

MBA Research Comparison of Standards

BPA: Middle Level

compared to MBA Research Standards

Financial Literacy (900)

Business Professionals of America	MBA Research Standards	LAP
Understand budgeting and the purposes of financial planning	FI:270 Explain the need to save and invest FI:065 Set financial goals FI:066 Develop personal budget FI:562 Determine personal net worth	
Demonstrate the use and understanding of debit and credit cards	FI:071 Demonstrate the wise use of credit FI:072 Validate credit history FI:544 Compute key banking calculations (e.g., interest, annual percentage rate, exchange rates, etc.) FI:568 Control debt FI:782 Calculate the cost of credit	
Demonstrate an understanding of interest and debt	FI:544 Compute key banking calculations (e.g., interest, annual percentage rate, exchange rates, etc.) FI:568 Control debt FI:760 Develop debt management strategy	
Apply basic mathematical operations to solve financial alternatives	FI:543 Explain key ratios/terms in banking FI:544 Compute key banking calculations (e.g., interest, annual percentage rate, exchange rates, etc.)	
Differentiate between responsible and irresponsible financial decisions	FI:579 Describe the need for financial information FI:783 Make responsible decisions	LAP-FI-579

Financial Literacy (900) (cont'd)

Business Professionals of America	MBA Research Standards	LAP
Demonstrate an understanding of basic personal banking (e.g., balancing a checkbook, filling out a check, maintaining a check register, etc.)	FI:069 Maintain financial records FI:560 Prepare bank account documents (e.g., checks, deposit/withdrawal slips, endorsements, etc.)	
Demonstrate the ability to interpret appropriate steps for personal financial decisions and actions	FI:069 Maintain financial records FI:579 Describe the need for financial information FI:783 Make responsible decisions	LAP-FI-579

Business Math Concepts – Open (905)

Business Professionals of America	MBA Research Standards	LAP
Demonstrate understanding of introduction to percentages	NF:093 Interpret statistical findings	
Demonstrate knowledge of percentage, base, and rate	NF:093 Interpret statistical findings	
Demonstrate understanding of checking accounts and statement of reconciliation	FI:069 Maintain financial records FI:560 Prepare bank account documents (e.g., checks, deposit/withdrawal slips, endorsements, etc.)	
Calculate gross earnings and payroll deduction	FI:438 Calculate employee earnings FI:439 Calculate employee deductions	
Demonstrate knowledge of taxes	EC:072 Describe the nature of taxes	LAP-EC-072
Demonstrate understanding of simple interest and compound interest	FI:062 Explain the time value of money FI:238 Calculate the time value of money	
Demonstrate understanding metrics conversion		
Demonstrate knowledge of United States currency conversion	EC:100 Describe the determinants of exchange rates and their effects on the domestic economy	LAP-EC-100
Calculate ratios	FI:097 Calculate financial ratios	
Calculate units of time		

Keyboard Production (910)

Business Professionals of America	MBA Research Standards	LAP
Apply beginning level keyboarding and document formatting skills to produce business documents	NF:007 Demonstrate basic word processing skills	
Demonstrate knowledge of word processing software functions	NF:007 Demonstrate basic word processing skills	
Format and key letters, memos, tables, columns, and reports following the Style & Reference Manual	NF:007 Demonstrate basic word processing skills IM:390 Prepare written reports for decision-making CO:094 Prepare simple written reports CO:133 Write business letters	
Proofread text for accuracy, content, grammar, spelling and punctuation	NF:180 Proofread documents NF:196 Edit documents CO:089 Edit and revise written work consistent with professional standards	
Revise, edit, and spell-check documents	NF:196 Edit documents CO:089 Edit and revise	
Use paragraph formatting, tab settings, and text enhancements (e.g. bold, italics, underline)	NF:007 Demonstrate basic word-processing skills	
Key and format addresses	NF:122 Demonstrate advanced word-processing skills	
Use electronic and hard copy references to assist in preparing documents (e.g. help screens, spellcheck, thesaurus, user's manual, dictionary)		

Spreadsheet Applications (915)

Business Professionals of America	MBA Research Standards	LAP
Demonstrate basic skills in the use of spreadsheet software	NF:010 Demonstrate basic spreadsheet applications	
Create and format spreadsheets	NF:010 Demonstrate basic spreadsheet applications	
Enter and edit data on spreadsheets	NF:010 Demonstrate basic spreadsheet applications	
Perform basic spreadsheet functions	NF:010 Perform basic spreadsheet functions	
Create graphs and/or charts	NF:010 Perform basic spreadsheet functions	
Use printing options including formulas and gridlines	NF:010 Perform basic spreadsheet functions NF:126 Demonstrate advanced spreadsheet applications	

