NACTA 2012
Computer Applications Contest Rules

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Contact: Darla Thornburg
                                 darlat@coffeyville.edu

<u>Rules</u>

1. This contest will evaluate fundamental knowledge of computers and computer nomenclature, particularly with respect to personal computer hardware, software and the World Wide Web.

2. The contest will consist of two separate components:
    a. A written exam consisting of fifty (50) multiple-choice questions, and
    b. An applications problem consisting of a fictitious business scenario requiring the creation of various supporting files and documents in five (5) application areas using presentation, word processing, spreadsheet, database and web design software.

3. A combined time of four (4) hours will be allowed for completion of the written exam and applications problem.

4. The grading point distribution will be as follows:
    a. The written exam will be worth 100 points [fifty (50) questions @ 2 points each], and
    b. The applications problem will be worth 400 points [the top four (4) scores of five (5) application areas @ 100 points each].

5. Announcements made during the contest will take precedence over written rules.

6. Each school may enter one team consisting of four (4) members. All four members will be eligible for individual awards, but the top three (3) scores will be used for the team score.

7. Team members can use any general reference books on computers and Microsoft Office to prepare for the contest. The contest coordinator will rely on information presented in Marquee Series: Microsoft Office 2010, Nita Rutkosky, Denise Seguin, Audrey Rutkosky Roggenkamp © 2011, as well

as the applications' Help files, as the basis for the written exam questions and the applications problem.

8. In the event of a tie, the following order of precedence will be observed:

a. The contestant/team with the higher database score will be awarded the higher placing.

b. The contestant/team with the higher spreadsheet score will be awarded the higher placing.

c. The contestant/team with the higher word processing score will be awarded the higher placing.

d. The contestant/team with the higher web design score will be awarded the higher placing.

e. The contestant/team with the higher presentation score will be awarded the higher placing.

f. The contestant/team with the higher written exam score will be awarded the higher placing.

9. The contest coordinator will provide contestants with necessary scan sheets. Scan sheets without a team number bubbled in will be disregarded.

10. Contestants may bring only #2 pencils. Books, notes, papers, etc. will not be allowed in the examination areas. Cell phone or pager use, or conferring during the contest, will not be permitted. Contestants observed in violation of these rules will be eliminated from the competition.

11. Computers running Microsoft Windows 7 Professional with Microsoft Office 2010 Professional will be used for the contest. Contestants and their coaches will be allowed access to the computers the day before the contest from 5:00 PM to 7:00 PM to become acquainted with the examination areas and equipment.