

## Bring Business Professionals of America to your secondary institution.

Membership in Business Professionals of America is available to students at any secondary school who are interested in further developing leadership, citizenship, academic, and technological skills. BPA activities and programs are considered co-curricular, complementing classroom, computer lab, and lecture hall instruction. Many BPA programs can be integrated into a business/information technology curriculum. Other BPA programs encourage students' involvement with local business and community service.

### Why should your secondary institution start a BPA Chapter?

- To provide your students with an opportunity to demonstrate and validate acquired workplace skills
- To create opportunities for your students to develop effective leadership skills
- To enhance your students' resumes and portfolios through BPA projects and competitions
- To link your students with business/information technology professionals
- To provide your students with a cost effective value-added service to enhance their employability
- To motivate your students to become positive contributors to their communities

For information on how to join a local chapter, see the contact information below.

For information on how to start a chapter or other inquiries, contact:



Today's students.  
Tomorrow's business professionals.

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FAX 614-895-1165  
[www.bpa.org](http://www.bpa.org)

Motivating  
Educating  
Validating



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Secondary Division

# Motivating Educating Validating

## BPA members benefit from these opportunities and more:

- Explore careers in business and technical industries.
- Compete and be recognized at the regional, state and national levels.
- Gain real-world business experience.
- Participate in and organize community service projects while working towards awards.
- Travel to cities around the country to attend conferences / competitions.
- Network with professionals and other students and build lasting friendships.
- Run for office at the local, state and national level and lead in significant ways.
- Develop communication and presentation skills.
- Strengthen character and ability to work on a team.



## The Workplace Skills Assessment Program (WSAP)

Business Professionals of America provides students the opportunity to develop marketable skills while participating in business-related competitive events. Students compete at regional, state, and national levels demonstrating and validating their acquired skills.

The WSAP features both individual and team competitions. Both objective and judged events are offered. Judges are professionals recruited locally, regionally, and nationally.

### BPA competitive events include:

#### Financial Services

- Fundamental Accounting
- Advanced Accounting
- Computerized Accounting
- Payroll Accounting
- Fundamental Spreadsheet Applications
- Advanced Spreadsheet Applications
- Banking & Finance
- Financial Analyst (Team)
- Economic Research Project
- Economic Research Project
- Financial Math & Analysis
- Insurance Concepts

#### Administrative Support

- Keyboarding Production
- Fundamental Word Processing Skills
- Advanced Word Processing Skills
- Integrated Office Applications
- Desktop Publishing
- Basic Office Systems & Procedures
- Advanced Office Systems & Procedures

- Legal Office Procedures
- Medical Office Procedures
- Database Applications
- Administrative Support Team
- Admin. Support Research Project
- Admin. Support Concepts

#### Information Technology

- PC Servicing & Troubleshooting
- Computer Security
- Fundamentals of Web Design
- C++ Programming
- VB.Net Programming
- Java Programming
- Microsoft Network Administration
- Cisco Network Administration
- Computer Animation
- Digital Media Production
- Network Design (Team)
- Web Site Design (Team)
- Web Application (Team)
- Video Production (Team)
- Software Engineering (Team)
- Computer Network Technology Concepts
- Information Tech Concepts

#### Management/Marketing/Human Resources

- Global Marketing (Team)
- Entrepreneurship
- Small Business Management (Team)
- Graphic Design Promotion
- Interview Skills
- Advanced Interview Skills
- Extemporaneous Speech
- Human Resource Management
- Prepared Speech
- Presentation Management
- Presentation Management (Team)
- Parliamentary Procedure (Team)
- Mgmt/Mktg/HR
- Parliamentary Procedure Concepts

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