edu](mailto:cfisher@smail.anc.edu)

Tomorrow's Outstanding Professionals Skills Challenge  
**Arkansas Northeastern College**  
**Burdette Center**  
**February 10, 2012**  
**(Tentative Agenda)**

9:00 AM	Arrival of students and teachers, Welcome, and Registration	Student Center
9:30 AM	Competitions: Automotive Services Criminal Justice Early Childhood Development Job Interview Medical Professions Quiz Bowl Welding	
12:00 PM	Lunch Judging of the Contests	Student Center
1:00 PM	Awards Presentation	Student Center
1:30 PM	Dismissal	

## **AUTOMOTIVE SERVICE TECHNOLOGY**

There will be one contest consisting of five different areas:

1. On Car Electrical
2. Engine Performance
3. Steering and Suspension
4. Brake Service
5. ASE Style Written Exam (used to determine a winner if there is a tie)

Two (2) students from each high school can compete.

Gold, silver and bronze medals will be given to the overall winners for first, second, and third place, respectively.

Judges will be selected from area automotive repair facilities.

All testing materials will be provided by Arkansas Northeastern College. However, students may bring their own meters, scanners, etc. if they choose to do so.

The contest (including scoring) will be completed in three hours.

## **CRIMINAL JUSTICE: GENERAL RULES AND REGULATIONS**

1. Participating schools may register six (6) individuals for the Criminal Justice exam. 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 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.

# CRIMINAL JUSTICE

The criminal justice system is a complex aggregate of agencies and personnel that perform various criminal justice functions through the categories of policing, courts, and corrections. A one-hour examination, in a multiple-choice format, will be administered and consists of five sections, each focusing on different aspects of the criminal justice system and their applicability with the competencies identified in each section below.

## **SECTION ONE: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM (10 QUESTIONS)**

- Differentiation between the categories of law and what functions they serve; specifically criminal and civil law.
- Definition of Due Process.
- Definition of crime and distinguishing between classifications of crime.
- Identification of the crime index and Part I Offenses.
- Elements of a crime.
- Differentiation between public-order advocates and individual-rights advocates.
- Differentiation between consensus and conflict models of justice.

## **SECTION TWO: POLICING (10 QUESTIONS)**

- History and structure of police.
- Identify the police mission and operational strategies.
- Identify search and seizure rules and applicability.
- Identify police abuse of power.
- Differentiate between corruption and discretion.
- Recognize when the use of force is authorized.
- Understanding racial profiling and biased policing.
- Understanding Police civil liability.

## **SECTION THREE: COURTS (10 QUESTIONS)**

- Identify the U.S. state and federal court structure.
- Identify the courtroom participants; both professional and nonprofessional.
- Recognize the basic pretrial activities (i.e. grand jury, preliminary hearing, arraignment, plea bargain, pretrial release etc.).
- Identify the stages of a criminal trial.
- Identify the types of sentencing.
- Understand the death penalty, and identify the types of executions.

## **SECTION FOUR: CORRECTIONS (10 QUESTIONS)**

- Identify various probation parole, and community corrections.
- Identify types of historical punishments for convicted offenders.
- Differentiate between the various prison eras of U.S. history.
- Recognize the regimen of prison life.
- Identify prisoner rights.
- Identify issues in prisons with regard to race, females, and mental illness.

## **SECTION FIVE: SPECIAL ISSUES (5 QUESTIONS)**

- Understand juvenile rights in comparison to adult rights.
- Understand the issues facing juveniles.
- Identify various adult rights extended to juveniles through the courts.
- Identify the popular illegal drugs used in society.
- Describe the fallacy with the “War on Drugs”.

## EARLY CHILDHOOD DEVELOPMENT RULES AND REGULATIONS

There will be two skills contests:

1. Bulletin Board Presentation  
(Prepared in advance)
2. Hands on Activity with Preschoolers  
(Ex. Flannel story, puppet skit teaching a concept, etc.)

- Four students per school may compete in the competition (Two students per contest)
- The students may only compete in one of the contests.
- Medals will be awarded to the first (gold), second (silver), and third (bronze) place winners in each contest.
- Materials, manipulatives, and visuals should be prepared in advance and brought by the student to the competition.
- The Hands on Activity will be presented to a group of preschool children.
- The judging of the bulletin boards will take approximately 15 minutes and the Hands on Activities will be 10-15 minutes in length.
- 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 preparing the Hands on Activity will be required to turn in a written lesson plan to the judges before they begin their activity with the children.

