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.

Competencies

Objective Test Competencies
- 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
- **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, etc.
- **Spreadsheets**—applying functions such as move, combine, format, creating, and applying formulas
- **Business Graphics**—bar, line, pie, exploded pie, stacked bar
- **Presentation**—preparing text slides with graphics

Business Education Curriculum Standard(s):
Communication; Information Technology

Region Eligibility

Each chapter may enter three (3) participants who are members of active local chapters and are on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31. If the region conference is scheduled before January 31, then dues must be paid prior to that conference date as established by the region and posted on the PA FBLA web site.

The participant is required to take both the objective and school-site tests. Otherwise, the participant will be disqualified.

Participants are permitted to compete in this event one year only. Under no circumstances may a student repeat in this event.

It is the responsibility of the:
> **local chapter adviser**
- to pay membership dues for all competitors by the published region deadline and to register students through the PA FBLA online registration system by the published deadline.
> **region adviser**
- to verify that membership dues of participants at the region conference comply with the deadlines listed above.

State Eligibility

The minimum number of competitors each region may enter is the first- and second-place winners who are members of active local chapters and are on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 or prior to the region conference by the date posted on the PA FBLA web site.

The participant is required to take both the objective and school-site test in order to win an award at the SLC.

If any of the eligible winners cannot attend the SLC, it is the responsibility of the:

local chapter adviser
- to contact the region adviser about the student who will not be attending.

region adviser
- to contact the adviser of the next eligible competitor about participating at the State Leadership Conference.
- to notify the PA FBLA Executive Director/State Chairman of the change before the deadline date published at www.pafbla.org/importantdates.php, which is posted on the PA FBLA web site.

At the State Leadership Conference, the chapter adviser must confirm students' participation in the event. Participants who are not confirmed will be disqualified.

Region Procedure

Production Test

The following procedures must be used:

1. The chapter adviser completes the School-site Test Reservation Form for competitors in this event no later than 3 business days prior to the region's school-site testing window or by the region's deadline for school-site test registration. The school-site test administrator is identified as part of this form. The link to the form is: https://pafbla.wufoo.com/forms/m1a4cswx1efzqqv/. The form will become available on November 1.

2. **The local chapter adviser is not permitted to be the school-site administrator**.

3. The PA FBLA Executive Director/State Chairman will email the production tests to the school-site test administrator at each school. The Proctor Instructions, Proctor Script, Proctor Certification Forms, and Student Certification Forms, and any other event-related information will be provided. It is the responsibility of the local chapter adviser to inform the school-site administrator that the tests will be emailed 1-2 days before the region's school-site test window opens.

4. Two **continuous** hours will be allowed for the skills test at the school testing site. The test cannot be administered in multiple sessions. 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.

5. The following reference materials are allowed at the test site: dictionaries and the Format Guide. You will need to supply your own Format Guide. It may be retrieved from www.pafbla.org.

6. Documents produced for this event must be prepared by the FBLA competitors, without the help from the adviser or any other person.

7. Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading.

8. Results will be based on accuracy of printed copy. The standards of mailability are listed at the end of these guidelines.

9. Calculators are not allowed on the production portion of the school-site test.

10. The region adviser, in consultation with the remaining local chapter advisers, must determine the procedure for returning the school-site tests to the region adviser.

Objective Test

1. A one-hour written objective test will be administered according to the specific RLC procedures determined by the region adviser. The objective test will be based on the areas described in the Competencies section listed above and basic skills knowledge. All participants in this event must report at the event time determined by each region. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.**

2. **The participant must comply with the PA FBLA Dress Code which can be found at www.pafbla.org/dresscode.php. If the participant does not comply, the participant will not be admitted to the testing area until he or she is in compliance.**

3. Participants must furnish their own No. 2 pencils and erasers.

4. At the Region Leadership Conference, the participant may use his or her own cordless calculator unless one is provided by the region. At the RLC, no scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.

State Procedure
Production Test
The following procedures must be used:

1. The region adviser must submit the names of the RLC eligible winners on the Regional Winners Reporting Form to the PA FBLA Executive Director/State Chairman/State Chairman.

2. It is the responsibility of the local chapter adviser to complete the School-site Test Request Form which will identify the school-site test administrator. The link to the form is: https://pafbla.wufoo.com/forms/q10hcwk51exal1l/. The link will become available on December 1; it must be completed no later than January 20 in order for tests to be distributed 1-2 days prior to the start of the testing window, which typically will be February 1.

3. **The local chapter adviser is not permitted to be the school-site administrator**.

