

ADVISOR TRAINING



WELCOME

Welcome to Business Professionals of America! Congratulations on choosing the premier career and technical student organization for your classroom.

THANK YOU

Thank you for the time and commitment you are dedicating to your students, school, community, and Business Professionals of America.

Get the most out of BPA. Participate.
Get Involved. Learn by Doing!

OVERVIEW

This training is designed to give you a brief overview of BPA. It is broken into five sections and will take approximately 30-35 minutes to complete.

- PART 1: General Information
- PART 2: Workplace Skills Assessment Program (Competitive Events)
- PART 3: Leadership Initiatives
- PART 4: Conferences and Meetings
- PART 5: Resources and Contacts

PART ONE

GENERAL INFORMATION

GENERAL INFORMATION

ADVISOR RESPONSIBILITIES

- Become familiar with the organization
- Become familiar with organization publications
- Understand the needs of the members, school, and community
- Mentor officers and students
- Serve as point of contact for school, community, state, and national BPA offices
- Provide leadership opportunities
- Recognize members
- Ensure a quality chapter program is planned and implemented

GENERAL INFORMATION

MISSION

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of citizenship, academic, and technological skills.

GENERAL INFORMATION

HISTORY

- ✓ Founded in 1966 as the Office Education Association
- ✓ Reincorporated in 1988 as Business Professionals of America
- ✓ One of ten official Career and Technical Student Organizations sanctioned by the U.S. Department of Education

GENERAL INFORMATION

MEANING

Business:

The field for which we prepare our students; emphasizes that we educate our members to work efficiently, not only in an office setting, but also in a wide variety of business situations.

Professionals:

Our students indicate they join BPA to take advantage of a wide variety of professional development opportunities.

of America:

Symbolizes pride in our country and its free enterprise business system.

GENERAL INFORMATION

PLEDGE

We are met in a spirit of friendship and goodwill as we prepare for productive lives in business and office careers. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

GENERAL INFORMATION

OFFICIAL COLORS

Navy blue:

signifies the success achieved through leadership and professionalism.

Tan:

represents the bountiful fields of opportunity in America.

Red:

symbolizes the friendship obtained through teamwork in our organization.

GENERAL INFORMATION

ELIGIBILITY

Membership is open to any student interested in business and information technology careers. Individual states may have additional requirements. Please check with your state contact prior to starting a chapter.

GENERAL INFORMATION

DIVISIONS

1. **SECONDARY** (includes an “**Associate** division” representing special populations): Traditional students in grades 9-12 attending high school or as defined by individual states. Associate members are special population students in grades 9-12 attending high school or as defined by individual states.
2. **MIDDLE LEVEL:** Students in grades 6-8 attending Middle School or as defined by individual states.

GENERAL INFORMATION

DIVISIONS

3. **POST-SECONDARY:** Students attending school beyond the Secondary level.
4. **ALUMNI:** Individuals once involved in BPA as a registered member or members of the community wishing to support the mission of BPA.

PART TWO

WORKPLACE SKILLS ASSESSMENT PROGRAM

WORKPLACE SKILLS ASSESSMENT PROGRAM

The Workplace Skills Assessment Program (Competitive Events) has been developed to provide students with the opportunity to demonstrate workplace skills learned through business education curriculum.

WORKPLACE SKILLS ASSESSMENT PROGRAM

PURPOSES

Students will be able

- to demonstrate occupational competencies
- to develop and demonstrate knowledge, skills, and abilities
- to develop and demonstrate leadership and human relation skills
- to develop and demonstrate good competitive spirit
- to receive recognition

WORKPLACE SKILLS ASSESSMENT PROGRAM

ASSESSMENT AREAS

- Financial Services
- Administrative Support
- Information Technology
- Management/Marketing/Human Resources

WORKPLACE SKILLS ASSESSMENT PROGRAM

FINANCIAL SERVICES

- Fundamental Accounting
- Advanced Accounting
- Computerized Accounting
- Payroll Accounting
- Spreadsheet Applications & Analysis
- Business Math (ML only)

WORKPLACE SKILLS ASSESSMENT PROGRAM

FINANCIAL SERVICES

- Spreadsheet Applications (ML Only)
- Banking and Finance
- Financial Analyst Team
- Economic Research Project-Individual
- Economic Research Project-Team
- Financial Math & Analysis

WORKPLACE SKILLS ASSESSMENT PROGRAM

ADMINISTRATIVE SUPPORT

- Keyboarding Production
- Business Communication Skills (ML Only)
- Fundamental Word Processing Skills
- Advanced Word Processing Skills
- Integrated Office Applications
- Desktop Publishing
- Basic Office Systems & Procedures

