

NEBRASKA FBLA HANDBOOK

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FBLA STANDARDS OF MAILABILITY

These Standards of Mailability will be used for the following events:

- Computer Applications (word processing section of the event)
- Word Processing I
- Word Processing II

Results will be based on mailable copy.

Only the document style illustrated in the Format Guide may be used in the competitive events.

Mailable with serious corrections. (Penalty of 5 points per error)

The following errors will make the copy mailable with serious corrections:

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document (Examples: date, inside address, etc.)
- Format Guide not followed.

Mailable with slight corrections. (Penalty of 2 points per error)

The following errors will make the copy mailable with slight corrections:

- Omission of a nonessential part of a document (Examples: reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

SKILL EVENTS FORMAT GUIDE

The FBLA Format Guide, found in the national *Chapter Management Handbook*, has been developed for use as a guide in all skill events requiring word processing documents. The Format Guide may be used as a reference during testing. All documents must be prepared using the style indicated in the Format Guide.

VOICE RECOGNITION SOFTWARE

Voice recognition software may be used as an input method in all computer skill event production tests.

COMPUTER APPLICATIONS

Purpose

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 utilizing critical thinking and decision-making skills. This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

Eligibility

Each chapter may enter two (2) FBLA members from Grades 9 through 12. Participants should have completed a computer course utilizing integrated software (word processing, database, spreadsheet, presentation and business graphics).

Procedure

Participants will test on a computer at their local school on one of the approved dates for test administration. The event will be administered according to a prescribed set of guidelines by a person other than the FBLA chapter adviser, such as the technology coordinator, guidance counselor, principal, or other faculty member. Each participant must pay the SLC registration fee and attend the State Leadership Conference.

This event will be a continuous 60-minute production timing. The event administrator will start and stop all participants at the same time. (Exception: The event administrator may make time allowances caused by equipment breakdown.) Participants will be notified when fifteen (15) minutes, five (5) minutes, and when one (1) minute remains. All proofreading, correction of errors, and keying must stop when time is called by the event administrator.

Voice recognition software may be used as an input method.

Additional time will be allowed for general directions and warm-up. Problems are weighted according to difficulty and may be completed in any order.

Participants should be prepared to complete problems and produce documents in the following areas, including integrated problems.

- 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, querying, etc.
- Spreadsheets – Participants will be responsible for creating a spreadsheet and applying functions such as move, combine, and format, as well as creating and applying formulas.
- Business Graphics – Participants will be responsible for preparing charts, including bar, line, pie, exploded pie, and stacked bar charts.
- 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. Results will be based on accuracy of printed copy.

The national Format Guide may be used as a reference during testing. Participants must provide their own pens, pencils, and dictionaries; no other reference materials may be used.

Judging

Judging will be based on accuracy of printed copy, including formatting, appearance, and formulas (if applicable). Points will be deducted for typographical errors on spreadsheet and database documents. Word processing documents will be based on mailable copy. Material that could be considered mailable with slight reservation will receive reduced credit. Unmailable copy will not be considered in scoring (see Standards of Mailability on page 5-1). No credit will be given for an incomplete problem unless it is the one being keyed when time is called. The documents will be evaluated by a panel of judges for this event. All judges' decisions are final.

Awards

- 1st Place – Plaque
- 2nd Place – Plaque
- 3rd Place – Plaque

Certificates of Merit or Honorable Mention will be determined by the event chairperson.

National Entry

The first- and second-place winners of this event will represent Nebraska in the Computer Applications event at the National Leadership Conference, providing they have not entered this event at a previous National Leadership Conference.

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 Clusters: Business Management and Administration, Finance, Information Technology, Marketing

DATABASE DESIGN AND APPLICATIONS

Purpose

Databases are necessary to organize data and information in business. This event recognizes FBLA members who demonstrate that they have acquired entry-level skills for understanding database usage and development in business.

Eligibility

Each chapter may enter two (2) FBLA members from Grades 9 through 12. Participants should have completed a computer course utilizing database software to solve business applications.

