Contestant Number:

 Time:

 Rank:

DATABASE APPLICATIONS

(240)

REGIONAL – 2016

**Production:**

Job 1: Employee Table (200 points)

Job 2: Management Table ( 90 points)

Job 3: Create a Permanent Relationship ( 25 points)

Job 4: Performance Review Query ( 50 points)

Job 5: Performance Review Report ( 35 points)

 ***TOTAL POINTS (400 points)***

**Failure to adhere to any of the following rules will result in disqualification:**

1. **Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
2. **No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
3. **Electronic devices will be monitored according to ACT standards.**

No more than ten (10) minutes orientation

No more than 90 minutes testing time

No more than ten (10) minutes wrap-up

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*Workplace Skills Assessment Program* competition.

***DATABASE APPLICATIONS***

**SCORING SHEET**

|  |  |  |
| --- | --- | --- |
| ***Unless indicated otherwise, contestant receives all points or none.***  | **Points Possible** | **Points Earned** |
| **Job 1 – Employee Table *(200 points maximum)***  |   |   |
| Designed as instructed (10 points off per field for inaccurate field names, inappropriate data types, and properties not set as instructed) | **80** |   |
| Proofreading/data entry (100 – 0 errors; 90 – 1 error; 70 – 2 errors; 0 – 3+ errors) | **100** |   |
| Sorted by “Last Name” (ascending)  | **10** |   |
| Printed using best fit in landscape orientation (all data shows, 1 page)  | **10** |   |
| **Job 2 – Management Table *(90 points maximum)***  |   |   |
| Designed as instructed (10 points off per field for inaccurate field names, inappropriate data types, and properties not set as instructed) | **20** |   |
| Proofreading/data entry (1 point off for each error) (50 – 0 errors; 45 – 1 error; 35 – 2 errors; 0 – 3+ errors) | **50** |   |
| Sorted by ‘Department’ in ascending order | **10** |   |
| Printed in portrait orientation, 1 page, all fields fully visible | **10** |   |
| **Job 3 – Create a Permanent Relationship *(25 points maximum)*** |  |  |
| One-to-Many relationship created | **10** |  |
| Referential integrity enforced | **10** |  |
| Printed with both tables fully visible | **5** |  |
| **Job 4 – Performance Review Query *(50 points maximum)***  |   |   |
| Correct fields are visible: Emp Id, First Name, Last Name, Department, Manager (5 points off for each missing field) | **25** |   |
| Sorted by “Department” (ascending) and then by Employee Last Name (ascending) | **10** |   |
| Results show design correctly joins both tables (no extra records) | **10** |   |
| Printed in landscape orientation, 1 page, all fields fully visible | **5** |   |
| **Job 5 – Performance Review Report *(35 points maximum)***  |   |   |
| Title is PerformanceReview-XX-XXXX-XXXX | **5** |   |
| Correct fields are included in the Report: all fields in the query except Emp ID | **10** |   |
| Sorted by Employee’s “Last Name" | **10** |   |
| Printed in portrait orientation, 1 page, all fields fully visible | **10** |   |
| **Total Points Earned**  | **400** |   |

# GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-5.
2. Your name, initials, and school should NOT appear on any work you submit. Instead, type your contestant number everywhere XX-XXXX-XXXX appears.
3. If you finish before the end of the testing time, notify the administrator of the contest. Time may be a factor in determining placement in the event of a tie.
4. When turning in your completed work, order the printed pages by job number, and place your scoring sheet on top of all of your jobs. **Turn in all pages printed including incorrect printouts** (draw a line through each incorrect printout, and place it at the back of the group)**.**
5. Save all work with your contestant number on the flash drive provided by the contest administrator.

**Project:** Professional Business Associates conducts a formal ‘Performance Review’ once each year for each associate. New associates are also reviewed near the end of their Introductory Period. A special review may also be conducted in the event of a promotion or change in duties and responsibilities. In addition, any associate receiving a written reprimand or suspension without pay will have a formal review every ninety (90) days for one year.

Julie Smith, Human Resources Department Manager, has asked you to create a database to keep track of all of the reviews. Create a database named **Regional-XX-XXXX-XXXX**, and save it as directed by your contest administrator.

## Job 1: Employee Table

1. Create the table named **Employees-XX-XXXX-XXXX** shown below. Use the same field names and assign the best data type for each field. Emp ID is the primary key.
2. Enter all records shown below:

| **Emp ID** | **First Name** | **Last Name** | **Address** | **City** | **State** | **ZIP** | **Department** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 103 | Booker | Smith | 134 Church Street | Columbus | OH | 43231 | Financial Services |
| 215 | Lola | Williams | 74 Elm Street | Bexley | OH | 43209 | Information Technology |
| 542 | Zane | Brown | 66 Walnut Avenue | Marble Cliff | OH | 43212 | Marketing |
| 312 | Ash | Martin | 65 Park Avenue | Hiliard | OH | 43206 | Administrative Support |
| 415 | Delaney | Thompson | 1256 Broad Street | Worthington | OH | 43085 | Human Resources |
| 418 | Siena | Garcia | 486 River Road | Dublin | OH | 43017 | Human Resources |
| 145 | Finn | Martinez | 47 Court Street | Pataskala | OH | 43062 | Financial Services |
| 218 | Hudson | Lewis | 1209 Franklin Street | Etna | OH | 43046 | Information Technology |
| 342 | Anna | Walker | 8467 Highland Avenue | Orange | OH | 43035 | Administrative Support |
| 518 | Sadie | Wright | 37 Cedar Street | Bexley | OH | 43209 | Marketing |

1. Adjust the column widths so all entries are visible.
2. Sort the table by “Last Name” (ascending).
3. Print the table in landscape orientation. All data should be visible on one page.

## Job 2: Department Table

1. Create a table named **Management-XX-XXXX-XXXX** shown below. Use the same field names and assign the best data type for each field unless specified. The Department field should be the Primary Key.
2. Enter all of the records shown below:

| **Manager** | **Department** |
| --- | --- |
| Tom Carlson | Information Technology |
| Robert Meyer | Marketing |
| Julie Smith | Human Resources |
| Harvey Rosen | Financial Services |
| Edna Renick | Administrative Support |

1. Adjust the column widths so all entries are visible.
2. Sort the table by “Department” in Ascending Order.
3. Print the table in portrait orientation. All data should be visible on one page.

## Job 3: Create a Permanent Relationship

1. Create a permanent relationship between the two tables.
2. Enforce referential integrity.
3. Resize/move the tables so each table name and each field is fully visible in the relationship window.
4. Create and print the relationship report.

## Job 4: Performance Review Query

1. Create a query named **PerformanceReview-XX-XXXX-XXXX** using the tables/fields listed below:

|  |  |
| --- | --- |
| Employees | Management |
| Emp ID | Manager |
| First Name | Department |
| Last Name |  |

1. Sort by “Department” in ascending order and then by Employee Last Name (ascending).
2. Print the results in landscape orientation. All data should be visible on one page.

## Job 5: Performance Review Report

1. Create a report based on the query as shown below. Your report format such as borders, colors, and placement of fields may be different, but it must
	1. Have the same title.
	2. Show the same fields.
	3. Sort by Employee “Last Name”.
	4. Have field widths/placement adjusted so all data is visible on one page in Portrait orientation.
2. Save the report as **PerformanceReview-XX-XXXX-XXXX**.
3. Print the report.



Put your printouts in the following order:

1. Employee table
2. Department table
3. Relationship
4. Report
5. All incomplete/incorrect printed pages (draw a line through each one).