WORKPLACE SKILLS ASSESSMENT PROGRAM

ADMINISTRATIVE SUPPORT

- Advanced Office Systems & Procedures
- Legal Office Procedures
- Medical Office Procedures
- Database Applications
- Administrative Support Team
- Administrative Support Research Project-Individual
- Administrative Support Concepts

WORKPLACE SKILLS ASSESSMENT PROGRAM

INFORMATION TECHNOLOGY

- C++ Programming
- JAVA Programming
- Software Engineering Team
- Computer Network Technology
- PC Servicing & Troubleshooting
- CISCO® Systems Administration
- Microsoft® Network Administration
- NOVELL® Network Administration

WORKPLACE SKILLS ASSESSMENT PROGRAM

INFORMATION TECHNOLOGY

- Network Design Team
- Web Site Development Team
- E-commerce Team
- Digital Media Production
- Fundamentals of HTML
- VB.NET Programming
- SQL Server Administration & Implementation
- Information Technology Concepts

WORKPLACE SKILLS ASSESSMENT PROGRAM

MANAGEMENT/ MARKETING/ HUMAN RESOURCES

- Global Marketing Team
- Entrepreneurship
- Small Business Management Team
- Graphic Design Promotion
- Career Research Project Team (ML Only)
- Interview Skills
- Advanced Interview Skills
- Extemporaneous Speech
- Human Resource Management

WORKPLACE SKILLS ASSESSMENT PROGRAM

MANAGEMENT/MARKETING/HUMAN RESOURCES

- Prepared Speaking (ML Only)
- Prepared Speech
- Presentation Management-Individual
- Presentation Management Team
- Parliamentary Procedure Team
- Management/Marketing/Human Resources Concepts
- Parliamentary Procedure Concepts
- Business Fundamentals (ML Only)

WORKPLACE SKILLS ASSESSMENT PROGRAM

GUIDELINES

The WSAP *Guidelines* contain general information for all events as well as specific details regarding eligibility, equipment use, scoring, etc.

WORKPLACE SKILLS ASSESSMENT PROGRAM

GUIDELINES

The purpose of the *Guidelines* is to provide as much information as possible to help students prepare for a successful experience at the National Leadership Conference.

WORKPLACE SKILLS ASSESSMENT PROGRAM

GUIDELINES

The *Guidelines* are updated annually and published on the BPA web site by September 1st.

WORKPLACE SKILLS ASSESSMENT PROGRAM

GENERAL EVENT GUIDELINES

- Secondary/Associate students may compete in a total of two events, only one of which may be a team event.
- Post-Secondary students may participate in a total of three events, only one of which may be a team event.
- A student may compete in an unlimited number of Open Events.

WORKPLACE SKILLS ASSESSMENT PROGRAM

GENERAL EVENT GUIDELINES

- ACT standards: used to monitor calculators & all other electronic devices; cordless calculators may be used
- *ARMA Rules for Alphabetical Filing*: will be considered the authority
- *Robert's Rules of Order Newly Revised* will be followed
- Dunbar's Parliamentary Reference Material will be used

WORKPLACE SKILLS ASSESSMENT PROGRAM

STYLE & REFERENCE MANUAL

- The *Style & Reference Manual* is composed of production and graphic standards used to maintain consistency throughout the Workplace Skills Assessment Program.
- A standard style for documents is located in the *Style & Reference Manual*.
- The *Style & Reference Manual* is updated annually and posted on the BPA web site.

PART THREE

LEADERSHIP INITIATIVES

LEADERSHIP INITIATIVES

- Torch Awards Program
- Special Recognition Awards
- Officer Positions
- National Leadership Academy
- National Conference Intern Program

LEADERSHIP INITIATIVES

TORCH AWARDS

- The Torch Awards Program recognizes outstanding and actively involved members on the local, regional, state, and national levels.
- Students participate in activities for which they are awarded points in specific areas.

LEADERSHIP INITIATIVES

TORCH AWARD AREAS

- Leadership
- Service
- Cooperation
- Knowledge
- Friendship
- Love, Hope, Faith
- Patriotism

LEADERSHIP INITIATIVES

TORCH AWARD POINT LEVELS

- Local (Executive) 10 Points
- Regional (Diplomat) 30 Points
- State (Statesman) 50 Points
- National (Ambassador) 70 Points

LEADERSHIP INITIATIVES

SPECIAL RECOGNITION AWARDS

Special Recognition Awards are designed to recognize excellence on the chapter level.