Procedure

Participants should be prepared to demonstrate design of multiple table databases (selection of tables, fields and data types, ER diagrams, relationships), creation of tables and inserting data into tables, development of single table SQL statements, development of multiple table SQL statements, and creation of forms and reports.

Participants will test on a computer at their local school on one of the approved dates for test administration. The event will be administered according to a prescribed set of guidelines by a person other than the FBLA chapter adviser, such as the technology coordinator, guidance counselor, principal, or other faculty member. Each participant must pay the SLC registration fee and attend the State Leadership Conference.

This event will be a continuous 30-minute production timing. The event administrator will start and stop all participants at the same time. (Exception: The event administrator may make time allowances caused by equipment breakdown.) Participants will be notified when five (5) minutes and when one (1) minute remains. All proofreading, correction of errors, and keying must stop when time is called by the event administrator.

Additional time will be allowed for general directions and warm-up. Problems are weighted according to difficulty and may be completed in any order.

Documents produced for this event must be prepared by the participant without help from the adviser or any other person

Voice recognition software may be used as an input method.

No reference materials or calculators may be used during the test.

Judging

Judging will be based on accuracy of printed copy, including formatting and appearance. No credit will be given for an incomplete problem unless it is the one being keyed when time is called. The documents will be evaluated by a panel of judges for this event. All judges' decisions are final.

Awards

- 1st Place – Plaque
- 2nd Place – Plaque
- 3rd Place – Plaque

Certificates of Merit or Honorable Mention will be determined by the event chairperson and judges.

National Entry

The first- and second-place winners of this event will represent Nebraska in the Database Design and Applications event at the National Leadership Conference, providing they have not entered this event at a previous National Leadership Conference.

NBEA Standards Reinforced by Event

Computation: problem-solving applications

Information Technology: information technology and major business functions, application software, input technologies, information retrieval, database management systems

Career Clusters: Business Management and Administration, Information Technology

DESKTOP PUBLISHING

Purpose

Knowledge of desktop publishing is vital in many aspects of today's visual business publications. This event provides recognition to FBLA members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making.

Eligibility

Each chapter may enter one team composed of two (2) FBLA members in Grades 9 through 12. Participants should be prepared to create, design, and produce useable copy, such as a flier or brochure, on a computer using desktop publishing software.

Procedure

Participants will test at their local school on one of the approved dates for test administration. The event will be administered according to a prescribed set of guidelines by a person other than the FBLA chapter adviser, such as the technology coordinator, guidance counselor, principal, or other faculty member. Each participant must pay the SLC registration fee and attend the State Leadership Conference.

Voice recognition software may be used as an input method.

This event will be a continuous 90-minute test; additional time will be allowed for general directions and warm-up. The event administrator will start and stop all participants at the same time. (Exception: The event administrator may make time allowances caused by equipment breakdown.) Participants will be notified when fifteen (15) minutes, five (5) minutes, and when one (1) minute remains. All proofreading, correction of errors, and keying must stop when time is called by the event administrator.

Participants will complete one problem that may include application of the following: graphics, text creation, layout creativity, selection of appropriate fonts and type sizes, and printing.

Two computers and a printer may be used for this competitive event. The contestants may also choose to use a scanner and the Internet to download freeware pictures. No other equipment may be used. The finished product must be printed in color.

Participants must provide their own pens, pencils, and dictionaries; no other reference materials are allowed.

Production Competencies

- Documents address topic and are appropriate for the audience
- Required information is effectively communicated
- Graphics, text treatment, and special effects show creativity and cohesiveness of design
- Appropriate selection of fonts and type sizes
- Overall layout and design is creative and appealing
- Final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea

Judging

Documents will be evaluated on the production competencies listed above. The documents will be evaluated by a panel of judges. All judges' decisions are final.

Awards

1st Place – Plaque
2nd Place – Plaque
3rd Place – Plaque

Certificates of Merit or Honorable Mention will be determined by the event chairperson and judges.

National Entry

The first- and second-place winners of this event will represent Nebraska in the Desktop Publishing event at the National Leadership Conference. One team member may repeat in this event at the National Leadership Conference.