4. The PA FBLA Executive Director/State Chairman will provide the production testing materials to the test administrator by email. It is the responsibility of the local chapter adviser to make the test administrator aware that he or she is to receive, administer, and return these tests to the PA FBLA Executive Director/State Chairman. A PDF of all student work must be uploaded by the test administrator and received by the deadline posted on the www.pafbla.org website. Specific instructions regarding the upload will be sent directly to the test administrator. The chapter adviser is to provide no assistance in this process.

5. If at any time during this process it is determined that the student will not be taking the test, the test administrator or local chapter adviser must notify the PA FBLA Executive Director/State Chairman IMMEDIATELY. The PA FBLA Executive Director/State Chairman will contact the region's next eligible competitor. The test administrator must delete the test materials sent by the PA FBLA Executive Director/State Chairman.

6. Two **continuous** hours will be allowed for the skills test at the school-site testing site. The test cannot be administered in multiple sessions. Additional time will be allowed for general directions, equipment set up, and warm up. Problems are weighted according to difficulty.

7. The following reference materials are allowed at the test site: dictionaries and the Format Guide. You will need to supply your own Format Guide. It may be retrieved from www.pafbla.org.

8. Documents produced for this event must be prepared by the FBLA competitors, without the help from the adviser or any other person.

9. Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading.

10. Results will be based on accuracy of printed copy. The standards of mailability are listed at the end of these guidelines.

11. Calculators are not allowed on the production portion of the school-site test.

Objective Test
1. A one-hour written objective test will be administered based on the previously listed competencies.

2. All participants in this event must report at the event time listed in the program. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.**

3. **The participant must comply with the PA FBLA Dress Code which can be found at www.pafbla.org/dresscode.php. If the participant does not comply, the participant will not be admitted to the testing area until he or she is in compliance.**

4. Participants must furnish their own No. 2 pencils and erasers.

5. At the State Leadership Conference, the participant will be provided a calculator to use in the competitive event. Participants may not use their own calculators. At the SLC, no scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.

Region and State Judging
This event will be scored in the following manner:
- 15% objective test score
- 85% production test (school-site test) score

Judging of the school-site test will be based on the participant's printed copy. A panel of judges will evaluate the documents, and all decisions of the judges are final.

If there is a tie after the combined score, the production test will be used to break the tie. If there remains a tie after the production test, follow the objective test score tiebreaker below.

If there is a tie in the objective test score, the following tiebreaker will be used:

All objective tests will be graded through the online test service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked higher.

Tiebreaker implementation examples can be found in this handbook or at www.pafbla.org/tiebreakers.php.

Region Awards
Each region may decide the number and type of awards to be presented at the RLC.

State Awards
The state chapter will present a maximum of ten (10) awards at the State Leadership Conference.

National Conference Eligibility
The first-, second-, third-, and fourth-place award winners at the State Leadership Conference are eligible to attend the National Leadership Conference. Advisers and participants should refer to the latest edition of the National Chapter Management Handbook for official National Leadership Conference event guidelines.

In the event that the first-, second-, third-, or fourth-place winner cannot attend, it is the responsibility of the:
local chapter adviser
- to contact the PA FBLA Executive Director/State Chairman about the student who will not be attending.
PA FBLA Executive Director/State Chairman
- to contact the next eligible award winner about participating at the National Leadership Conference.

Standards of Mailability

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error:
1. Omission of a nonessential part of a document (e.g., reference initials, enclosure notation, etc.)
2. Minor errors in vertical placement
3. Minor errors in horizontal placement
4. Minor spacing errors
5. Inserted or omitted words that do not change the meaning of the sentence.
6. Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error:
1. Failure to follow specific directions
2. Keying or spelling errors
3. Inserted or omitted words that change the meaning of the sentence
4. Omission of essential parts of a document (Examples: date, inside address, etc.)
5. Format Guide is not followed.

**USE THE FOLLOWING METHOD TO DETERMINE THE FINAL
SCORE FOR THIS COMPETITOR**

Computer Applications

Total Points Received on the Production Portion   _____

Multiplied by   x   .85

Equals Final Score on Production Test ……………………………..   (a)_____

Objective Test Score   _____

Multiplied by   x   .15

Equals Final Score on Objective Test…………………………   (b)_____

ADD (a) AND (b) FOR FINAL SCORE…………………………...   (c) _____

Names:_____

Region: _____ School: _____

Judge's Signature: _____Date:_____

Judge's Comments:

VERIFICATION & INITIALS
(scores checked for accuracy)

❑ Competitive Events Team _____

❑ Official Checker_____