



2019-2020 GA ML EVENTS STUDY RESOURCES



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2019-2020 GA ML Events Reference Pages



EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Battle of the Chapters	Online	The online objective test may include questions on any FBLA state or national publication or current national and state news issues. Questions will be formulated from information contained in the National and State handbooks, National FBLA Bylaws, National and Georgia FBLA websites, The Tomorrow's Business Leader, Robert's Rules of Order, Newly Revised, National and State Awards Program Guidelines, Georgia FBLA Chapter Planning Guide, and national and state mailings. Each individual will take the test separately.	1 team of 3; top 10 teams will perform at ML SLC—February 24, 2020 in Covington	Will take on-line test 2/6-7. 10-11/2020	State Event	14

BATTLE OF THE CHAPTERS:

- <http://quizlet.com/10276253/fbla-principles-and-procedures-flash-cards/>
- <http://quizlet.com/5006350/fbla-flash-cards/>
- <http://quizlet.com/20610080/fbla-flash-cards/>
- <http://quizlet.com/20307958/fbla-knowledge-test-flash-cards/>

TERMS THAT MIGHT HELP YOU STUDY FOR THE BATTLE OF THE CHAPTERS ON-LINE TEST:

FBLA Goals	FBLA Mission	# regions in FBLA	# regions in GA FBLA	Divisions of FBLA-PBL
2020 Event Topics	FBLA-PBL CEO	COY Points	COY levels	ML State officers
Retired GA ML Events	GA FBLA Director	GA FBLA State Theme	GA FBLA State Project	FBLA-PBL web address
Founder of FBLA	National staff	Fiscal year	Professional Division	GA ML Coordinator
GA ML Events	Team ML Events	ML National Events	LEAD documentation	Various Ribbons
FBLA Pledge	Mission Lift	National officers	National theme	NLC location
Parliamentary Procedures	PBL	FBLA Pledge	FBLA-PBL Divisions	Tomorrow's Business Leader
FBLA Emblem	LEAD Levels	NBEA	NBEA	Program Specialist at DOE—BCS

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Business Concepts	Online	The online objective test may include questions related to characteristics and organizations of business, consumerism, money management and banking, career awareness, and rights and responsibilities of managers, employees, owners, and government.	Unlimited	Will take on-line test 12/3-6/2019	Region Event	3
			Unlimited	Will take on-line test 2/6-7, 10-11/2020	State Event	

BUSINESS CONCEPTS:

<http://hsedeca.weebly.com/> Click on Principles of Marketing under **Business Administration Core Exam Cluster (First Year Test)**
http://glencoe.mheducation.com/sites/0078747686/student_view0/index.html Choose a Chapter Under Chapter Activities (at the LEFT); Click Chapter Practice Review Quizzes, I-Quiz or e-Flashcards
<http://quizlet.com/subject/introduction-to-business/>
<http://quizlet.com/17743823/fbla-intro-to-business-study-guide-flash-cards/>
https://www.quia.com/quiz/6740248.html?AP_rand=735664149
https://www.quia.com/quiz/5899796.html?AP_rand=1423049267

TERMS THAT MIGHT HELP YOU STUDY FOR THE BUSINESS CONCEPTS ON-LINE TEST:

Corporation	Deficit	Demand and supply	Balance sheet	Customer service problems
Better Business Bureau	Bill of Sale	Dividends	Budget	Business plan
Interest	Economics	Calculate interest on a loan	Capital	Start-up costs
Outsourcing	Excise tax	Imports	Consumer Price Index	Downsizing
Unemployment insurance	Credit bureau	Monopoly	FDIC	Estate tax
Discretionary income	Deductible	Roth	Impulse buying	Federal Reserve system
Embargoes	Franchise	Workmen's compensation	The Federal Reserve	inflation
Exports	Loans	Emergency fund	Recession	OSHA
White collar crime	Stockholders			

