

(240) Database Applications (S | PS)

Description

Demonstrate database development skills to include: object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Access 2019 and upon passing the exam, members will be awarded 100 points to their final score. All persons planning to take a certification test **MUST** register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Members must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: <http://www.certiport.com>

Eligibility

Any Secondary or Post-secondary division student member may enter this event.

Member must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). Members who violate this rule will be *disqualified*.

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the member. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply relational database concepts (joining tables for report information)
- Demonstrate knowledge and understanding of database management
- Utilize database management software
- Create and format databases including defining fields
- Demonstrate text and data manipulation
- Design a form for data entry
- Demonstrate the ability to import and export data in various formats
- Use formulas in fields to develop information from other fields
- Build and produce formatted reports that include group totals, report totals, and generated columns (data derived from other fields in the report)
- Analyze data in reports

Equipment/supplies provided

Computer, printer, and paper
Software as designated for this event
Flash drive

Length of event

No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time
No more than ten (10) minutes wrap-up

Method of evaluation

Application
Certification test taken per conference schedule
at NLC

Entries

Each state is allowed five (5) entries