



ADVANCED OFFICE SYSTEMS & PROCEDURES (225)

REGIONAL – 2014

Multiple Choice:

Multiple Choice (25 @ 4 pts. each) _____ (100 points)

Production Portion:

Job 1: Letter _____ (100 points)

Job 2: Itinerary _____ (100 points)

Job 3: Works Cited _____ (100 points)

Job 4: Travel Expenses _____ (100 points)

TOTAL POINTS _____ ***(500 points)***

**Judges/Graders: Please double check and verify all
scores and answer keys!**

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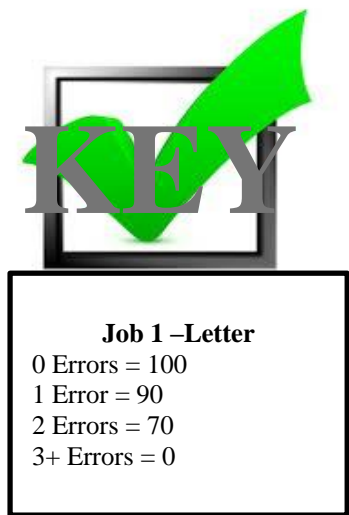
Multiple Choice: Identify the letter that best completes each sentence or answers the question and mark it on the Scantron form provided.

Q #	Answer
1	C
2	D
3	D
4	A
5	D
6	A
7	A
8	D
9	B
10	C
11	B
12	C
13	C
14	B
15	D
16	B
17	D
18	A
19	A
20	C
21	A
22	B
23	B
24	C
25	A

**ADVANCED OFFICE SYSTEMS & PROCEDURES - REGIONAL 2014
ANSWER KEY**

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March 8, 20xx (use current date unless otherwise specified)



Ms. Susie Bussmann
Ideal Consortium
1000 W. Park Avenue
Las Vegas, NV 89117

Dear Ms. Bussmann

I want to thank you for your gracious invitation to be the keynote speaker during the 10th International Conference for Software Developers. I am more than happy to accept this invitation. I would like to offer as a topic “App-ucation: Integrating Apps in Education”. This is a subject of which I know well as Professional Business Associates has been conducting research in this area for the past four years. I will supply a QR code and electronic handout to share with your conference participants. The offer of the laptop is appreciated but not necessary; however the projector is appreciated and accepted. I would like to have available a technical assistant to help with the initial set-up of the room.

I graciously accept your offer to provide transportation from the airport to the hotel and subsequently the event. I would appreciate it if you could please coordinate with my administrative assistant, Lori Melon, as she will be able to supply you with my flight information including arrival and departure times.

It is very kind that you considered my dietary restrictions; I am a vegan and usually avoid meat if possible. I am fine with fish and dairy, and prefer fresh vegetables and fruit. I would appreciate if it would be possible to have a meal arranged to meet these needs?

Sincerely

Nancy Wells
Chief Executive Officer

Contestant Number

c Julie Smith

xx (Contestant Number)
Job 1



ITINERARY

Nancy Wells

April 9-12, 20__

Job 2 –Itinerary

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0

Note to Graders

Times can be aligned at the colon or left aligned.

Wednesday, April 9

- 10:15 a.m. Depart Columbus, Port Columbus International Airport (CMH)
Delta Airlines, Flight 6015 (1-stop) (breakfast served), 6 hr 13 minutes
- 1:28 p.m. Arrive Las Vegas, Nevada, McCarran International Airport (LAS)
- 1:40 p.m. Concierge at the Bellagio has arranged to pick you up. A driver will be waiting at the baggage carousel with your name on a marquee
- 6:00 p.m. Dinner with Susie Bussmann of Ideal Consortium, at Circo at the Bellagio

Thursday, April 10

- 6:00 a.m. Executive Floor continental breakfast is available until 10:00 a.m. Your room key will give you access to this floor
- 9:30 a.m. Keynote address in the Monet Ballroom
- 2:00 p.m. Meeting with Chief Executive Officer Andrea Phillips in the Penthouse Suite of the Bellagio. Go to the concierge desk and the Concierge Captain will escort you to the meeting
- 4:30 p.m. Appointment with Dr. Ivan Petroskey, Dean of the College of Business at UNLV, regarding collaboration and internships
- 9:00 p.m. “O” by Cirque du Soleil – Tickets will be delivered to your room

Friday, April 11

- 9:00 a.m. Breakfast with Tony Hsieh, CEO of Zappos; a car will pick you up

Saturday, April 12

- 7:00 a.m. Las Vegas, Nevada, McCarran International Airport (LAS)
Delta Airlines, Flight 1550 (1-stop) (breakfast served), 6 hr 03 minutes
- 4:03 p.m. Arrive Columbus, Port Columbus International Airport (CMH)



Works Cited

Ertmer, Peggy A. "Teacher Beliefs and Technology Integration Practices: A Critical Relationship."

Computers & Education. September 2012: 423-435.

Reich, Justin "Breaking Research: Most Apps Bad." EdTech Researcher. 2012.

<http://blogs.edweek.org/edweek/edtechresearcher>

[/2012/12/breaking_research_most_apps_bad.html](http://blogs.edweek.org/edweek/edtechresearcher/2012/12/breaking_research_most_apps_bad.html). (2 Jan. 2014).

Tondeur, Jo "Preparing Pre-Service Teachers to Integrate Technology in Education: A Synthesis of

Qualitative Evidence." Computers & Education. August 2012: 134-144.

Job 3 –Works Cited

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0

Contestant Number

Job 3



Job 4 –Table with border
 0 Errors = 100
 1 Error = 90
 2 Errors = 70
 3+ Errors = 0

TRAVEL EXPENSES

Nancy Wells, Chief Executive Officer

Date(s)	Description	Purpose	Expense
April 9, 2014	Flight	Keynote Speaker	\$497.89
April 9, 2014	Shuttle from Airport to Hotel	Tip for driver	10.00
April 9, 2014	Hotel	Keynote Speaker	1,200.49
April 10, 2014	Maid Service	Tip	5.00
	Continental Breakfast	Tip for service, breakfast came with accommodations	5.00
April 11, 2014	Maid Service	Tip	5.00
April 11, 2014	Collaboration Meeting with Tony Hsieh	Breakfast Meeting	59.30
April 12, 2014	Shuttle from Hotel to Airport	Tip for driver	10.00
Total			\$1,792.68

Table should be centered vertically and horizontally on the page.

Contestant Number
 Job 4