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Business Etiquette	Online	The online objective test may include questions on proper introductions and direct eye contact; public speaking; table manners and dining decorum; cell phone etiquette; texting and social media protocol; netiquette; professionalism; international customs and etiquette	Unlimited	Will take on-line test 12/3-6/2019	Region Event	3 Note: The 1st place winner at ML SLC will advance to nationals
			Unlimited	Will take on-line test 2/6-7, 10-11/2020	State Event	

<https://www.inc.com/ilya-pozin/the-10-business-etiquette-rules-every-professional-should-know.html>

<https://www.mydomaine.com/professional-etiquette-rules>

<https://www.slideshare.net/monikasingh129/business-etiquettesppt>

<https://www.business.com/articles/so-international-business-etiquette-from-around-the-world/>

TERMS THAT MIGHT HELP YOU STUDY FOR THE BUSINESS ETIQUETTE ON-LINE TEST:

Business dress for male and females	Body Posture	
Body Language	Tagging business people on social media	Canceling a meeting
Introductions	Telephone etiquette	Comments in social media
Eating customs in various countries	Eating various foods	Dinner placement
Elevator etiquette	Meeting someone in different countries	First name introductions
Personal cellphone use in the workplace	Napkin etiquette/Table settings/table etiquette	Handshakes
Responding to emails	How to address women	Paying the bill at a restaurant
Social media posts		

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Business Math & Financial Literacy	Online	The online objective test may include questions related to percentages; fractions and decimals; ratios and proportions; savings; checking accounts; decision making; taxes; investing; insurance; real estate; financial goals; definition of terms; basic economic concepts.	Unlimited	Will take on-line test 12/3-6/2019	Region Event	3 Note: The 1st place winner at ML SLC will advance to nationals
			Unlimited	Will take on-line test 2/6-7, 10-11/2020	State Event	

BUSINESS MATH & FINANCIAL LITERACY

- <https://www.proprofs.com/quiz-school/story.php?title=NTk5Njl3>
- <https://www.proprofs.com/quiz-school/story.php?title=NTk5Njl3>
- <https://quizlet.com/264309886/business-mathfinancial-literacy-flash-cards/>
- <https://quizlet.com/264309886/business-mathfinancial-literacy-flash-cards/>
- <https://www.quia.com/quiz/4407435.html>
- <http://financingyourfuture.ncee.net/resources/glossary.pdf>

TERMS THAT MIGHT HELP YOU STUDY FOR THE BUSINESS MATH & FINANCIAL LITERACY ON-LINE TEST:

Credit report	Credit union	Deposits	E-filing	Closing costs	FICA
Giving back change	IRAs	Certificates of deposit	Mortgage insurance	Outstanding check	Overdraft
Parts of a check	Medicare	Pension	Power of Attorney	Reverse mortgage	Social security
Be able to calculate:					
% of a number	Annual salary	Averages	Bank balances	Add, subtract, multiply, & divide fractions	
Discounts	Mixed number	Net pay	Percent of a number	Add, subtract, multiply, & divide numbers	
Rounded numbers	Sales price	Sales tax	Tax deduction	Changing decimals to fractions	
Total deductions	Unit price	Common fractions	Gross pay	Changing fractions to a mixed number	
Commission	Interest	How much to tip	Markup price	Changing decimals to percentages	
Changing fraction to decimals		Changing fractions to percentages		Changing fractions to a mixed number	
Changing percentages to decimals		Changing percentages to fractions		Common denominator in fractions	
Lowest common denominator		Lowest terms in fractions		Markup price	

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Career Exploration	Online	The online objective test may include questions on career plans; career goals; career pathways; job searches; job applications; cover letters; interviews; basic career education; employability skills; stress and time management.	Unlimited	~~~~~ ~~~~~ ~~~~~ ~~~~~ ~~~~~	Will take on-line test 12/3-6/2019	Region Event	3 Note: The 1st place winner at ML SLC will advance to nationals