Business Communications Skills – Open (920)

Business Professionals of America	MBA Research Standards	LAP
Use correct spelling, word-usage, grammar	CO:089 Edit and revise work consistent with professional standards	
Demonstrate an understanding of conflict-resolution	EI:015 Use conflict-resolution skills EI:136 Consider conflicting viewpoints	LAP-EI-007 LAP-EI-136
Demonstrate an understanding of effective verbal and nonverbal communications	CO:059 Interpret others' nonverbal cues CO:147 Explain the nature of effective verbal communications CO:192 Adapt to communications styles (written, verbal, formal/informal) EI:020 Demonstrate interest and enthusiasm	
Demonstrate knowledge of the job application process	PD:020 Analyze employer expectations in the business environment PD:027 Complete a job application PD:028 Interview for a job PD:029 Write a follow-up letter after job interviews PD:030 Write a letter of application PD:031 Prepare a résumé	
Demonstrate an understanding of effective written communications	CO:016 Explain the nature of effective written communications	
Demonstrate an understanding of appropriate and effective use of electronic communications	EC:111 Describe the impact of electronic communication tools (e.g. internet, video- and computer-conferencing, webcasts, email) on global business activities	

Computer Literacy Concepts – Open (930)

Business Professionals of America	MBA Research Standards	LAP
Identify components of hardware	NF:012 Determine venture’s information technology needs NF:084 Discuss principles of computer systems NF:091 Establish specifications for selecting hardware/software systems	
Identify peripheral devices	NF:084 Discuss principles of computer systems	
Define purpose and terminology associated with office software applications	NF:012 Determine venture’s information technology needs NF:091 Establish specifications for selecting hardware/software systems	
Identify health and safety risks associated with use of technology	OP:206 Adhere to technology safety and security policies (e.g., acceptable use policy, web page policies) OP:212 Describe general health and safety practices monitored and assessed by human resources management PJ:036 Identify health and safety requirements	
Identify proper keyboarding techniques	NF:007 Demonstrate basic word processing skills	
Describe emerging operating systems	NF:085 Use basic operating systems	
Recognize importance of copyright laws	BL:001 Describe legal issues affecting businesses	
Identify, evaluate, and select software specific to a business function	NF:012 Determine venture’s information technology needs NF:091 Establish specifications for selecting hardware/software systems	

Website Design Team (940)

Business Professionals of America	MBA Research Standards	LAP
Apply technical skills in the website design	NF:138 Support and maintain a multimedia website	
Demonstrate an understanding of business ethics and integrity	EC:106: Explain the nature of business ethics EI:022 Demonstrate honesty and integrity	LAP-EC-106 LAP-EI-138
Demonstrate leadership skills needed to plan and complete a project	EI:009 Explain the concept of leadership EI:131 Explain the nature of ethical leadership OP:158 Explain the nature of project management	LAP-EI-016 LAP-EI-131 LAP-OP-158
Demonstrate effective problem-solving skills	PD:077 Demonstrate problem-solving skills	LAP-PD-077
Demonstrate knowledge of Internet concepts	NF:086 Describe the scope of the Internet PM:274 Establish credibility with Internet users PR:279 Describe the nature of effective Internet ad copy	
Evaluate and delegate responsibilities needed to perform required tasks	HR:386 Delegate work to others SM:066 Discuss managerial considerations in directing	LAP-SM-066
Demonstrate teamwork skills needed to function in a business setting	EI:045 Participate as a team member PD:255 Ascertain employee's role in meeting organizational goals	LAP-EI-045
Demonstrate knowledge of site, content, graphics, layout, browser capabilities, and navigational scheme	NF:006 Demonstrate basic web-search skills NF:042 Create and post a basic web page NF:138 Support and maintain a multimedia website PJ:040 Determine site layout PR:274 Describe digital color concepts	

Introduction to Video Production Team (945)

Business Professionals of America	MBA Research Standards	LAP
Apply knowledge of software, equipment, and skills related to video production	NF:131 Utilize imaging software	
Utilize various video-editing applications		
Develop a story line using a storyboard and script		
Demonstrate scripting techniques to present a clear overall message		
Apply basic camera techniques including various camera shots		
Demonstrate knowledge of transitions and audio editing techniques		
Demonstrate proper use of placement of titles and visual effects	NF:131 Utilize imaging software	
Demonstrate teamwork skills needed to function in a video-editing environment	EI:045 Participate as a team member	LAP-EI-045