LEADERSHIP INITIATIVES

SPECIAL RECOGNITION AWARDS

- Air Force Recruiting Salute Award
- American Red Cross Awards
- Business Professionals of America Promotion
- Chapter Activities Award of Excellence
- Chapter Media
- Community Action
- Entrepreneurship Exploration

LEADERSHIP INITIATIVES

SPECIAL RECOGNITION AWARDS

- Hall of Fame
- Outstanding Service Award
- Membership Recruiter
- Merit Scholar
- National Center Capital Improvements Campaign
- Safety Awareness
- Special Olympics
- Sponsor/Charter/Reactivate a Chapter
- The Professional Cup

LEADERSHIP INITIATIVES

OFFICER POSITIONS

Students have an opportunity to participate in a democratic election through local, regional, state and national levels of officer candidacy.

LEADERSHIP INITIATIVES

OFFICER POSITIONS

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian
- Historian

LEADERSHIP INITIATIVES

NATIONAL LEADERSHIP ACADEMY

- ✓ Focus on individual leadership techniques
- ✓ Focus on group leadership orientation
- ✓ Investigate leadership values
- ✓ Participate in experiential activities in group, partner, and individual situations

LEADERSHIP INITIATIVES

NATIONAL LEADERSHIP ACADEMY

- The Leadership Academy is held annually at the National Leadership Conference.
- Students must apply and be approved by the local chapter advisor to participate in the National Leadership Academy.

LEADERSHIP INITIATIVES

NATIONAL CONFERENCE INTERN PROGRAM

The Conference Intern Program allows students to experience real-life work situations in areas including conference registration, tour sales, AV/Production assistance and much more.

LEADERSHIP INITIATIVES

NATIONAL CONFERENCE INTERN PROGRAM

Conference Interns must apply and be approved by their local chapter advisor.

PART FOUR

CONFERENCES & MEETINGS

CONFERENCES & MEETINGS

Conferences and meetings are held on Local, Regional, State and National levels.

CONFERENCES & MEETINGS

NATIONAL CONFERENCES & MEETINGS

- **National Leadership Conference:** held annually during the end of April or beginning of May.
- **National Advisor Training Workshop:** held bi-annually or upon need.
- **Fall Alumni Meeting:** held annually.

CONFERENCES & MEETINGS

NATIONAL CONFERENCES & MEETINGS

- **June Officers Training Workshop:** held annually the second week of June
- **January Officers Meeting:** held annually the first week of January
- **Summer Planning Meeting:** held annually in the last part of July. The Classroom Advisor Educators Council, State Advisors Association Council and Board of Trustees meet to review and plan for the upcoming year.

PART FIVE

RESOURCES & CONTACTS

RESOURCES & CONTACTS

PUBLICATIONS

- *Workplace Skills Assessment Guidelines*: Updated annually. Found on www.bpa.org and the BPA Mall.
- *Style & Reference Manual*: Updated annually. Found on www.bpa.org and the BPA Mall.
- *Administrators, Proctors, Graders Handbook*: Updated annually. Found on www.bpa.org.
- *Special Recognition/Torch Awards Handbook*: Updated annually. Found on www.bpa.org and the BPA Mall.

RESOURCES & CONTACTS

PUBLICATIONS

- Chapter Management Reference Book: Updated annually. Found at the BPA Mall.
- *Communiqué*: Published quarterly
- *Local Advisor Bulletin*: Electronically published quarterly.

CONTACTS & RESOURCES

NATIONAL CENTER CONTACTS

President & CEO

614-895-7277 x106
Overall Association
Management
Corporate Sponsorships

Director of Educational Programs

614-895-7277 X 107
Competitive Events
Conference Intern Program

Director of Member Services & Events

614-895-7277 x102
Membership Development
Online Membership
Registration System
Conference and Workshop
Arrangements

National Officer Coordinator

614-895-7277 X 101
National Officer Liaison

CONTACTS & RESOURCES

NATIONAL CENTER CONTACTS

Director of Communications

614-895-7277 x104
Publications
Trade shows
Advertising sales
Web site
Special Recognition/Torch Awards

Administration Assistant

614-895-7277 x101
State Advisor Directories

Director of Finance

614-895-7277 x108
Accounting & Financial
Services

Building and Operations Assistant

614-895-7277 X 109
BPA Mall

CONTACTS & RESOURCES

NATIONAL WEB SITE

www.bpa.org

CONGRATULATIONS!

Thank you for completing the Online Advisor Training. You are on your way to a successful year!