CAREER EXPLORATION

<http://www.quia.com/quiz/643612.html>

http://www.quia.com/quiz/1414927.html?AP_rand=308515776

TERMS THAT MIGHT HELP YOU STUDY FOR THE CAREER EXPLORATION ON-LINE TEST:

Assessments	Attitude	Beliefs	Career	Career cluster	Career goals
Career ladder	Career plan	Career portfolio	Cover letter	Demographics	Dept. of Labor
Employment	Equal Pay Act of 1963	Exit letter	FICA	Goals	Gross pay
Interest inventory	Internship	Workforce	Job advertisement	Job application	Job lead
Job shadow	Letter of application	Lifestyle	Long-term goals	N/A on applications	Needs
Net pay	Networking	Occupation	Orientation	Aptitude	Personality test
References	Referral	Resignation letter	Resume	School-to-work programs	Self-concept
Soft skills	Soft-term goals	Specialized skills	Transferable skills	Unemployment insurance	Values
Volunteer work	Employment laws	Work	Work environment	Work permit	Worker's compensation

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Chapter of the Year	Chapter	The entry form, submission packet, and supporting materials must be completed.	1	MAIL to PO Box in Evans	MUST BE RECEIVED BY FEBRUARY 7, 2020	State Event	12-15
Computer Applications	Skill	Participants should be prepared to produce a personal business letter, one-page report with a table as well as create a problem in a spreadsheet format which will include basic functions and printing the spreadsheet and in formula format.	3 individual entries	UPLOAD problems via Wufoo the day of testing	Will take production test 2/6-7, 10-11/2020	State Event	6

WILL SEND A PRACTICE TEST UPON CHAPTER'S REQUEST.

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Community Service Project	Report/ Performance	The report must describe a chapter project that serves the community and by answering the questions located in the Report Format section. The chapter report is to be conducted during the current school year. The activity must be in the interest of the local community, focus on one primary project, and be designed for chapter participation.	1 Team of 1-3 members	UPLOAD Via Wufoo	January 28, 2020	State Event	4-5 20-21 (Rubric) Note: The 1st place winner(s) at ML SLC will advance to nationals
					TOP 5 reports will perform at the ML SLC on February 24, 2020		

SEE FALCON IDEAS ON COMMUNITY SERVICE FOR SOME GREAT IDEAS.

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Creed	Performance	The creed must be memorized and presented verbatim. The official wording must be used. Participants may not use outlines, notes, or index cards. No visual aids may be used. You may use a lectern.	1	UPLOAD via Wufoo	December 3, 2019	Region Event (Pre-submission)	9-10 22 (Rubric)
			Top 15 statewide will perform at the ML SLC		Will perform at the ML SLC February 24, 2020	State Event	
Critical Thinking	Performance	Participants will be given case study related to a challenge or opportunity within their chapter	1 Team (1-3 Members)	UPLOAD via Wufoo	December 3, 2019	Region Event (Pre-submission)	9-10 23 (Rubric) Note: The 1st place winner(s) at ML SLC will advance to nationals
			Top 15 statewide will perform at the ML SLC		Will perform at the ML SLC February 24, 2020	State Event	
Desktop Publishing	Skill	Participants should be prepared to create, design, and produce usable copy on a computer using desktop publishing software. Students should be prepared to create documents such as a flyer, brochure, and invitation (but not limited to) which include graphics, text, layout creativity, and appropriate fonts and type sizes.	Up to 3 teams of 1-3 members	UPLOAD Via Wufoo	Will take production test 2/6-7, 10-11/2020	State Event	6 24 (Rubric)

