

## Keyboarding Applications II – Middle Level

*Knowledge of keyboarding application is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate advanced keyboarding applications skills.*

### **Description**

Participants should be able to produce a business letter; a one-page report with a title page, reference page and citations; and a two- or three-column table. Results will be based on accuracy of printed copy and Standards of Mailability.

### **Business Education Curriculum Standards:**

Information Technology

### **Region/State Eligibility**

Each middle level chapter may enter up to five members in this event. Each middle level student is permitted to compete in one (1) objective test event, OR one (1) school site event.

Participants must be members of active local chapters on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year. 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.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

### **National Eligibility**

Each state may submit the top two entries. Entries may be created by an individual member or by a team, not to exceed three members. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL national center as having paid dues by January 31 of the current school year.

### **Procedure**

1. The competitor will take a skills test administered through school-site testing prior to the Regional Leadership Conference.
2. The production tests will be provided to the school-site test administrator at each school. The Proctor Instructions, Proctor Script, Proctor Certification Forms, and Student Certification Forms will be provided. **The local chapter adviser is NOT permitted to be the school site administrator.**
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment setup and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Students may use only one computer for the event.
5. Participants may bring clip art or use the Internet to access graphics.
6. The finished product will be submitted in black and white on plain paper.
7. Word-division manuals and dictionaries may be used as reference materials.
8. Participants must recognize the necessity for accurate proofreading.
9. 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.

Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.

The skill portion of the test will count as 100% of the total score.

### **Region/State Judging**

Results will be based on mailable copy based on Standards of Mailability.

Ties will be broken as follows:

**First Tiebreaker:** Participant who progressed farthest through the entire test without making an error will be rated higher. Proceed to the second tiebreaker only if both tests are identical.

**Second Tiebreaker:** Participant whose entry was received first by the state office will be rated higher.

### **Region Recognition**

Local chapters/region advisers may decide the number and type of awards or recognition to be presented locally or at the RLC.

### **State Recognition**

The state FBLA office will provide certificates of participation for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1<sup>st</sup> and 2<sup>nd</sup> place winners in this event.

### **National Recognition**

Each state will submit two winners who will be recognized by the national center on the FBLA-PBL web site, and individuals will receive a medal of outstanding achievement.