

SkillsUSA

PENNSYLVANIA

Technical Computer Applications

Location: Lebanon Expo Center

Date: April 13, 2023 (Orientation prior to contest, and debriefing after contest)

Purpose

To evaluate each competitor's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of technical computer applications.

Eligibility

Open to active SkillsUSA members enrolled in programs with computer literacy as an occupational objective. Each state may send one high school and one college/postsecondary entry.

Clothing Requirements

Class E: Competition Specific — Business Casual

- Official SkillsUSA white polo shirt
- Black dress slacks or black dress skirt (knee-length minimum)
- Black closed-toe dress shoes

Note: Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.

These regulations refer to clothing items that are pictured and described at www.skillsusastore.org. If you have questions about clothing or other logo items, call 1-888-501-2183.

Note: Competitors must wear their official competition clothing to the competition orientation meeting.

Safety Requirements

The SkillsUSA Technical Committee and Judges are released from all responsibility relating to personal injury resulting from the use of the equipment. Contestants will be removed from competition if they are using the equipment in an unsafe manner.

Equipment and Materials

1. Supplied by the technical committee:

- a. Ethernet cables for network access
- b. All accounts needed for contests
- c.

2. Supplied by the competitor:

- a. Computer (laptop is preferred)
 1. Competitor has FULL Administrative rights
 2. Competitor can change and assign static IP addresses
 3. Competitor can configure Remote Desktop and Virtual Machines.
 4. Computer MUST have an Ethernet port for connectivity, wireless will NOT be available.
 5. Competitor must have their own computer power cords/adapters.
 6. For laptops, external mouse and keyboard is optional for competitor

NOTE: NO ADDITIONAL TOOLS WILL BE PERMITTED.

Resume Requirement

Competitors must create a one-page resume to submit online. SkillsUSA national competitors should submit their resume by June 1. The link for resume submission will be published on <http://updates.skillsusa.org> on May 1. Failure to submit a resume will result in a 10-point

penalty.

Your resume must be saved as a PDF file type using file name format of “Last Name _First Name.” For example, “Amanda Smith” would save her resume as **Smith_Amanda**. If you need assistance with saving your file as a PDF, visit the Adobe website for more information.

Note: Check the Competition Guidelines and/or the updates page on the SkillsUSA website at <http://updates.skillsusa.org>.

Prohibited Devices

Cell phones or other electronic devices not approved by a competition’s national technical committee are **NOT** allowed in the competition area. Please follow the guidelines in each technical standard for approved exceptions. Technical committee members may also approve exceptions onsite during the SkillsUSA Championships if deemed appropriate.

Penalties for Prohibited Devices

If a competitor’s electronic device makes noise or if the competitor is seen using it at any time during the competition, an official report will be documented for review by the SkillsUSA Championships director. If confirmed that the competitor used the device in a manner which compromised the integrity of the competition, the competitor’s scores may be canceled.

Scope of the Competition

This competition is defined by industry standards and assesses the ability of a competitor to perform jobs and skills selected from the list of competencies as determined by the SkillsUSA Championships technical committee.

Knowledge Performance

This portion of the competition will be a computer-based knowledge exam. Competencies evaluated on the written exam are in-line with the latest version of the IC3 exams. Competitors are also required to take the SkillsUSA professional development test.

Skill Performance

A series of demonstrations will be completed during the skill performance portion of the competition. The competencies outlined by the technical committee will be used as the foundation for this assessment. Competitors should be familiar with using a Windows, Linux and/or macOS-based operating system. All work must be done independently.

Competition Guidelines

The competitions will have several hands-on skill scenarios that demonstrate a competitor's entry-level employment skills selected from the list of competencies as determined by the SkillsUSA Championships technical committee. Scenarios may include but are not limited to the following:

1. Demonstrate ability to use utility software, drives and other peripherals.
2. Demonstrate knowledge and functions of components within a computer.
3. Demonstrate ability to create, manage and operate virtual machines.
4. Demonstrate ability to remotely connect to and manage customer end points.
5. Demonstrate ability to neutralize computer viruses
6. Demonstrate ability to perform tasks in a variety of browsers
7. Demonstrate ability to perform tasks in Microsoft Word
8. Demonstrate ability to perform tasks in Microsoft Excel
9. Demonstrate ability to perform tasks in Microsoft PowerPoint
10. Demonstrate ability to perform tasks in Microsoft Outlook

Overall Score

1. Competitors will be awarded points based on their ability to solve problems or complete tasks within the allotted time. Partial points will be awarded for solving partial problems.
2. Winners will be determined based on their total scores.
3. Penalties will be assessed for failure to follow a judge's or modules instructions including spelling and file location placement

All Scores are the property of SkillsUSA Pennsylvania.