Graphic Design Promotion (950)

Business Professionals of America	MBA Research Standards	LAP
Demonstrate knowledge of graphic design and rules for layout	PR:222 Describe the elements of design PR:251 Explain the importance of coordinating elements in advertisements	
Demonstrate effective use of color, lines, text, graphics, shapes, etc.	PR:251 Explain the importance of coordinating elements in advertisements PR:274 Describe digital color concepts PR:314 Explain the impact of color harmonies on composition	
Demonstrate the ability to present ideas to prospective customers illustrating reasoning and logic for the theme	PR:222 Describe the elements of design	
Use appropriate artwork and design techniques to effectively illustrate a theme	PR:251 Explain the importance of coordinating elements in advertisements	
Apply technical skills to manipulate graphics, artwork and image	NF:131 Utilize imaging software	

Presentation Management Team (960)

Business Professionals of America	MBA Research Standards	LAP
Utilize a variety of research tools in the career exploration process	CO:054 Identify sources that provide relevant, valid written material PD:022 Identify sources of career information PD:026 Utilize job-search strategies	
Communicate research in a clear and concise manner both orally and in writing	CO:025 Make oral presentations CO:186 Write research reports	LAP-CO-025
Demonstrate teamwork skills needed to function in a business setting	EI:045 Participate as a team member	LAP-EI-045
Develop an awareness of how the workplace continues to change	EN:033 Adapt to changes in business environment IM:409 Track environmental changes that impact a business (e.g., technological changes, consumer trends, economic changes, regulatory changes, etc.) NF:221 Track business environment changes that impact business financial results (e.g., stock market activity, economic developments, political development, competitive landscape changes, product issues, etc.) PD:020 Analyze employer expectations in the business environment	
Explore basic economic concepts that affect the workplace	EC:001 Describe the concept of economics and economic activities FI:574 Describe the relationship between economic conditions and financial markets NF:221 Track business environment changes that impact business financial results	LAP-EC-006
Identify economic systems	EC:007 Explain the types of economic systems	LAP-EC-017
Conduct research using various resources and methods	CO:025 Identify sources that provide relevant, valid written material IM:339 Determine research approaches (e.g., observation, survey, experiment, quantitative or qualitative) appropriate to the research problem NF:077 Assess information needs	

Presentation Management Team (960) (cont'd)

Business Professionals of America	MBA Research Standards	LAP
Analyze basic economic problems	EC:001 Describe the concept of economics and economic activities EC:005 Explain the principles of supply and demand EC:008 Determine the relationship between government and business EC:010 Identify factors affecting a business's profit EC:011 Determine factors affecting business risk EC:018 Determine the impact of business cycles on business activities EC:072 Describe the nature of taxes EC:082 Discuss the impact of a nation's unemployment rates EC:083 Describe the economic impact of inflation on business	LAP-EC-006 LAP-EC-011 LAP-EC-016 LAP-EC-002 LAP-EC-003 LAP-EC-009 LAP-EC-072 LAP-EC-082 LAP-EC-083
Discuss findings and respond to questions	IM:386 Prepare and use presentation software to support reports IM:391 Present findings orally IM:390 Prepare written reports for decision-making	

Prepared Speech (965)

Business Professionals of America	MBA Research Standards	LAP
Demonstrate effective communication skills	CO:147 Explain the nature of effective verbal communications EI:007 Explain the nature of effective communications	LAP-EI-140
Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)	CO:025 Make oral presentations	LAP-CO-025
Utilize nonverbal gestures as needed	CO:147 Explain the nature of effective verbal communications	
Apply speaking techniques using appropriate tempo and pitch	EI:020 Demonstrate interest and enthusiasm	
Secure facts and data from multiple sources, emphasizing research skills	CO:025 Identify sources that provide relevant, valid written material NF:077 Assess information needs	

Extemporaneous Speech (970)

Business Professionals of America	MBA Research Standards	LAP
Demonstrate effective communication skills	CO:147 Explain the nature of effective verbal communications EI:007 Explain the nature of effective communications	LAP-EI-140
Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)	CO:025 Make oral presentations	LAP-CO-025
Apply speaking techniques using appropriate tempo and pitch	EI:020 Demonstrate interest and enthusiasm	

Entrepreneurship Exploration (975)

