

Curricular Code Committee Minutes

(Must Be Typed)

Contest: Computer Applications

Chairperson: Amber O'Connor

Secretary: Roobie Richards

ACTION: (continue as needed on more than one page)

Attendees: Amber O'Connor, Chair (North), Roobie and Ernest Richards (Mira Monte), Amber Carter (Highland), Jason Ferreria (Hanford), June Bettencourt (Central), Shelby Bueno (Poway), Kelsey Sears (North), Katherine Curt (Valley Center MS), Richard Gooding (Arvin), Jill Sperling (CDE), Maghan England (Highland Student Teacher), Chelsea Schnider (Sheldon), Noe Gomez (Carpinteria), Cesar Lopez Barreras (Indio), Jennifer Wilke (Bakersfield), Ashleigh Rossi (Garces), Bridget Eldrige (Rodriguez), Carson Cronkright (Holtville)

Amber O'Connor called the meeting to order at 9am.

Jason Ferreria explained the new text to be used for written portion of the contest CompTIA Foundations Plus Manual. It is used in industry relevant it also came recommended as well from Fresno State.

Amber O'Connor explained the rotation updates which stayed the same. Minor change was to adjust the years. Amber O'Connor also mentioned that speech topics for the next years were updated with input from coaches.

June Bettencourt shared struggle with utilizing MS Access as a portion of the contest. Amber Carter explained similar feeling but how relevant MS Access is for industry.

Jill Sperling recommended to keep speech topics in a certain number to be consistent.

Jill Sperling also recommended increasing team participation overall but most importantly for State Finals. We need to have at least 5 teams competing at State Finals to ensure this contest will not be in jeopardy of being discontinued in the future. Recruiting teams to participate and working with contest coordinators to ensure active and quality contests for years to come for the Computer Apps CDE.

Chelsea asked for coaches to connect with since she is interested in starting a team. Several coaches put emails in the chat and encouraged her interest.

Jason Ferreria made the motion "I move to approve the curricular code as presented." June Bettencourt seconded. Motion passed majority vote.

Jason Ferreria shared with everyone about university level competitions are hosted at UC Davis and Fresno State and that Highland also hosted a competition this year.

Meeting adjourned at 9:28am.

Respectfully submitted,
Roobie Richards

COMPUTER APPLICATIONS

Revised ~~6/2013~~ 06/2020

Purpose and Standards

Introduction

The FFA Computer Applications Contest provides students with the opportunity to demonstrate their computer knowledge and skills, public speaking skills, and their abilities to apply their knowledge and skills to an educational or agricultural situation.

Standards

Foundation Standards: Communications 2.1.6, Writing 2.5, Listening and Speaking 2.2, 1.8, Technology 4.2, 4.6.

Agricultural Science Pathway Standards: C3.2, C3.3

Contestants

The team shall consist of three or four members. The scores of the three highest team members shall be used for the team score. All team members are eligible for individual awards.

Classes

Class		Individual Points	Team Points
Class 1	Written Test	100	300
Class 2	Computer Applications Problem	125	375
Class 3	Oral Presentation	100	300
TOTAL		325	975

Tie Breaker

Tie existing for:

Overall team score
 If tie still exists, then
 If tie still exists, then
 If tie still exists, then
 If tie still exists, then

Overall individual score
 If tie still exists, then
 If tie still exists, then
 If tie still exists, then
 If tie still exists, then

Team tie for any class
 If tie still exists, then
 If tie still exists, then
 If tie still exists, then
 If tie still exists, then

Will be broken by:

a. Team applications problem score.
 b. Team Oral Presentation score.
 c. Team written test score.
 d. Team with overall highest individual score.
 e. Flip of coin.

a. Individual applications problem score.
 b. Individual Oral Presentation score.
 c. Individual written test.
 d. Individual on team with overall highest score.
 e. Flip of coin.

a. Team with highest overall score.
 b. Team with highest score for applications problem.
 c. Team with highest score for Oral Presentation.
 d. Team with highest score for written test score.
 e. Flip of coin.

Tie existing for:**Will be broken by:**

- | | |
|------------------------------|---|
| Individual tie for any class | a. Individual with highest overall score. |
| If tie still exists, then | b. Individual with highest score of applications problem. |
| If tie still exists, then | c. Individual with highest score of Oral Presentation. |
| If tie still exists, then | d. Individual with highest score of written test score. |
| If tie still exists, then | e. Flip of coin. |

Sub-contest Awards

Sub-contest awards will be given for high teams and individuals in the following areas: Written Test, Computer Applications Problem, and Oral Presentation.

Host School Requirements

Individual and team awards will be presented for each class.

Rules

- I. The contest is composed of three classes:
 - A. Class 1: Objective written test on general computer knowledge (100 pts.)
 1. Contestants will be given forty-five minutes to complete a 50 question multiple choice, true/false and matching test. ~~All questions will be drawn from the text, "Computers Simplified" -IDG Books, Worldwide Inc. (ISBN # 1568846517).~~ All questions will be drawn from the CompTIA IT Foundations Plus manual (ISBN# 978-1119513124). The latest edition as of May of the previous year is to be used for the test.
 2. Contestants will not be able to ask any contest personnel questions which seek interpretation of or answers to test questions during the administration of the Objective Test.
 3. The Objective Test may also include up to 15 items (matching format) of hardware components, to identify. Items may include, among others: network card, sound card, CD-Rom drive, fixed optical drive, USB drive, hard drive, video card, controller card, memory module, CPU, power supply, system board, infrared sensor, PDA components, etc.
 - B. Class 2: Computer applications problem (125 pts.)
 1. Contestants will be given forty-five minutes to complete a computer applications problem in one of the following problem areas: a) electronic spreadsheet, b) database management, or c) word-processing. The problem area will be identified as follows:

2014	-Database
2015	-Spreadsheets
2016	-Word Processing
2017	-Database
2018	Spreadsheets
2019	Word Processing
2020	Database
2021	Microsoft Excel Spreadsheets
2022	Microsoft Word Processing
2023	Microsoft Access Database

2024	Microsoft Excel Spreadsheets
2025	Microsoft Word Processing
2026	Microsoft Access Database
2027	Microsoft Excel Spreadsheet

2. The specific problem/application will be given to the contestant at the beginning of the class. During any portion of this class, each contestant will be judged and will be subjected to oral questions related to the software and hardware being used by the contestant. Each contestant will be asked to provide a printout solution to the application problem.
3. The applications problem will be pre-tested on appropriate computer hardware and software used in the agricultural industry.
4. At the completion of the application problem, contestants must demonstrate to a judge that their application file has been erased from the hard drive. If students wish to save their file, they may save it on a USB disk and give the disk to a judge to hold until the completion of the contest.
5. Contestants will utilize word processing, spreadsheet, and database management packages that include advanced features. The following capabilities are provided as a minimum software standards:
 - a) Word-processing packages: (1) insert character, word, or line (2) merge text, (3) move blocks, sentences, or paragraphs, (4) delete character, word, sentence, or paragraph, (5) adjust format including changing font, font size, alignment, and line spacing, (6) set left, right, top and bottom margins, (7) set tabs stops, (8) print any page from file, (9) add footnotes, (10) footers and headers, (11) search and replace words or character strings, (12) insert tables and graphics, (m) use columns, (13) bullets/numbers, (14) spell check, (15) thesaurus, and (16) save and retrieve files.
 - b) Spreadsheet packages: (1) enter data and simple mathematical formulas in cells, (2) copy paste, move data, (3) name pages and ranges, (4) develop pie and bar graphs with chart title, (5) format data-currency, percent and date, (6) erase cells, (7) save and retrieve file, (8) split screen/freeze pane features, (9) insert column or row, (10) delete column or row, (11) set up margins, (12) define page length, (13) define headers and footers, (14) specify range to print, and (15) print with row and/or column titles.
 - c) Database management packages: (1) create database tables, forms and queries, (2) sort, delete, or copy data, (3) retrieve data, (4) display data, (5) update data, (6) produce a report, (7) sum data fields, (8) compute the average or count the records, and (9) save and retrieve files.

C. Class 3: Speech on a computer topic (50 pts.)

1. A time limit of a minimum of two and a maximum of three minutes will be allowed for the speech on the topic. Time will begin when the contestant begins his/her speech; after three minutes the judges will stop the speech if not completed at that time. Judges may ask up to four questions. Contestants will not use computer hardware or software or any type of 'prop' during the speech. Topic selection will be as follows:

~~2014 Specialized Software in Agricultural Production and Processing~~

~~2015 Use of Computers to Design Modern Agricultural Structures~~

~~2016 Use of Internet in the Agricultural Industry~~

~~2017 Emerging Importance of Various Computers and Software in Mechanized Agriculture~~

~~2018 Value and Use of Computerized Communication in the Agricultural Industry~~

~~2019 Computer Applications in Agriculture Business~~

~~2010 Mobile Computer Technology in Agriculture~~

2021 Social Media Computer Applications used agriculture

2022 Current advancements in technology that has impacted production agriculture

2023 Internet of Things used in agriculture

2024 Computer technologies that have improved sustainability in production agriculture

2025 Computer technologies of value in animal sciences

2026 Computer technologies of value in mechanized agriculture

2027 Computer technologies of value in agriculture business

2. Each group will give their speech to the same judge(s). Example: Group A - Judge(s) 1, Group B - Judge(s) 2, Group C - Judge(s) 3.
 3. Contestants shall draw for places in the speech portion (Class 3) of this contest. The contest chairpersons will introduce each contestant.
- II. All hardware and software must be supplied by the contestant. A computer and printer must be provided for each team having three or less contestants. Two (2) computer systems must be provided by teams having four (4) contestants. A thirty-minute time period prior to the official announced starting time will be allocated at the beginning of this contest in order to allow contestants to set up their equipment. Team coaches (only 1 per team) will be permitted to assist students in setting up the equipment during this time.
 - III. Contestants should bring a #2 pencil to complete the written test (Class 1). No other materials will be permitted during the test.
 - IV. Contestants will not be allowed to use documentation, personal notes, and other written materials during the computer applications problem portion (Class 2) of this contest.
 - V. Commercial software programs used by the contestant must be the original program or a legitimate backup copy as allowed by the manufacturer.
 - VI. Competent and impartial persons will be selected to judge the contest. The judges shall have practical experiences with computers and/or experiences in agriculture.

FFA COMPUTER APPLICATIONS CONTEST SCORE CARD

Contestant #: _____
 Chapter: _____ School: _____
 Instructor: _____
 Address: _____ City: _____ Zip: _____
 Equipment
 Computer: _____ Printer: _____ Other: _____

Software Used:		Commercial (indicate name)	
		Original program	
		Possible	Score
Class 1: Written test		100	
Class 2: Computer Applications Problem			
Student Performance:			
	Knowledge of hardware	25	
	Knowledge of software	25	
	Correct application procedures of computer problem and printout	60	
	Accurate completion to the computer problem	15	
	TOTAL	125	
Class 3: Oral Presentation of a Computer Topic			
	Knowledge of subject	40	
	Organization of material	20	
	Presentation ability (voice and stage presence	20	
	Answers questions	20	
	TOTAL	100	
	TOTAL	325	