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Elevator Speech	Performance	The speech should be 30 seconds in length, of a business nature, and must be developed based on the below topic.	1 (Individual)	UPLOAD via Wufoo	December 3, 2019	Region Event (Pre-submission)	9-11 25 (Rubric) Note: The 1st place winner(s) at ML SLC will advance to nationals
		Students must have at least one visual (2 copies) for the judges that they prepared (flyer, brochure, etc.) about FBLA-Middle Level, and a business card See pages 9-11 of the GA ML EVENT GUIDELINES for the topic.	Top 15 statewide will perform at the ML SLC		Will perform at the ML SLC February 24, 2020	State Event	
Invention Convention	Performance	Participants will create an invention using a set list of supplies and develop promotional materials and a sales pitch to accompany the invention.	2 teams with 1-3 members	UPLOAD via Wufoo	December 3, 2019	Region Event (Pre-Submission)	9, 12 26 (Rubric)
			Top 15 statewide will perform at the ML SLC		Will perform at the ML SLC February 24, 2020	State Event	
Outstanding ML Adviser	Recognition	This award honors FBLA-Middle Level advisers who have contributed to the success of FBLA-ML on the local, region, state, and national levels.	1	Mail to Evans PO Box	January 28, 2020	State Event	19
Outstanding ML Supporter	Recognition	This award honors outstanding leaders from within the school and/or the business sector who have contributed to the success of FBLA-Middle Level on the local state, and/or national levels.	1	Mail to Evans PO Box	January 28, 2020	State Event	19

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Public Speaking--ML	Performance	The speech should be three (3) minutes in length, of a business nature, and must be developed from one or more of the nine (9) FBLA-PBL goals.	1	UPLOAD via Wufoo	December 3, 2019	Region Event (Pre-submission)	9, 13 28 (Rubric)
			Top 15 statewide will perform at the ML SLC		Will perform at the ML SLC February 28, 2017	State Event	
Video Public Service Announcement	Project	The content of the 60 second video must be of a business nature submitted for competition for the 2020 ML State Leadership Conference and must be developed from the following theme. See page 7 of the GA ML EVENT GUIDELINES for the topic.	1 team of 1-3 members	UPLOAD via Wufoo	January 28, 2020	State Event	7

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Computer/ Internet Concepts	Online	The online objective test may include questions on basic computer principles, terminology, computer application concepts, programming concepts and procedures, computer equipment, the Internet, world wide web, browsers, e-mail, computer security, ethics, and privacy.	Unlimited	Will take on-line test 12/3-6/2019	Region Event	3
			Unlimited	Will take on-line test 2/6-7, 10-11/2020	State Event	

COMPUTER/INTERNET CONCEPTS:

- <http://quizlet.com/subject/computer-concepts/>
- <http://quizlet.com/19780613/computer-concepts-test-1-vocabulary-flash-cards/>
- <http://quizlet.com/15889473/computer-concepts-review-flash-cards/>
- <http://quizlet.com/11195631/computer-concepts-flash-cards/>
- <http://www.cram.com/flashcards/computer-concepts-3124294>
- <http://www.proprofs.com/flashcards/story.php?title=chapter-1-essential-computer-concepts>
- <http://www.technicalpower.blogspot.com/2010/09/basic-computer-questions-bank-po-exam.html>
- www.jjacobs.net/edu/cis120/cis120_vocab_1.ppt

Go to E-Review Quizzes Under Unit Resources
Choose A Unit under Unit Resources (at the LEFT)

TERMS THAT MIGHT HELP YOU STUDY FOR THE COMPUTER/INTERNET CONCEPTS ON-LINE TEST:

URL	Spam	A search engine	Artificial intelligence	Backup	Binary
Blog	Browser	Cell	Central processing unit	Coding	Cookies
Stylus	CTRL, ALT, DELETE	Cyberspace	Database software	Debugging	Defragmentation
Downloading	E-commerce	Email	Firewall	Flaming	Formulas
Freeware	FTP, SMTP	GIF, JPEG	Web browsers	HTML, HTTP	USB
Hyperlink	Internet	Internet browsers	Internet domains	Intranet	IP address
ISP	Template	Virus	LAN	Legend	Machine language
Founders of social media	matrix	Memory	Motherboard	Network	OCR
PDF	Phishing	WWW	Programming languages	Protocol	Public domain software
RAM/ROM	Shareware	Recycle bin	Microsoft Office Suite	Router	Search engine

