

# 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
- presentation, publishing, and multimedia applications
- security
- basic application knowledge and word processing
- e-mail, integrated and collaboration applications
- netiquette and legal issues
- spreadsheet and database applications
- formatting, grammar, punctuation, spelling, and proofreading

## **PRODUCTION COMPETENCIES**

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

## **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**

The top five (5) winners at the winter regional conferences may enter this event. If the student who placed in the region's top five cannot attend the State Business Leadership Conference, one substitute may be named.

1. 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.
2. Participants must be selected in accordance with the regulations of the local chapter and the state association.
3. Participants must not have won first place at a previous State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
4. Participants failing to report on time for the event will not be permitted to compete.
5. 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 all parts to be eligible.

A one (1) hour online 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.

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

Two (2) hours will be given for the production test at a school site. Calculators are not allowed on the production portion of the test. No graphing calculators, cell phones, or other memory storage devices are allowed. The score received on this portion of the event will constitute 85 percent of the final score. Production tests must be returned to the state office by the designated due date or they will not be graded.

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.

## **GUIDELINES**

### School Site Production Testing

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 and Format Guide.
3. Documents produced for this event must be prepared by the FBLA competitors, without help from the adviser or any other person.
4. In case of a tie, the production test will be used to break the tie.
5. Two (2) hours will be allowed for the production test at the school testing site. Additional time will be allowed for general directions, equipment set-up, and warm-up.
6. Calculators are not allowed on the production portion of the test.
7. The test must be deleted from the hard drive upon completion of the test.
8. The state office will send the test to the chapter adviser or proctor designated on the State Business Leadership Conference event entry form. The chapter adviser or local test proctor will administer the test. Tests not returned to the state office by the designated due date will not be graded.

## **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.

Objective tests will be machine graded. 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.