

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

Eligibility

Each chapter may submit individual who are members from active local chapters, on record in the national center as having paid membership dues by SBLC of the current school year.

Overview

This event consists of two (2) parts: an objective test and a production test, both administered prior to SBLC. Participants are required to complete both parts to be eligible to win an award.

A one (1) hour objective test will be administered prior to SBLC based on the objective test competencies. The score received on this portion of the event will constitute 20 percent of the final event score. Nongraphing calculators may be used.

Two (2) hours will be given for the school-site production test at a site designated by the state chair/state adviser. Calculators are not allowed on the production portion of the test. The score received on this portion of the event will constitute 80 percent of the final event score. Tests must be submitted by.

Guidelines

- The following reference materials are allowed at the test site: word division manuals, dictionaries, the Standards of Mailability, and Format Guide.
- Documents produced must be prepared by the PBL competitors without help from the adviser or any other person.
- The production test will be used to break a tie.

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
- 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 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 types of word processing problems