NBEA Standards Reinforced by Event

Communication: foundations, technological

Information Technology: information technology and major business functions, application software, input technologies, information retrieval

Career Clusters: Business Management and Administration, Information Technology, Marketing

DESKTOP PUBLISHING

Rating Sheet

Names _____

Chapter _____

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
USABILITY					
Document effectively meets goals of the project	0	1-7	8-14	15-20	
Document addresses appropriate audience and shows good grasp of the concept	0	1-3	4-7	8-10	
Information effectively communicated	0	1-3	4-7	8-10	
TECHNICAL FEATURES					
Appropriate selection of fonts and type sizes	0	1-3	4-7	8-10	
Effective text treatment and special effects	0	1-3	4-7	8-10	
Effective use of graphics	0	1-3	4-7	8-10	
LAYOUT					
Creative, original	0	1-3	4-7	8-10	
Appealing	0	1-3	4-7	8-10	
OVERALL EFFORT					
• Final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea	0	1-3	4-7	8-10	

TOTAL POINTS _____ /100 max

PENALTY POINTS. Deduct 1 (one) point for each typographical, spelling, or grammatical error _____

FINAL SCORE _____ /100 max

Judge's Signature _____

Judge's Comments _____

SPREADSHEET APPLICATIONS

Purpose

Spreadsheet skills are necessary to convert data to information in business. This event recognizes FBLA members who demonstrate that they have acquired skills for spreadsheet development in business.

Eligibility

Each chapter may enter two (2) FBLA members from Grades 9 through 12. Participants should have completed a computer course utilizing advanced applications in spreadsheet software.

Procedure

Participants should be well prepared in basic mathematical concepts as well as data organization concepts. Participants should be prepared to utilize data by creating formulas, using functions, generating graphs for analysis purposes, using pivot tables, creating macros, and filtering and extracting data.

Participants will test on a computer at their local school on one of the approved dates for test administration. The event will be administered according to a prescribed set of guidelines by a person other than the FBLA chapter adviser, such as the technology coordinator, guidance counselor, principal, or other faculty member. Each participant must pay the SLC registration fee and attend the State Leadership Conference.

This event will be a continuous 30-minute production timing. The event administrator will start and stop all participants at the same time. (Exception: The event administrator may make time allowances caused by equipment breakdown.) Participants will be notified when five (5) minutes and when one (1) minute remains. All proofreading, correction of errors, and keying must stop when time is called by the event administrator.

Additional time will be allowed for general directions and warm-up. Problems are weighted according to difficulty and may be completed in any order.

Voice recognition software may be used as an input method.

No reference materials or calculators may be used during the test.

Judging

Judging will be based on accuracy of printed copy, including formatting, appearance, and formulas (if applicable.) No credit will be given for an incomplete problem unless it is the one being keyed when time is called. The documents will be evaluated by a panel of judges for this event. All judges' decisions are final.

Awards

1st Place – Plaque
2nd Place – Plaque
3rd Place – Plaque

Certificates of Merit or Honorable Mention will be determined by the event chairperson and judges.

National Entry

The first- and second-place winners of this event will represent Nebraska in the Spreadsheet Applications event at the National Leadership Conference, providing they have not entered this event at a previous National Leadership Conference.

NBEA Standards Reinforced by Event

Computation: problem-solving applications
Information Technology: application software, input technologies, information technology and major business functions

Career Clusters: Business Management and Administration, Information Technology

WORD PROCESSING I

Purpose

Word processing skills are necessary in today's world. This event recognizes FBLA members who demonstrate that they have acquired entry-level skills for word processing positions in business.

Eligibility

Each chapter may enter four (4) FBLA members from Grades 9 through 10 who have not had more instruction than that covered in the first-school year of keyboarding. Participants must not be taking or have taken any course that involves word processing or keyboarding instruction beyond the basic one-year course.

Procedure

Participants will test on a computer at their local school on one of the approved dates for test administration. The event will be administered according to a prescribed set of guidelines by a person other than the FBLA chapter adviser, such as the technology coordinator, guidance counselor, principal, or other faculty member. Each participant must pay the SLC registration fee and attend the State Leadership Conference.