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Digital Citizenship	Online	The online objective test may include questions on personal security and online privacy; rights and responsibilities; ethics; digital footprint; internet searches; copyrights; cyberbullying	Unlimited	~~~~~ ~~~~~ ~~~~~ ~~~~~ ~~~~~ ~~~~~	Will take on-line test 12/3-6/2019	Region Event	3 Note: The 1st place winner at ML SLC will advance to nationals
			Unlimited	~~~~~ ~~~~~ ~~~~~ ~~~~~ ~~~~~ ~~~~~	Will take on-line test 2/6-7, 10-11/2020	State Event	

DIGITAL CITIZENSHIP

- https://www.guia.com/quiz/6849223.html?AP_rand=1493687162 (Disregard Question 1)
- https://www.guia.com/quiz/5116157.html?AP_rand=467685115
- https://www.guia.com/quiz/4790537.html?AP_rand=1169349357
- https://www.guia.com/quiz/3879766.html?AP_rand=785764976

TERMS THAT MIGHT HELP YOU STUDY FOR THE DIGITAL CITIZENSHIP ON-LINE TEST:

Avatar	Trolling	Selfies	Bookmarks	Plugins	Types of computer-related thieves
Caption	Cookies	Stereotyping	Plagiarism	Remix	Creative commons copyright
Cyberbully	Data on the Internet	Online safety	Digital law	Social networking	Encryption
Ethical/Unethical	URL extensions	Public domain	Flaming	Tag	Hacking
Spyware	Spam	Podcasts	Digital footprint	Online rights	Password etiquette
Internet browsers	Invasion privacy	Scam	Malware	Phishing	Viral
Meme	Wikis				

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Employability Skills	Online	The online objective test may include questions on resumes, job applications, cover letters, interviews, and getting a job.	Unlimited	Will take on-line test 12/3-6/2019	Region Event	3
			Unlimited	Will take on-line test 2/6-7, 10-11/2020	State Event	

EMPLOYABILITY SKILLS

- https://www.quia.com/quiz/4145638.html?AP_rand=377547640
- https://www.quia.com/quiz/1597084.html?AP_rand=1383696834
- <https://www.quia.com/jg/2705764list.html>
- https://www.quia.com/quiz/3903894.html?AP_rand=1273171814
- https://www.quia.com/quiz/3884845.html?AP_rand=1795989381
- <https://www.quia.com/quiz/5669730.html>
- <https://www.quia.com/quiz/351787.html>

TERMS THAT MIGHT HELP YOU STUDY FOR THE EMPLOYABILITY SKILLS ON-LINE TEST:

Interview questions	Letter of application	NA	Goals	Volunteer work	Job leads
Job applications	Job objective	Soft skills	Work permits	Work experience	Reference letter
Formatting in documents	Interviews	Resumes	References	Types of interviews	Registration letter
Types of pay	Non-verbal communication	Cover letters	Job shadow	Parts of a resume	Networking
Ethics	Professional dress	Email	Portfolio	Employment laws	Types of resumes

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
FBLA Concepts	Online	The online objective test may include questions about the organization of FBLA-PBL, its goals, creed, bylaws, and other facts found in the <i>FBLA-PBL Chapter Management Handbook</i> and the national FBLA website. Questions may also be asked about general information about Georgia FBLA	Unlimited	***** ***** *****	Will take on-line test 12/3-6/2019	Region Event	3
			Unlimited	***** ***** ***** ***** ***** *****	Will take on-line test 2/6-7, 10-11/2020	State Event	