# EARLY CHILDHOOD DEVELOPMENT

## Bulletin Board Presentation

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.

### Bulletin Board Rating Sheet

Name of Participant: \_\_\_\_\_

School Representing: \_\_\_\_\_

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

Evaluator's Signature: \_\_\_\_\_

Total Score: \_\_\_\_\_

# **EARLY CHILDHOOD DEVELOPMENT**

## **Hands on Activity with Children**

The following criteria should be followed:

1. One student will plan and present an activity for children.
2. Activity should be age appropriate for preschoolers.
3. Appropriate vocabulary and grammar should be used.
4. The activity should be well organized.
5. Students competing should apply basic principles of child development.
6. Activity presented to the preschoolers must be ten minutes not to exceed fifteen minutes in length.
7. Students competing should prepare a written lesson plan that will be handed in to the judges prior to their activity with the children.

# **JOB INTERVIEW SKILLS**

## **Application, Resume, and Interview**

### **APPLICATION**

Completed job applications are commonly required by employers as part of the job search process. They are used by human resource departments for candidates who apply for a job in person at a company. One purpose of the job application is to obtain factual information about you (e.g. social security number, emergency information, family relationships). Although the other purpose of the job application is to obtain information about your employment history, your professional qualifications are usually expressed better in your resume.

#### **Competency**

Participants will have 20 minutes to fill out a standard job application at the designated time.

### **RESUME**

#### **Competencies**

Job Specification Sheet

Every student will apply for the same job. You can research the job details by going to [www.onetcenter.org](http://www.onetcenter.org). The job that the student is applying for is a full time retail sales person. This is job class 41.2031.00.

Business Communication

Include FOUR cover letters and resumes. NOTE: this year you do not have to provide letters of reference.

### **INTERVIEW**

#### **Competencies**

The interview may be up to 20 minutes in length and will be conducted by evaluators. Questions will pertain to participant's current skill level and the specific job for which they are applying.

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.

Knowledge of Job

Show evidence of how present skills relate to job. Including family and consumer sciences and/or related occupations coursework, and evidence of knowledge of specific abilities needed to perform job.

Response to Questions

The judges will ask everyone 3 questions from the pool of 7 questions.

Reference materials may include the internet, "The Job Hunting Handbook", and any source your teacher approves.

## **JOB INTERVIEW SKILLS**

(CONTINUED)

### Tomorrow's Outstanding Professionals Skills Challenge

2012 Changes: Please review this important document and note the changes.

1. The job Interview Skills document has been simplified. The reference to "The Job Hunting Handbook" has been removed. You can still use this reference but the former editions were confusing because of the pages being inconsistent.
2. This year the 3 judges will only focus on the actual job interview. Another judge will score the application, cover letter and resume.
3. The total points now are 100 being a perfect score. There are 9 different evaluation criteria's with each worth different values. Refer to "Job Interview Rating Sheet" for specific values/weights.
4. Please refer to the attached documents for guidance on researching the specific job.
5. All contestants will apply for the same job AND will be asked 3 to 4 questions from the same pool of 7 submitted questions (See attachment).
6. Only 1 student from each school will be allowed to enter the contest

Suggested job interview questions: Choose any three

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)

## **JOB INTERVIEW SKILLS**

(CONTINUED)

Every candidate will apply for the same job.

Go to: [www.onetcenter.org](http://www.onetcenter.org)

View top right section O\*net online and click on Visit O\*net online

Find occupations

In keyword or O\*net-SOC Code type in “Retail Sales”

Choose 41.2031.00 Retail Salespersons

Study and Review job:

Tasks

Tools and Technology

Knowledge

Skills

Continue through to Additional Information

# MEDICAL PROFESSIONS QUIZ BOWL

## 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.

# PIPE WELDING

## Instructions

Pipe to be prepared and tacked with four 1 inch tacks placed at 12, 6, 3 and 9 o'clock at the student's school and brought to the competition site. Pipe needs to be indelibly marked to identify which school provided the pipe.

