


# 2011-2012 Workplace Skills Assessment Program Events At-A-Glance

Based Upon the 2011-2012 WSAP Competitive Events Guidelines

 <small>Today's students. Tomorrow's business professionals.</small> <b>EVENTS AT A GLANCE</b>	Maximum minutes for orientation, prep, warm-up, wrap-up	Actual minutes of testing and /or presentation	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Microcomputer and printer provided	Color Printing Allowed	Bring own computer	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event
<b>Financial Services</b>												
(01) Fundamental Accounting	20	90	N	N	Y	N				5	S, PS	Y
(02) Advanced Accounting	20	90	Y	N	Y	N				5	S, PS	
(03) Computerized Accounting	20	90	Y	N	Y	Y				5	S, PS	
(04) Payroll Accounting	20	90	Y	N	Y	N				5	S, PS	
(05) Managerial Accounting	20	90	Y	N	Y	N				5	PS	
(06) Fundamental Spreadsheet Applications	20	90	N	N	Y	Y				5	S, PS	
(07) Advanced Spreadsheet Applications	20	90	Y	N	Y	Y				5	S, PS	
(08) Banking & Finance		60	Y	N	Y	N				5	S, PS	
(09) Financial Analyst Team	10	90/10	Y	N	Y	N	Y	Y	2	2	S, PS	
(10) Economic Research Project—Individual		5	Y	N	N	N			2	3	S	
(11) Economic Research Project—Team		5	Y	N	N	N			2	2	S	
(12) Financial Math & Analysis—Open Event			Y	N	N	N				U	S, PS	Y
(13) Insurance Concepts-Open Event			Y	N	N	N				U	S, PS	Y
(14) Federal Income Tax Accounting		90	Y	N	Y	N				5	PS	Y
<b>Administrative Support</b>												
(20) Keyboarding Production	20	60	N	Y	Y	Y				5	S, PS	Y
(21) Fundamental Word Processing Skills	20	60	N	Y	Y	Y				5	S, PS	Y
(22) Advanced Word Processing Skills	20	90	Y	Y	Y	Y				5	S, PS	
(23) Integrated Office Applications	20	90	Y	Y	Y	Y				5	S, PS	
(24) Desktop Publishing	20	90	Y	Y	Y	Y				5	S, PS	Y
(25) Basic Office Systems & Procedures	20	90	N	Y	Y	Y				5	S, PS	
(26) Advanced Office Systems & Procedures	20	90	Y	Y	Y	Y				5	S, PS	
(27) Legal Office Procedures	20	60	Y	Y	Y	Y				5	S, PS	
(28) Medical Office Procedures	20	60	Y	Y	Y	Y				5	S, PS	Y
(29) Database Applications	20	90	Y	N	Y	Y				5	S, PS	
(30) Administrative Support Team	20	90	Y	Y	Y	Y				2	S, PS	Y
(31) Admin. Support Research Project—Individual		5	Y	N	N	N			2	3	S	Y
(32) Medical Transcription	30	60	Y	Y	Y	N				5	PS	
(33) Admin. Support Concepts—Open Event			Y	N	N	N				U	S, PS	Y

\*Rating sheets are provided in the guidelines. Y = Yes N = No S = Secondary PS = Post-Secondary U = Unlimited



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<b>Information Technology</b>												
(40) Computer Network Technology		60	Y	N	Y	N				5	S, PS	Y
(41) Systems Administration Using Cisco®		60	Y	N	Y	N				5	S, PS	
(42) Network Administration Using Microsoft®		60	Y	N	Y	N				5	S, PS	
(43) C++ Programming		90	Y	N	Y	N		Y		5	S, PS	
(44) Visual Basic Programming		90	Y	N	Y	N		Y		5	S, PS	
(45) Java Programming		90	Y	N	Y	N		Y		5	S, PS	
(46) Fundamentals of Web Design	20	90	Y	N	Y	Y				5	S, PS	
(47) PC Servicing & Troubleshooting	See guidelines for administration		Y	N	Y	N				5	S, PS	
(48) Computer Security	See guidelines for administration		Y	N	Y	N				5	S, PS	Y
(49) Digital Media Production	10	10	Y	N	Y	N		Y	2	3	S, PS	Y
(50) Computer Animation Team	5	10	Y	N	Y	N		Y	2	2	S, PS	
(51) Network Design Team	10	30/10	Y	Y	Y	N		Y	2	2	S, PS	
(53) Video Production Team	5	10	Y	N	Y	N		Y	2	2	S, PS	Y
(54) Web Application Team	5	10	Y	N	Y	N		Y	2	2	S	
(55) Web Site Design Team	5	10	Y	N	Y	N		Y	2	2	S, PS	Y
(56) Information Tech Concepts–Open Event			Y	N	N	N				U	S, PS	Y
(57) Broadcast News Production Team	5	10	Y	N	Y	N		Y	2	2	S, PS	
(58) Computer Modeling (Pilot)	5	10	Y	N	N			Y		5	S, PS	Y
(V-01) Multimedia and Production–Individual			Y	Y	N	Y		Y		5	S, PS	
(V-02) Multimedia and Production–Team			Y	Y	N	Y		Y		5	S, PS	
(V-03) Software Engineering Team			Y	Y	Y	Y	Y	Y	Y	5	S, PS	
<b>Management/Marketing/Human Resources</b>												
(60) Global Marketing Team	10	10	Y	N	N	N		Y	2	2	S, PS	
(61) Entrepreneurship	5	10	Y	N	N	N		Y	2	3	S, PS	Y
(62) Small Business Management Team	10	30/10	Y	N	Y	N		Y	2	2	S, PS	
(63) Graphic Design Promotion		7	Y	N	N	N		Y	2	3	S, PS	Y
(64) Interview Skills		15	N	N	N	N			2	3	S, PS	Y
(65) Advanced Interview Skills		15	Y	N	N	N			2	3	S, PS	Y
(66) Extemporaneous Speech	10	3-5	Y	N	N	N			2	3	S, PS	Y
(67) Human Resource Management	30	5-7	Y	N	Y	N			2	3	S, PS	
(68) Prepared Speech	1	5-7	Y	N	Y	N			2	3	S, PS	Y
(69) Presentation Management–Individual	5	10	Y	N	N	N		Y	2	3	S, PS	
(70) Presentation Management–Team	5	10	Y	N	N	N		Y	2	2	S, PS	Y
(71) Parliamentary Procedure Team	15	15	Y	N	Y	N			3	2	S	
(72) Mgmt/Mktg/HR–Open Event			Y	N	N	N				U	S, PS	Y
(73) Parli Pro Concepts–Open Event			Y	N	N	N				U	S, PS	Y
(74) Business Meeting Management—Open Event (Pilot)			Y	N	N	N				U	S, PS	Y

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