FBLA CONCEPTS

<http://quizlet.com/10276253/fbla-principles-and-procedures-flash-cards/>

<http://quizlet.com/5006350/fbla-flash-cards/>

<http://quizlet.com/20610080/fbla-flash-cards/>

<http://quizlet.com/20307958/fbla-knowledge-test-flash-cards/>

https://www.quia.com/quiz/641595.html?AP_rand=2000983775

https://www.quia.com/quiz/6042142.html?AP_rand=429469569

TERMS THAT MIGHT HELP YOU STUDY FOR THE INTRO TO FBLA CONCEPTS ON-LINE TEST:

FBLA Goals	FBLA Mission	# regions in FBLA	# regions in GA FBLA	Divisions of FBLA-PBL
2020 Event Topics	FBLA-PBL CEO	COY Points	COY levels	ML State officers
Retired GA ML Events	GA FBLA Director	GA FBLA State Theme	GA FBLA State Project	FBLA-PBL web address
First director of FBLA-PBL	First FBLA state chapter	Fiscal year	Founder of FBLA	GA ML Coordinator
GA ML Events	Team ML Events	ML National Events	LEAD documentation	Various Ribbons
FBLA Pledge	Mission Lift	National officers	National theme	NLC location
Parliamentary Procedures	PBL	FBLA Pledge	FBLA-PBL Divisions	Tomorrow's Business Leader
FBLA Emblem	LEAD Levels	NBEA	NBEA	Program Specialist at DOE—BCS
Founder of FBLA	National staff	Professional Division	Minimum # of members required to start a ML chapter	

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Introduction to Business Communication	Online	The online objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and spelling.	Unlimited	~~~~~	Will take on-line test 12/3-6/2019	Region Event	3
			Unlimited	~~~~~	Will take on-line test 2/6-7, 10-11/2020	State Event	

INTRODUCTION TO BUSINESS COMMUNICATION

https://www.quia.com/quiz/1527539.html?AP_rand=778447447
https://www.quia.com/quiz/5015555.html?AP_rand=1296967461
https://www.quia.com/quiz/6740239.html?AP_rand=1711181399
https://www.quia.com/quiz/6740268.html?AP_rand=271084201

TERMS THAT MIGHT HELP YOU STUDY FOR THE INTRO TO BUSINESS COMMUNICATION ON-LINE TEST:

Abbreviations	Contractions	Grammar usage	Homonyms
Number usage in sentences	Proofreading	Proofreading sentences for errors	Punctuation errors
Spelling errors	Ways to proofread	Word division	

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Introduction to Computer Science & Coding	Online	The online objective test may include questions on computational thinking and problem solving; algorithms and programs; logical reasoning; basic coding; manipulating and analyzing data using digital tools; robotics.	Unlimited	~~~~~	Will take on-line test 12/3-6/2019	Region Event	3 Note: The 1st place winner at ML SLC will advance to nationals
			Unlimited	~~~~~	Will take on-line test 2/6-7, 10-11/2020	State Event	

INTRODUCTION TO COMPUTER SCIENCE & CODING

- https://www.quia.com/quiz/5560337.html?AP_rand=1666492820
- <https://quizlet.com/22026755/computer-science-flash-cards/>
- <https://quizlet.com/72041442/computer-science-terms-flash-cards/>
- <https://www.quia.com/jg/2776608list.html>
- <https://quizlet.com/89511700/computer-science-programming-flash-cards/>
- <https://quizlet.com/262823129/introduction-to-computer-science-and-coding-flash-cards/>

TERMS THAT MIGHT HELP YOU STUDY FOR THE INTRO TO COMPUTER SCIENCE & CODING ON-LINE TEST:

Access	Adware	Application software	Artificial intelligence	Spam
Blogger	Bluetooth	Various platforms	Computer virus	Spyware
Debugging	Defragmentation	Digital signature	Encryption	System starting error
Excel formulas	Firewalls	GPS	Hacker	HTML
Malware	Memory system	Microchip	URL	Operating system
Programming	Passwords	Power outage issues	Public key certificate	RAM/ROM
Redundancy check	Resolution of printers	Robotics	ROM	Search engines