The pipe is to be welded in the fixed 5-G position upward progression. Root bead is to be run with 1/8" E-6010 in the uphill position. The remainder of the weld is to be run with your choice 1/8" or 3/32" E-7018. Grinding of the root bead will be permitted. No grinding will be permitted after that point in weld. After welding, the weld should be cleaned inside and out to all inspection.

## Materials

2 – 6" Schedule 40 pipe nipples 6" long

## Material Preparation

- A. Land of Face 1/8"
- B. Root opening 1/8"

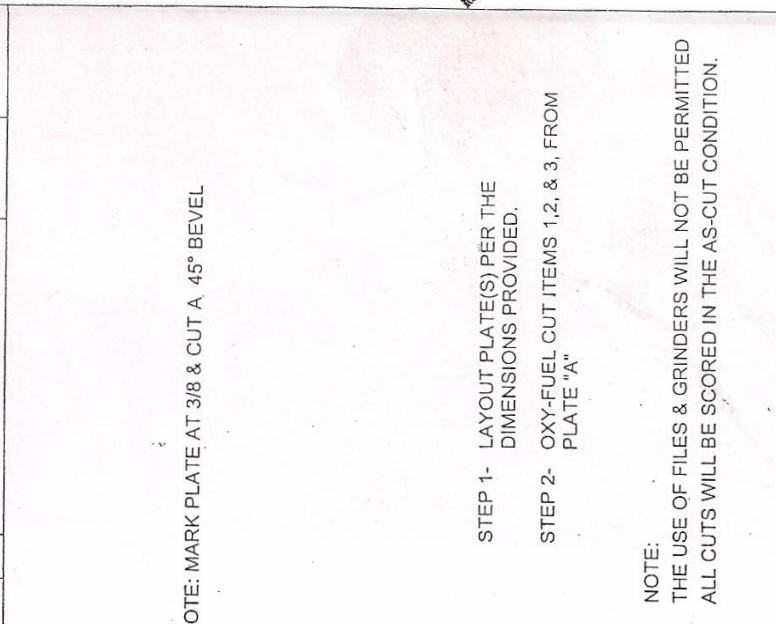
## PLATE CUTTING

### **Instructions for Oxyacetylene Cutting**

Each student will need a 6" x 6" plate 3/8" thick. Students can use the enclosed blueprint to practice at their own school. The blueprint will be the same for the competition day. However, the students must layout and cut in front of the judges on the day of the competition.

SEE DRAWING

REVISIONS		DATE	APPROVED
ZONE	REV	DESCRIPTION	



NOTE: MARK PLATE AT 3/8" & CUT AT 45° BEVEL

- STEP 1- LAYOUT PLATE(S) PER THE DIMENSIONS PROVIDED.
- STEP 2- OXY-FUEL CUT ITEMS 1, 2, & 3, FROM PLATE "A"

NOTE:  
THE USE OF FILES & GRINDERS WILL NOT BE PERMITTED  
ALL CUTS WILL BE SCORED IN THE AS-CUT CONDITION.

