SkillsUSA Contest Scope

Contest:	**Technical Computer Applications**
Contest Chair: **Email:**	Ms. Michelle Merkel mmerkel@rmctc.org
Contest Location: Reading Muhlenberg CAREER & TECHNOLOGY CENTER	Reading Muhlenberg CTC 2615 Warren Rd. Reading, PA 19604 Phone: 610-921-7300
Purpose:	To evaluate each contestant's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of **technical computer applications**.
Clothing:	Contest appropriate clothing. Students will not be penalized for clothing unless it is a safety violation.

EQUIPMENT AND MATERIALS:

Provided by the Host School:	Windows 10 Computer with Microsoft Office 2019, including Google Chrome, Edge, and a flash drive for storing files to be judged. Pencil Paper
Provided by the Contestant:	Nothing is needed.

SCOPE OF CONTEST:

Competitors will be required to test their skills in the following areas:	1. Written exam of 20 multiple choice questions demonstrating knowledge of basic operating systems and web browsers. 2. Create a worksheet of employee net pay calculations 3. Pie chart 4. Normalized relational database tables, queries and reports 5. Business-related interoffice correspondence/memorandum

ADDITIONAL INFORMATION:

Anything else competitors may need to know:	- Students will not be permitted to use the Internet or printed materials for reference. - No Cell phone use, no smart watch use permitted during competition. - Activities will be submitted using the flash drives provided. - Tie Break determined by the student that finishes first.