Business Professionals of America	MBA Research Standards	LAP
Demonstrate knowledge of entrepreneurship	EN:039 Describe the nature of entrepreneurship EN:040 Explain the role requirements of entrepreneurs and owners EN:044 Describe the use of business ethics in entrepreneurship	
Demonstrate an understanding of marketing concepts and practices	MK:001 Explain marketing and its importance in a global economy MK:002 Describe marketing functions and related activities	LAP-MK-004 LAP-MK-001
Create and implement a plan of action	OP:001 Develop project plan SM:012 Develop action plans	LAP-OP-001
Identify customer base including consumer organizational markets and demographics	MK:014 Explain factors that influence customer/client/business buying behavior MP:003 Explain the concept of market and market identification MP:004 Identify market segments	LAP-MK-014 LAP-MP-003
Demonstrate effective written and oral communication skills	CO:025 Make oral presentations CO:088 Select and utilize appropriate formats for professional writing CO:192 Adapt to communications styles (written, verbal, formal/informal)	LAP-CO-025
Use correct terminology related to finance		
Identify and utilize internal and external resources	OP:003 Identify resources needed for project	LAP-OP-531
Demonstrate effective persuasive and informative communication and presentation skills	CO:025 Make oral presentations EI:012 Persuade others IM:391 Present findings orally	LAP-CO-025 LAP-EI-121

Business Fundamentals Concepts – Open (980)

Business Professionals of America	MBA Research Standards	LAP
Develop human relation skills	EI:006 Demonstrate adaptability EI:007 Explain the nature of effective communications EI:008 Use appropriate assertiveness EI:009 Explain the concept of leadership EI:011 Use consensus-building skills EI:012 Persuade others EI:015 Use conflict-resolution skills EI:017 Recognize and overcome personal biases and stereotypes EI:019 Exhibit a positive attitude EI:020 Demonstrate interest and enthusiasm EI:021 Demonstrate responsible behavior EI:022 Demonstrate honesty and integrity EI:023 Exhibit self-confidence EI:024 Demonstrate initiative EI:025 Demonstrate self-control EI:026 Adjust to change EI:030 Show empathy for others EI:036 Treat others with dignity and respect	LAP-EI-023 LAP-EI-140 LAP-EI-018 LAP-EI-016 LAP-EI-019 LAP-EI-121 LAP-EI-007 LAP-EI-003 LAP-EI-021 LAP-EI-138 LAP-EI-240 LAP-EI-014 LAP-EI-030 LAP-EI-036
Demonstrate understanding of general office procedures (filing, punctuality, reliability, performance)	PD:002 Maintain appropriate personal appearance PD:019 Use time-management skills PD:020 Analyze employer expectations in the business environment	LAP-PD-002 LAP-PD-001
Demonstrate effective communication skills	CO:147 Explain the nature of effective verbal communications EI:007 Explain the nature of effective communications	LAP-EI-140
Demonstrate knowledge of business law and ethics	BL:001 Describe legal issues affecting businesses BL:003 Explain types of business ownership EC:106 Explain the nature of business ethics	LAP-BL-001 LAP-EC-106

Business Fundamentals Concepts – Open (980) (cont'd)

Business Professionals of America	MBA Research Standards	LAP
Demonstrate knowledge of general computer concepts	NF:084 Discuss principles of computer systems NF:091 Establish specifications for selecting hardware/software systems NF:153 Move files in the computer operating system	
Demonstrate knowledge of job-seeking and retention skills	PD:019 Use time-management skills PD:026 Utilize job search strategies PD:030 Write a letter of application PD:031 Prepare a résumé PD:034 Explain possible advancement patterns for jobs PD:132 Employ career-advancement strategies in marketing PD:353 Employee career-advancement strategies in event planning and management	LAP-PD-001

Business Fundamentals Concepts – Open (980) (cont'd)

Business Professionals of America	MBA Research Standards	LAP
Demonstrate an introductory understanding of economics, personal finance, and banking	EC:001 Describe the concepts of economics and economic activities EC:002 Distinguish between economic goods and services EC:003 Explain the concept of economic resources EC:005 Explain the principles of supply and demand EC:006 Describe the functions of prices in markets EC:007 Explain the types of economic systems FI:059 Identify types of currency FI:065 Set financial goals FI:066 Develop personal budget FI:070 Read and reconcile bank statements FI:106 Describe the nature of budgets FI:270 Explain the need to save and invest FI:543 Explain key ratios/terms in banking FI:544 Compute key banking calculations FI:560 Prepare bank account documents FI:562 Determine personal net worth PD:154 Describe types of retail/business banking products and services	LAP-EC-006 LAP-EC-010 LAP-EC-011 LAP-EC-012 LAP-EC-017 LAP-FI-106