
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.

Competencies

Production Test Competencies

- Standards of Mailability
- Business letter
- One-page report with title page
- Reference page and citations
- Two- or three-column table
- Centering
- Basic word processing functions

Business Education Curriculum Standards:

Communications, Information Technology

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, OR one (1) state-only 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.

It is the responsibility of:

Local chapter adviser

- To pay membership dues for all competitors by the published deadline and to register students through the PA FBLA online registration system by the published deadline

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. All production tests will occur during the established middle level testing window as noted on the PA FBLA website. 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.
2. **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. The FBLA Format Guide may be used as reference materials. No other materials are permitted to be used.
5. Participants may bring clip art or use the Internet to access graphics.

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6. The finished product will be submitted in black and white on plain paper.
 7. Participants must recognize the necessity for accurate proofreading.
 9. Completed school-site skills tests will be submitted to the PA FBLA Staff Assistant/ML Coordinator via given directions to the School Site Administrator. The adviser may NOT assist in the submission of materials.
 10. Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.
 11. The skill portion of the test will count as 100% of the total score.

Region/State Judging

Ties will be broken as follows:

First Tiebreaker: Participant who progressed farthest through the entire test without making an error will be rated higher.

Second Tiebreaker: Largest amount of points received on last job of test.

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 1st and 2nd 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.

Standards of Mailability

Materials submitted in this event 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(s) of a document (Examples: reference initials, enclosure notation, etc.)
2. Minor error in vertical placement.
3. Minor error 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 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 not followed.