

**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential

Regional Preparation ML/S/PS

Helpful Hints

Events with **student files that need to be loaded:**

(400) Fundamental Desktop Publishing
(405) Fundamentals of Web Design
(415) Digital Publishing

Events with electronic files included for the **graders:**

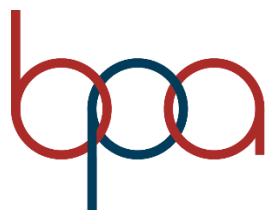
(235) Advanced Spreadsheet
(240) Database Applications

Events that require a **flash drive to be provided to the students:**

(235) Advanced Spreadsheet Applications
(240) Database Applications
(255) Administrative Support Team
(330) Visual Basic/C# Programming
(335) C++ Programming
(340) Java Programming
(400) Desktop Publishing
(405) Fundamentals of Web Design
(415) Digital Publishing
(915) Administrative Support Team (ML)

Events that require a **scantron sheet to be provided to the students unless testing online:**

- (100) Fundamental Accounting
- (105) College Accounting
- (110) Advanced Accounting
- (115) Advanced College Accounting
- (125) Payroll Accounting
- (130) College Payroll Accounting
- (135) Managerial Accounting
- (140) Federal Income Tax Accounting
- (145) Banking and Finance
- (165) Personal Financial Management
- (190) Financial Math and Analysis Concepts-OPEN
- (220) Basic Office Systems & Procedures
- (225) Advanced Office Systems & Procedures
- (245) Legal Office Procedures
- (250) Medical Office Procedures
- (265) Business Law & Ethics
- (270) ICD-10-CM-Diagnostic Coding
- (290) Administrative Support Concepts-OPEN
- (300) Computer Network Technology
- (305) PC Servicing and Troubleshooting
- (310) Server Administration Using Microsoft
- (315) Network Administration Using Cisco
- (320) Computer Security
- (345) SQL Database Fundamentals
- (350) Linux Operating System Fundamentals-Pilot
- (390) Computer Programming Concepts-OPEN
- (391) Information Technology concepts-OPEN
- (405) Fundamentals of Web Design
- (490) Digital Communication & Design-OPEN
- (550) Parliamentary Procedure Team
- (590) Business Meeting Management-OPEN
- (591) Management, Marketing and Human Resources Concepts-OPEN
- (592) Parliamentary Procedure Concepts-OPEN
- (593) Project Management Concepts-OPEN
- (594) Digital Marketing Concepts-OPEN
- (900) Financial Literacy
- (920) Digital Citizenship-Pilot
- (995) Business Communication Skills Concepts-OPEN
- (996) Business Fundamentals Concepts-OPEN
- (997) Business Math Concepts-OPEN
- (998) Computer Literacy Concepts-OPEN



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