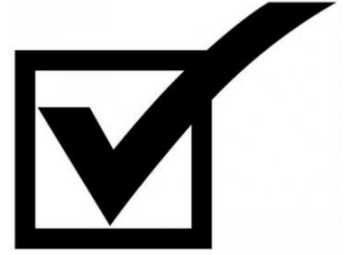


**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential



DATABASE APPLICATIONS

(240)

REGIONAL 2026

PRODUCTION

Job 1: Contribution Table	_____ (100 points)
Job 2: Community Service Table	_____ (100 points)
Job 3: Query	_____ (100 points)
Job 4: Report	_____ (100 points)
<i>TOTAL POINTS</i>	<i>_____ (400 points)</i>

Test Time: 90 minutes

GENERAL GUIDELINES:

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. **Check Your Booklet:** Make sure this test booklet includes Jobs 1-4.
2. **Follow Instructions:** Complete all jobs according to the instructions given.
3. **Correct Errors:** Fix any formatting, spelling, or grammar mistakes. Use the formatting guide in the *Style & Reference Manual*.
4. **No Names:** Do not put your name or initials on any work you submit. Use your Contestant ID instead of your reference initials.
5. **Label Your Work:** In the lower right-hand corner of all submitted work (unless specified otherwise), write your Contestant ID and job number.
6. **Finish Early:** If you finish before the time is up, let the proctor know. Finishing time may be used to break ties.
7. **Organize Your Submission:** Place your scoring sheet on top of your jobs. Arrange the jobs in numerical order.

SCORING RUBRIC

	Points Possible	Points Earned
Job 1. Employee Contribution Table		
Correct fields showing (5 pts each)	30	
Correct data entered (-1 for every error, >10 errors = 0 points)	10	
Contribution Date field formatted correctly	10	
Amount field formatted correctly (as Currency)	10	
LastName sorted A-Z order	20	
Table named correctly so Contestant ID is displayed	10	
Print in Landscape, using best fit, on one page	10	
Total for Job 1	100	
Job 2. Employee Community Service Table		
Correct field shown (5 pts each)	20	
Correct data entered (-1 for every error, >10 errors = 0 points)	10	
ServDate field formatted correctly	15	
Table sorted correctly by Hours (Descending order)	25	
Employee ID hidden	10	
Table named correctly so Contestant ID is displayed	10	
Print in Portrait, using best fit, on one page	10	
Total for Job 2	100	
Job 3. Query		
Correct field names (5 pts each)	20	
Query shows the employees who volunteered 15 hours or more in the month shown	20	
Query is sorted in Descending order by Hours	20	
Query named correctly so Contestant ID is displayed	20	
Query is printed as instructed	20	
Total for Job 3	100	
Job 4. Employee Contributions Report		
Correct fields show (5 pts each)	20	
Tabular format	5	
Sorted descending by Amount	10	
Labels are bold and 14 point font	10	
Text box 'controls' are 12 point font	10	
Labels have correct spacing (5 points each)	15	
Contribution Date is formatted as a short date	10	
Hours are formatted as number (general format), right aligned.	10	
Report named correctly so Contestant ID is displayed	5	
Form is printed as instructed	5	
Total for Job 4	100	
Total Points Earned	400	

Note to Grader: For Jobs 1-3, instead of “12/10/2024,” the date in the upper right corner of the printouts will be the current date... the date the test was taken. For ALL jobs, XXXXX will be the Student’s BPA Contestant ID.

Job 1. Employee Contribution Table

Employee Contributions -- XXXXX -- Job 1 Table

12/10/2024

EmployeeID	FirstName	LastName	Department	ContributionDate	Amount
CAR7845	Tom	Carlson	Information Technology	1/10/2026	\$200.00
CLA6625	Joann	Clark	Admin Support	12/15/2025	\$20.00
CRE2147	Jay	Crews	Information Technology	12/1/2025	\$75.00
LON56814	Joan	London	Financial Services	11/23/2025	\$50.00
MCN8945	Mike	McNally	Financial Services	11/1/2025	\$25.00
REN7425	Edna	Renick	Admin Support	1/20/2026	\$100.00
ROS5689	Harvey	Rosen	Financial Services	1/15/2026	\$150.00
SMI6285	Julie	Smith	Human Resources	1/10/2026	\$200.00
THO4577	Emily	Thompson	Marketing	12/5/2025	\$60.00
WEL5511	Nancy	Wells	CEO	12/12/2025	\$250.00

Job 2. Employee Community Service Table

Employee Service -- XXXXX -- Job 2 Table

ServOrg	ServDate	Hours
Salvation Army	12/15/2025	25
Salvation Army	12/15/2025	20
Habit for Humanity	1/8/2026	15
Make a Wish	1/7/2026	15
Goodwill	12/15/2025	14
Shelter House	1/5/2026	12
Boys & Girls Club	12/20/2025	10
St. Vinnie's	11/25/2025	10
Greenpeace	2/5/2026	7
Jansen House	1/10/2026	5

Job 3. Query

Job 3 Name is incorrect as shown – students are instructed to name it **Employee Service Query- XXXXXXXX- Job 3**

Employee Contributions -- XXXXX -- Job 3 Query

12/10/2024

FirstName	LastName	ServOrg	Hours
Tom	Carlson	Salvation Army	25
Harvey	Rosen	Salvation Army	20
Julie	Smith	Habit for Huma	15
Nancy	Wells	Make a Wish	15

Job 4 name is incorrect – need Report in title as students were instructed to name the file **Employee Contributions Report – XXXXXXXX-Job 4**

Job 4. Employee Contributions Report

Employee Contributions -- XXXXX -- Job 4

First Name	Last Name	Contribution Date	Amount
Nancy	Wells	12-Dec-25	\$250.00
Julie	Smith	10-Jan-26	\$200.00
Tom	Carlson	10-Jan-26	\$200.00
Harvey	Rosen	15-Jan-26	\$150.00
Edna	Renick	20-Jan-26	\$100.00
Jay	Crews	01-Dec-25	\$75.00
Emily	Thompson	05-Dec-25	\$60.00
Joan	London	23-Nov-25	\$50.00
Mike	McNally	01-Nov-25	\$25.00
Joann	Clark	15-Dec-25	\$20.00