Participants should be well prepared in basic keyboard knowledge and in the production of letters, memorandums, reports, tables, resumes, and material from rough drafts and unarranged copy. Participants must also recognize the necessity for accurate proofreading. The FBLA Format Guide identifies the format used for all word processing documents. The national Format Guide may be used during testing. Participants may be asked to key problems in sequential or random order.

Voice recognition software may be used as an input method.

This event will be a 30-minute production timing. The event administrator will start and stop all participants at the same time. (Exception: The event administrator may make time allowances caused by equipment breakdowns.) Participants will be notified when five (5) minutes remain and when one (1) minute remains. All proofreading, correction of errors, and keying must stop when the time is called by the event administrator.

Participants must provide their own pens, pencils, and dictionaries; no other reference materials are to be brought to the event.

Judging

Results will be based on the national Format Guide and mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. Unmailable copy will not be considered in scoring. (See Standards of Mailability on page 5-1.) No credit will be given for an incomplete problem unless it is the one being keyed when time is called.

There will be a panel of judges for this event. All judges' decisions are final.

Awards

- 1st Place – Plaque
- 2nd Place – Plaque
- 3rd Place – Plaque

Certificates of Merit and Honorable Mention will be determined by the event chairperson and judges.

National Entry

The first- and second-place winners of this event will represent Nebraska in the Word Processing I event at the National Leadership Conference, providing they have not entered this event at a previous National Leadership Conference.

NBEA Standards Reinforced by Event

Communication: foundations, technological
Information Technology: computer architecture, operating systems, environment and utilities, input technology, applications software

Career Clusters: Business Management and Administration, Information Technology, Marketing

WORD PROCESSING II

Purpose

A high level of word processing skill is a necessity for employees in productive offices. This event recognizes FBLA members who demonstrate that they have acquired word processing proficiency beyond the entry level.

Eligibility

Each chapter may enter four (4) FBLA members from Grades 9 through 12 who are or have been enrolled in word processing, computer applications, and/or skill-related courses that included keyboarding instruction and/or keyboarding production work beyond that taught in the basic one-year keyboarding course.

Procedure

Participants will test on a computer at their local school on one of the approved dates for test administration. The event will be administered according to a prescribed set of guidelines by a person other than the FBLA chapter adviser, such as the technology coordinator, guidance counselor, principal, or other faculty member. Each participant must pay the SLC registration fee and attend the State Leadership Conference.

Participants should be well prepared in the production of all types of business forms, which may include letters, mail merge, memorandums, tables, reports, statistical reports, business forms, material from rough draft and unarranged copy and e-messages. Participants must also recognize the necessity for accurate proofreading. Participants may be asked to key problems in sequential or random order. The FBLA Format Guide identifies the format used for all word processing documents. The national Format Guide may be used during testing.

Voice recognition software may be used as an input method.

This event will be a 30-minute production timing. The event administrator will start and stop all participants at the same time. (Exception: The event administrator may make time allowances caused by equipment breakdown.) Participants will be notified when five (5) minutes remain and when one (1) minute remains. All proofreading, correction of errors, and keying must stop when time is called by the event administrator.

Participants must provide their own pens, pencils, and dictionaries; no other reference materials are to be brought to the event.

Judging

Results will be based on the national Format Guide and mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. Unmailable copy will not be considered in scoring. (See Standards of Mailability on page 5-1). No credit will be given for an incomplete problem unless it is the one being keyed when time is called.

There will be a panel of judges for this event. All judges' decisions are final.

Awards

- 1st Place – Plaque
- 2nd Place – Plaque
- 3rd Place – Plaque

Certificates of Merit or Honorable Mention will be determined by the event chairperson and judges.

National Entry

The first- and second-place winners of this event will represent Nebraska in the Word Processing II event at the National Leadership Conference, providing they have not entered this event at a previous National Leadership Conference.

NBEA Standards Reinforced by Event

Communication: foundations, technological

Information Technology: computer architecture, operating systems, environment and utilities, input technology, application software

Career Clusters: Business Management and Administration, Information Technology, Marketing