



BASIC OFFICE SYSTEMS & PROCEDURES (220)

REGIONAL – 2017

Multiple Choice:

Multiple Choice (20 @ 5 points each) _____ (100 points)

Production:

Job 1: Memorandum _____ (100 points)

Job 2: Envelope _____ (100 points)

Job 3: Agenda _____ (100 points)

Job 4: Letter _____ (100 points)

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

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

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Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS



You have been hired as an Administrative Assistant and will be working for various departments within Professional Business Associates, located at 5454 Cleveland Avenue, Columbus, Ohio 43231. Professional Business Associates provides accounting and other financial services for clients. You will complete jobs for a variety of Professional Business Associates' ventures and department heads as well as for clients.

1. Use the Scantron scoring sheet provided for the Objective portion of the test.
2. Make certain this test booklet contains Jobs 1-4.
3. Key all jobs according to the instructions given.
4. Correct any obvious keyboarding errors and incorporate any editing notations.
5. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
6. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
7. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

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Example:

99-9999-9999
Job 1

}}

8. If you finish before the end of the allotted testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
9. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

Production Standards	
0 Errors	100 points
1 Error	90 points
2 Errors	70 points
3 Errors	50 points
4+ Errors	0 points



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	D
2	A
3	C
4	C
5	A
6	A
7	D
8	A
9	D
10	B
11	A
12	C
13	A
14	A
15	D
16	A
17	C
18	B
19	B
20	C



MEMORANDUM

TO: Julie Smith, Roger Meyer
FROM: Nancy Wells, Chief Executive Officer
CC: Edna Renick, Administrative Support
DATE: January XX, 20xx
SUBJECT: Branding and Image

As you may recall, we awarded a contract to Edge, LLC to redesign our brand and office image. Edge, a local design company will be working closely with Roger Meyer and his team and will soon be implementing the overhaul of the reception area, with others to follow.

Due to the timeliness of this project and to not interrupt our normal office production, Edge and Roger's team will be working over the long holiday weekend to complete the first phase of the remodel. Please review the information below for this and subsequent phases and which departments they will effect and when. If a conflict is revealed, please let Debra Hall of Edge and Roger Meyer know ASAP so alternative schedules can be considered.

- Phase I, Human Resources, 1/31/17, 1/16/17
- Phase II, Financial Services, 2/17/17, 2/20/17
- Phase III, Information Technology, 5/26/17 ,5/29/17

xx (Contestant Number)
Job 1

Graders:

Ensure dates are in the dd/mm/yr format.



Ms. Julie Smith, Manager
Human Resources Department
Professional Business Associates
5454 Cleveland Avenue
Columbus, OH 43231-4021

Professor Kay Ono
Leeward Community College
Business Division
96-045 Ala Ike, BE 202
Pearl City, HI 96782-3393

Job 2 –Envelope
Note to Graders:
Kay Ono, Professor is
acceptable.

xx (Contestant Number)
Job 2



ADVISORY COMMITTEE LEEWARD COMMUNITY COLLEGE

Agenda

Bi-Annual Meeting

Friday, January 20, 20__, 3:30 p.m.

Clearwater Room, 17th Floor

1. Call to Order—Nancy Wells, **President**
2. Roll Call—Kay Ono, Secretary
3. Reading of the Minutes—Kay Ono, Secretary
4. Treasurer's Report—Marie Finch, **Treasurer**
5. Other Officer Reports
6. Committee Reports
 - Communiversi[®]—**Scot Kearl**
 - Recruitment and Retention—Lisa Costa
 - Department of Corrections—Marshall Bautista
 - University Partnerships—Kristy Yamigata
7. Unfinished Business
 - Rotary Jubilee
8. New Business
 - Winter Wonderland Festival[®]
9. Set Next Meeting Date
10. Adjourn



January xx, 20xx (use current date unless otherwise specified)

Mrs. Della Anderson
Leeward Community College
Marketing Division
96-045 Ala Ike, ME 210
Pearl City, HI 96782-3393

Dear Mrs. Anderson

On behalf of the Board of Trustees of Leadership Institute International, congratulations on being nominated and confirmed to participate in the 2017 cohort of Leadership Institute.

It is my sincere honor to welcome you to the 17th cohort of this prestigious leadership opportunity. As many individuals who wrote on your behalf made clear you are a leader in the Career and Technical Education field. We not only want to thank you for your dedication and hard work, we want to honor you by extending this elite invitation to join some of the premier leaders throughout the country.

Please review the enclosed materials, including the travel itineraries, passport requirements and committee assignments prior to our conference call in February. I, along with other members of the Leadership Institute Planning Committee, will be ready to answer all of your questions and we will be sharing some extra special partnership opportunities that are in the future of cohort 17.

I look forward to participating with you during your cohort year. Once again congratulations.

Sincerely

Nancy Wells
Chair Board of Trustees
Leadership Institute International

xx (Contestant Number)

Enclosure(s)

c Roger Meyer

xx (Contestant Number)
Job 4