



# Skill Events

## GUIDELINES

- ◆ Each chapter may only submit teams who are members from active local chapters, on record in the national center as having **paid dues by Sunday, March 14, 2010** of the current school year in each knowledge event. Teams consist of 1-3 members. Each member can participate in two (2) skill events.
- ◆ **New** for this year chapters may submit teams according to the following Conference Attendee Guidelines:

Number of Conference Attendees	Number of Eligible Teams/Participants
1 - 59	3
60 - 89	4
90 +	5

- ◆ Requests should be sent to [skillevents@capbl.org](mailto:skillevents@capbl.org) by **February 15, 2010**.
- ◆ Documents produced for this event must be prepared by the participant without help from the adviser or any other person.
- ◆ No reference materials are allowed, except for the FBLA-PBL Format Guide and any reference noted in event descriptions.
- ◆ Calculators are not allowed on the production portion of the test.
- ◆ Completed documents should be mailed to:

Danielle Tolentino Tuason  
Competitive Events  
P.O Box 4061  
Santa Fe Springs, CA 90670  
(for judging by Saturday March 7, 2010)

- ◆ Although proctors are not required for any portion of skill events, members are expected to follow the FBLA-PBL Code of Ethics (see Chapter Management Handbook) and uphold the integrity and respect of this prestigious organization.

## DATABASE & DESIGN- INDIVIDUAL

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### STATE AND NATIONAL COMPETITION

Databases are necessary to organize data and information in business. This event recognizes PBL members who demonstrate they have acquired entry level skills for understanding database usage and development in business.

#### Eligibility

Each chapter may chapters may submit teams according to the following Conference Attendee Guidelines:

Number of Conference Attendees	Number of Eligible Teams/Participants
1 - 59	3
60 - 89	4
90 +	5

Participants are members from active local chapters, on record in the national center as having paid dues by Sunday, March 14, 2009 of the current school year in each skill event. Each member can participate in two (2) skill events.

Participants who have competed in events at the national level are not eligible to compete the following year at SBLC in those respective events.

#### Overview

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts to be eligible to win an award. **Requests should be sent to [skillevents@capbl.org](mailto:skillevents@capbl.org) by Monday, February 15, 2010.**

A one (1) hour objective test will be administered during the online testing session based on the competencies listed. The score received on this portion of the event will constitute 15 percent of the final event score. Financial calculators may be used on the objective test.

Two (2) hours will be given for the production test at a site designated by the state chair/state adviser. Calculators are not allowed on the production portion of the test. The score received on this portion of the event will constitute 85 percent of the final event score. The production portion of this event is administered prior to the SBLC. The administration of the production test will be determined by a chapter proctor. Tests must be sent by chapters to:

Danielle Tolentino Tuason  
Competitive Events  
P.O Box 4061  
Santa Fe Springs, CA 90670

for judging postmarked by **Saturday March 7, 2010.** *[Database & Design continued]*

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**Guidelines**

- The production portion of this event is administered prior to the SFBLC. The administration of the production test will be determined by your state chair/state adviser.
- The following reference materials are allowed at the test site: word division manuals, dictionaries, the Standards of Mailability, and Format Guide.
- Documents produced must be prepared by the PBL competitors without help from the adviser or any other person.
- The production test will be used to break a tie.

**Objective Test Competencies**

- data definitions
- query development
- table relationships/referential integrity
- form development
- report generation

**Production Test Competencies**

- data entry techniques
- basic organizational structure of a database
- develop multiple queries
- set up relational databases
- edit relationships
- develop reports including sorting and grouping, inserting graphics, creating headers and footers, and calculating data