



2012 Provincial Skills Canada Competition

Scope Document

Edmonton Expo Centre, Edmonton

May 10 & 11, 2012

EVENT: IT Software Solutions for Business (Level 2)	LEVEL: Secondary (Grade 10-12)
COMPETITION START TIMES: May 10: 8:30 am May 11: 8:30 am	LOCATION: Edmonton Expo Centre, Hall B, Edmonton
DURATION: 10 hours (two days)	REGIONALIZED: No
WORLDSKILLS TRADE #: 09	

GENERAL DESCRIPTION

Information technology specialists are increasingly in great demand in several areas, one of which is in providing solutions for business. This competition will evaluate each contestant's advanced-level understanding and ability to solve business problems using Microsoft Office 2010 to complete Word Processing, Spreadsheet, Access, and PowerPoint challenges.

The gold medalist in this competition will represent Alberta at the Skill Canada National Competition.

Skills and Knowledge to be Tested:

Students should be prepared for the competition by learning and applying ALL the features and functions of Microsoft Access, Excel, PowerPoint, and Word to solve a variety of business problems. Students from any high school grade may compete if they are knowledgeable in the following program areas:

Word Processing may include but is not limited to:

- Knowledge of advanced formats for preparing single and multi-page business documents (ie. correspondence, memos, reports, manuscripts, etc.).
- Accurate keyboarding and editing skills including proofreading.
- Enhance documents and formatting of text.
- Produce a variety of attractively displayed information including multi-column tasks.
- Read and follow specific directions.
- Preparing documents for merging.
- Enumerate/outline numbering.
- Insert, manipulate and use images, drawing shapes, WordArt, diagrams, illustrations and charts to enhance documents.

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Spreadsheet Applications may include but is not limited to:

- In-depth knowledge of spreadsheet layout, formulas and advanced functions such as sum, mean, minimum, maximum, date and time.
- Create more complex spreadsheets which include linked cells, mixed cell addressing and mathematical formulas.
- Insert headers and footers, view split screen, and print final version displaying formulas.
- Access data and develop a spreadsheet to answer specific questions.
- Create complex chart graphs and charts.
- Plan and design a spreadsheet in order to predict and forecast using “what if” scenarios.
- Import data from files of various types.
- Incorporate macros in a spreadsheet (e.g. to edit data, to replace cells).
- Use advanced formulas and functions such as “if-statements” and “look-ups”.
- Enhance and modify complex charts and graphs, and determine which type to use for a given situation.

Database applications may include but is not limited to:

- Develop and create a database involving advanced features.
- Design and develop fields in multiple tables.
- Develop appropriate relationships between the fields.
- Search and query database files at an advanced level to retrieve requested information.
- Use mathematical operators, wildcards and dates when designing and running queries.
- Prepare advanced reports.
- Link tables.
- Merge databases with other documents.
- Analyze the data generated by the database queries.

Presentations and graphics may include but is not limited to:

- Create well organized presentations
- Apply backgrounds, animations, timings, and transitions.
- Knowledge and use of advanced functions.
- Insert, modify and format text and various forms of visual content that may include shapes, charts, tables, graphics, WordArt and diagrams.
- Link and embed objects from various Office applications.
- Create customized presentations including work with various masters.

Integration

Competitors can expect to copy, paste, embed, link, export and import data between the four software applications within the MS Office suite.



PROJECT DESCRIPTION

The Test Project will be in the form of a case study for the fictitious “Skills Auto Sales”, a retail business based in Edmonton. The business sells pre-owned vehicles.

The deliverables will include a simulation of workplace activities that might be asked of an IT professional who is competent in the area of Microsoft Office. These deliverables will be grouped to enable a modular approach whereby discrete tasks are completed within a session.

The project will be divided into four sessions with two sessions each day. At some time during the four sessions of the competition, the competitors will be given an “overdrive” problem that must be solved within 20 minutes. An “Overdrive” is a surprise, speed-based, stand-alone challenge. A typical demand in the IT profession is that someone might expect to be interrupted with an urgent request to complete immediately.

The competitors can expect to customize, integrate, and automate elements within the applications as they continually apply the given style guidelines requirements of the organization. Competitors will submit their work at the end of each session. Work files will be provided when needed.

