

COMPUTER APPLICATIONS

Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment using critical thinking and decision-making skills. This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

OBJECTIVE TEST COMPETENCIES (May include, but not limited to.)

- basic computer terminology and concepts
- document formatting rules and standards
- related computer application knowledge
- grammar, punctuation, spelling, and proofreading

PRODUCTION COMPETENCIES

- word processing—letters, memorandums, tables, reports, or any other type of word processing problems
- database—creating a database; applying various functions such as searching, querying, and so on
- spreadsheets—applying various functions such as move, combine, format, creating and applying formulas
- charts—including bar, line, pie, exploded pie, stacked bar, and so forth
- presentation—preparing text slides with graphics and background

Participants should be prepared to complete problems in the following areas:

Word Processing - Participants will be responsible for the production of letters, memorandums, tables, reports, or any other type of word processing problems.

Database - Participants will be responsible for creating a database and applying various functions such as searching, cloning, etc.

Spreadsheets - Participants will be responsible for completing the spreadsheet grid and applying various functions such as move, combine, format, etc. In addition, students will be responsible for creating and applying formulas.

Business Graphic Solutions - Participants will be responsible for completing various graphics, including bar, line, pie, exploded pie, or stacked bar.

Presentation – Participants will be responsible for preparing text slides with graphics.

Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading. The format guide will be used for formatting word processing documents.

Results will be based on accuracy of printed copy.

In addition, the objective test participants will be tested on their understanding and mastery of basic computer terminology and concepts, document formatting rules and standards, grammar, punctuation, spelling, proofreading, and related application knowledge. Failure to follow the format guide is a serious error and a 5-point penalty.

NBEA STANDARDS REINFORCED BY EVENT

Communication: technological, foundations

Information Technology: impact on society, information retrieval, privacy and ethics, database management system, computer architecture, operating systems, environment and utilities, input technology, application software

CAREER CLUSTER(S): *Information Technology*

ELIGIBILITY

Each region may enter its top five (5) students who placed at the winter regional conference of the current school year. Participants must be members of an active local chapter and on record in the FBLA state and national offices as having paid dues by February 15. If the student who placed in the region's top five cannot attend State Business Leadership Conference, one substitute may be named.

1. Participants must be selected in accordance with the regulations of the local chapter and the state association.
2. Participants must not have won first place at a previous State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
3. Participants failing to report on time for the event will not be permitted to compete.
4. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts.

A one (1) hour objective test will be administered based on the objective test competencies. The score received on this portion of the event will constitute 15 percent of the final event score. Nongraphing calculators will be provided. Two (2) hours will be given for the production test at a school site designated by the state office. Calculators are not allowed on the production portion of the test.

Every effort will be made to provide computerized testing. If this is not possible, participants must supply their own No. 2 pencils, erasers, and non-graphing calculators.

GUIDELINES

1. The production portion of this event is administered prior to the SBLC.
2. The following reference materials are allowed at the test site: dictionaries, the Standards of Mailability, and Format Guide.
3. Voice recognition software may be used where appropriate; local chapters must provide the software.
4. Documents produced for this event must be prepared by the FBLA competitors, without help from the adviser or any other person.

School-Site Testing

School testing administration may be accomplished as follows:

The state office will send the test to a local test proctor at the student's location identified by the chapter adviser on the State Business Leadership Conference event entry form. The local test proctor will administer the test. Local FBLA advisers or assistants must not be proctors. Tests not returned to the state office by the designated due date will not be graded.

Two hours will be allowed for this test at the school testing site. Additional time will be allowed for general directions, equipment set-up, and warm-up. Problems are weighted according to difficulty and may be completed in any order. The test must be deleted from the hard drive or diskette upon final completion of the test.

Voice recognition software may be used where appropriate. The local chapter must provide the software.

Calculators are not allowed on the production portion of the test.

The test must be deleted from the hard drive upon completion of the test.

JUDGING

Judging will be based on accuracy of printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute eighty-five (85) percent of the final event score.

Objective tests will be machine graded. The test constitutes fifteen (15) percent of the final event score. In the case of a tie in the final score, final rankings will be determined using the following tie breakers in the following order: highest score on the production test; highest score on the written test; the highest score on the last ten questions of the written test and in groups of 10 thereafter.

STATE AWARDS

The judges will determine the number of awards presented at the State Business Leadership Conference. The maximum number will be five (5).

NATIONAL ENTRIES

Washington State may enter two (2) state winners in national competition.