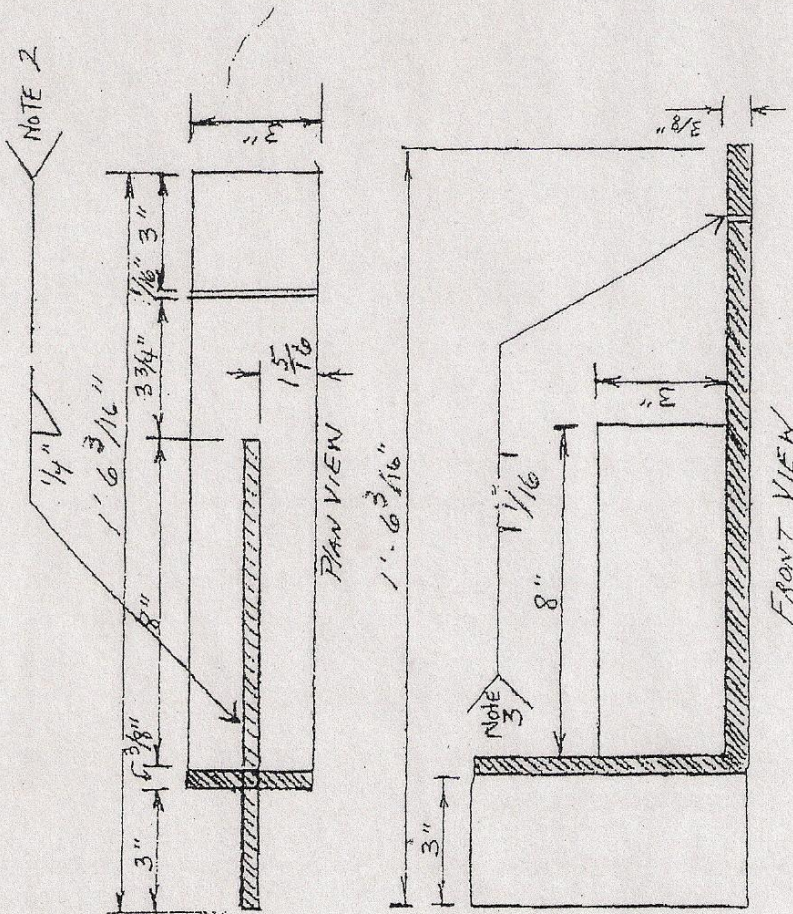
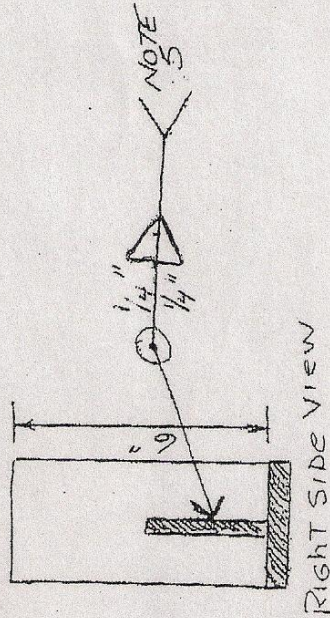
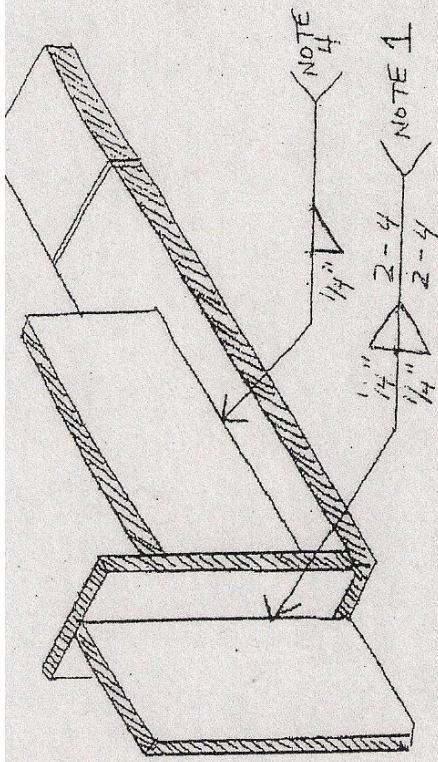
MACH		PLATE A	
		2009 ANC TOPS COMPETITION OXY. FUEL LAYOUT & CUTTING	
6" X 6" 3/8 STL. PLATE	SIZE	FSCM NO.	DWG NO.
A	A	SW-201-2-003	REV
SCALE		NTS	SHEET
			1 OF 1

## **WELDING**

### **Instructions**

Weldment is to be fit and tacked according to the print at the student's school, and brought to the competition site. Tacks shall not exceed 1" in length and be placed at strategic places on the weldment. Weldment should be indelibly marked to identify which school provided the weldment.

SEE DRAWING



- Note 1 SMAW (Shielded Metal Arc Welding)  
7018 low hydrogen  
Position: Vertical Up
- Note 2 SMAW  
7018  
Position: Flat
- Note 3 GTAW (Gas Tungsten Arc Welding)  
AWS classifications will be EWTH-2  
Position: Flat
- Note 4 GMAW (Gas Metal Arc Welding)  
Solid Wire ER-705-6  
Position: Flat
- Note 5 SMAW  
E6010  
Position: Vertical Down Current: DCEP

Structural