Please Note: The winner of this competition will represent Alberta at the Skills Canada National Competition.

SCHEDULE:

DAY 1		DAY 2	
Orientation	8:30 am – 8:45 am	Orientation	8:30 am – 8:45 am
Part 1	8:45 am – 11:45 am	Part 3	8:45 am – 10:45 am
Part 2	12:45 pm - 3:45 pm	Part 4	11:45 am – 1:45 pm

EQUIPMENT & MATERIALS

Equipment and Materials Competitors Must Supply:

- Writing tools
- Appropriate business attire should be worn.



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Equipment and Materials Supplied by the Committee:

Hardware:

- Compatible Pentium type microcomputers with monitors and a two button mouse.

Software:

- Windows 7
- Microsoft Office 2010

Clothing Requirement

Appropriate business attire should be worn.

SAFETY

The health, safety and welfare of all individuals involved with Skills Canada Alberta are of vital importance. Safety is a condition of participation with Skills Canada Alberta and shall not be sacrificed for the sake of expediency. At the discretion of the judges and technical committees, any competitor can be denied the right to participate should they not have the required proper safety equipment and/or act in an unsafe manner that can cause harm to themselves or others.

JUDGING CRITERIA

- Final Documents produced at the end of the allotted time
- Completion
- Accuracy
- Format
- Design

TIE BREAKING PROCESS

In the event of a tie, the position will be awarded to the competitor displaying the most consistent skills in all four competition areas.

RELATED CAREER AND TECHNOLOGY STUDIES COURSES

Descriptions of all modules are located at the following website:

<http://education.alberta.ca/teachers/program/cts.aspx>

INF 1070: Digital Presentations

INF 2070: Database 2

INF 1050: Database 1

INF 2080: Spreadsheet 2

INF 1060: Spreadsheet 1

INF 3095: Productivity Software Integration

INF 3060: Word Processing 3

INF 2050: Word Processing 2

INF 1030: Word Processing 1

INF 2100: Reports

INF 2090: Correspondence



ADDITIONAL INFORMATION

Competitor Registration

The Provincial Skills Canada Competition (PSCC) registration will open online at www.skillsalberta.com on February 27th, 2012 at 8:00 am.

Lunch

Lunch for accredited competitors only will be provided by Skills Canada Alberta. Teacher accreditation can be purchased online at www.skillsalberta.com. Registration opens on February 27, 2012 at 8:00 am.

Parking & Venue Maps

<http://www.edmontonexpocentre.com/attend/parking/>

Awards Ceremony

The awards ceremony will take place on Friday May 11, 2012 at 5:30pm in Hall D of the Edmonton Expo Center. Admission is free and everyone is welcome to attend. The awards ceremony will be shown live at www.skillsalberta.com.

Team Alberta Information

Team Alberta will be selected at the Provincial Skills Canada Competition (PSCC) on May 10-11, 2012. Then two days later the gold medalists from PSCC will compete at the Skills Canada National Competition (SCNC) in Edmonton, Alberta. It is recommended that competitors review the SCNC scope documents to be familiar with the national scope and project. <http://www.skillscanada.com>

During the PSCC Awards Ceremony on May 11 all students who earn a medal will be escorted backstage after we photograph their onstage moments of success. Gold medalists will be given their Team Alberta information package and will confirm their participation in the SCNC.

Students must be present at the Awards Ceremony to claim their position on Team Alberta. If the Gold medalist is not able to attend SCNC, the next top ranking individuals will be asked to participate.

Please prepare your students in advance to accept a position on Team Alberta and how your school will support their participation.

If a student is not able to attend the Awards Ceremony a letter confirming the student's interest in Team Alberta participation can be emailed to kariz@skillscanada.com, otherwise the Team Alberta position will be offered to the silver medalist.



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COMMITTEE MEMBERS

Susan Gwin (Chair)
Roger Moore
Brenda Thain
Linda Wilson
Linda Raymond
Eva Fung
Mary Head

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NorQuest College
Salisbury Composite High School
NorQuest College
Keyano College
NorQuest College
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