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Marketing Concepts	Online	The online objective test may include questions on basic marketing principles: price, product, place, promotion, economics, selling and merchandising, advertising, media, and e-commerce.	Unlimited	Will take on-line test 12/3-6/2019	Region Event	3
			Unlimited	Will take on-line test 2/6-7, 10-11/2020	State Event	

MARKETING CONCEPTS:

<http://quizlet.com/subject/deca-marketing-cluster/>

http://qcdeca.weebly.com/uploads/9/1/9/6/9196651/2011_2012_marketing_cluster_district_exam.pdf

http://qcdeca.weebly.com/uploads/9/1/9/6/9196651/2011_2012_key_marketing_cluster_district_exam.pdf

http://www.decau.ca/DECAUResources/Cluster%20Exams/Marketing%20Cluster%20Exams/2011_2012_Marketing_Cluster_State_Exam.pdf

https://www.quia.com/quiz/3832580.html?AP_rand=665074836

https://www.quia.com/quiz/2102560.html?AP_rand=897293600

TERMS THAT MIGHT HELP YOU STUDY FOR THE MARKETING CONCEPTS ON-LINE TEST:

A product life cycle	Advertising	Exhibit audience	Balance of trade	Baby boomers	Break-even point
Business portfolio	Cash flow of a business	Commercial products	Convenience goods	Types of business markets	Demands
Distribution	E-business	Embargo	Green marketing	Inflation	Inventory
Logo	Market research	Marketing mix	Monopoly	Oligopoly	Product life cyce
Product mix	Promotion mix	Media mix	Sales promotion	Slogan	Specialty products
Stakeholders	Target market	Tariffs	Telemarketing	Trademark	Types of surveys

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Microsoft Office Concepts	Online	The online objective test may include questions on Microsoft Office Word, Excel, PowerPoint, Access, and Outlook.	Unlimited	~~~~~	Will take on-line test 12/3-6/2019	Region Event	3
			Unlimited	~~~~~	Will take on-line test 2/6-7, 10-11/2020	State Event	

MICROSOFT OFFICE CONCEPTS

https://www.quia.com/quiz/299673.html?AP_rand=465827039
https://www.quia.com/quiz/5897760.html?AP_rand=1620309628
https://www.quia.com/quiz/5984614.html?AP_rand=1411286976
https://www.quia.com/quiz/782783.html?AP_rand=263392352
https://www.quia.com/quiz/173398.html?AP_rand=1979461780
https://www.quia.com/quiz/3585612.html?AP_rand=424648933
https://www.quia.com/quiz/2762326.html?AP_rand=108632769

TERMS THAT MIGHT HELP YOU STUDY FOR THE MICROSOFT OFFICE CONCEPTS ON-LINE TEST:

.gif, .jpeg, .wav	Types of alignment	cell	Bullets	Crop	Cursor
Data labels	Database	Field	Footer	Header	Formatting marks
Formula bar	Hanging indent	=SUM	=A	Types of orientations	Layout
Legend	Name box	Plagiarism	Primary key	Query	Record
Ribbon	Row	Save/Save As	Scroll bar	Shortcuts	Slide sorter view
Template	Thumbnails	Thesaurus	Transitions	Watermark	WordArt
Workbook	Worksheet	Sizing handles			

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Multimedia & Website Development	Project/Test	The individual is to create a website. See pg. 8 of the GA ML Event Guidelines for the topic and what should be included in the website.	2 Individuals; this is NOT a team event	Via Wufoo (Website)	Website: January 28, 2020 Will take on-line test 2/6-7, 10-11/2020	State Event	8 27 (Rubric) Note: The 1st place winner at ML SLC will advance to nationals

TERMS THAT MIGHT HELP YOU STUDY FOR THE MULTIMEDIA & WEBSITE DEVELOPMENT ON-LINE TEST:

Syntax	TIF, GIF	Types of mobile devices	Types of graphics	Virtual reality
Brightness	Wild card	Video card	Cookie	Digitalizing
Digital signal processor	Types of images	Vimeo	Examples of font features	Elevator Speech
Vector	Freeware	GIF	GMS channel	HTML
HTTP	HTTP		JPG	Mixer
Opaque	OSI model	Packets	Pica	Podcast
Principles of layout and design	Problem solving	Prototype	Public domain software	Resolution-independent
RGB	Rhythm	SEO	Shareware	Storyboard

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Parliamentary Procedure Concepts	Online	The online objective test may include questions on parliamentary procedure principles, concepts, and terminology.	Unlimited	~~~~~ ~~~~~ ~~~~~	Will take on-line test 12/3-6/2019	Region Event	3
			Unlimited	~~~~~ ~~~~~ ~~~~~	Will take on-line test 2/6-7, 10-11/2020	State Event	

PARLIAMENTARY PROCEDURE CONCEPTS

- <http://quizlet.com/4413288/fbla-parliamentary-procedures-flash-cards/>
- <http://quizlet.com/18079051/fbla-parliamentary-procedure-flash-cards/>
- https://www.quia.com/quiz/6794590.html?AP_rand=2146439410
- https://www.quia.com/quiz/6056565.html?AP_rand=1472645343
- https://www.quia.com/quiz/6060892.html?AP_rand=1523418746
- https://www.quia.com/quiz/6159432.html?AP_rand=2126946538

TERMS THAT MIGHT HELP YOU STUDY FOR THE PARLIAMENTARY PROCEDURE CONCEPTS ON-LINE TEST:

Abstain	Agenda	Amend	Appeal	Bylaws
Call for the division	Call for the question	Chair	Commit	Division
Germane	Incidental motion	Lay on the table	Highest ranking motion	Lowest ranking motion
Main motion	Taps of the gavel	Order of business	Parliamentary inquiry	Point of information
Point of order	Previous question	Proxy	Privileged motion	Question of Privilege
Quorum	recess	Reconsider	Special committee	Standing committee
Subsidiary motion	Table a motion	To lay on the table	Types of votes	Types of motions
Ways to amend motions	Officer duties			

EVENT	TYPE	DESCRIPTION	# OF ENTRIES	HOW TO SUBMIT	DUE DATE unless specified		DETAILS GA ML GUIDELINES Pg(s)
Social Media Concepts	Online	The online objective test may include questions on different online communications such as Facebook, Twitter, LinkedIn but not limited to.	Unlimited	~~~~~	Will take on-line test 12/3-6/2019	Region Event	3
			Unlimited	~~~~~	Will take on-line test 2/6-7, 10-11/2020	State Event	

SOCIAL MEDIA CONCEPTS:

- https://www.quia.com/quiz/5122577.html?AP_rand=529388382
- <https://www.proprofs.com/quiz-school/story.php?title=social-networking-quiz>
- <https://www.proprofs.com/quiz-school/story.php?title=social-media-quiz>
- <https://quizlet.com/49202768/social-media-chapter-1-flash-cards/>
- <https://quizlet.com/66311945/social-media-flash-cards/>
- <https://quizlet.com/239248451/social-media-midterm-flash-cards/>

TERMS THAT MIGHT HELP YOU STUDY FOR THE SOCIAL MEDIA ON-LINE TEST:

Browser	Bounce rate	Bookmarking	Avatar	Emoji
Facebook	Fans	Feed	Flickr	Geotagging
Handler	Hashtag	Hits	Instagram	LinkedIn
LOL	Meme	Pinterest	Profile	Retweet
Selfie	Share	Snapchat	Tag	Thread
Twitter	Viral	Web 2.0	Tweet	Founders of social media
Webinar	Yelp	Wiki	YouTube	