

ADMINISTRATIVE SUPPORT TEAM (255)

REGIONAL – 2017

Production

Job 1 – Slideshow – Anytime Fitness	_____	(100 points)
Job 2 – Membership Application	_____	(100 points)
Job 3 – Spreadsheet – Department Usage	_____	(100 points)
Job 4 – Flyer – Promotion	_____	(100 points)
Job 5 – Agenda – Meeting	_____	(100 points)
<i>TOTAL</i>	_____	<i>(500 points)</i>

Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
- 3. Electronic devices will be monitored according to ACT standards.**

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

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Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS

1. Check that this test booklet contains Jobs 1-5.
2. Correct all errors. Copy is graded on production standards along with additional criteria.
3. In places you normally use your reference initials, use your contestant/team number. Your name or initials should **NOT** appear on any work your team submits. Key your contestant/team number and job number in the footer in the lower left corner of **all** work submitted unless specified otherwise.
4. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your contest, the jobs should be arranged in numeric order. Use your time wisely. You have 90 minutes to complete this test.

TEAM INSTRUCTIONS

You are part of the administrative support team for Professional Business Associates, 5454 Cleveland Avenue, Columbus, OH 43231-4021. You work in the Human Resources Department under the direction Julie Smith, Human Resources Director.

Professional Business Associates is excited to announce a new fitness center being opened on the campus—Anytime Fitness. Employees of Professional Business Associates are invited to join the center in order to improve their health and fitness. For those who are members and participate actively, a reduction in health insurance costs is a great benefit. You have been asked, as a team, to assist Anytime Fitness in the preparation of the necessary documents they will need to get this new service up and running.

Use your creativity, work as a team, and produce the following documents for the Director of Anytime Fitness to review.

- Slideshow – Anytime Fitness
- Membership Application
- Spreadsheet – Usage by Departments
- Flyer – Promoting Services—fitness, exercise, etc.
- Agenda – Meeting

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Scoring Rubric	CRITERIA	POINTS POSSIBLE	POINTS	TOTALS
Job 1— Slideshow 100 points	Production Standards	0 errors = 50 points 1 error = 45 points 2 errors = 35 points 3 errors = 25 points 4+ errors = 0 points		
	Printout: Four slides per page	0-10 points		
	Slide 4 arranged as a Table	0-10 points		
	Design of Slideshow	0-30 points		
				Total
Job 2— Membership Application 100 points	Production Standards	0 errors = 40 points 1 error = 35 points 2 errors = 30 points 3 errors = 20 points 4+ errors = 0 points		
	Design of Form <ul style="list-style-type: none"> • Usefulness • Creativity • Overall Design 	0-10 points 0-10 points 0-20 points		
	Used Line Leaders for Lines	0-10 points		
	Used WordArt for Title	0-10 points		
				Total
Job 3— Spreadsheet Department Usage 100 points	Production Standards	0 errors = 30 points 1 error = 25 points 2 errors = 20 points 3 errors = 15 points 4+ errors = 0 points		
	Total Line Included	0-10 points		
	Second Column Heading – Two Lines	0-10 points		
	Printout – Original	0-10 points		
	Printout – Formulas	0-10 points		
	Printout – 3D Pie Chart	0-20 points		
	Data Labels Displayed on Pie Chart	0-10 points		
			Total	
Job 4— Flyer 100 points	Production Standards	0 errors = 40 points 1 error = 35 points 2 errors = 30 points 3 errors = 20 points 4+ errors = 0 points		
	Title & WordArt	0-10 points		
	Border Included	0-10 points		
	Design of Flyer <ul style="list-style-type: none"> • Usefulness • Creativity Overall Design	0-10 points 0-10 points 0-20 points		
			Total	
Job 5— Agenda for Staff Meeting 100 points	Production Standards	0 errors = 90 points 1 error = 80 points 2 errors = 60 points 3 errors = 45 points 4+ errors = 0 points		
	Watermark – “Agenda Draft”	0-10 points		
			Total	
TOTAL POINTS		500 Points	Grand Total	

Job 1 – Slideshow – 100 Points

Using the information below, prepare an electronic slideshow we can use as we visit various departments in our company to introduce Anytime Fitness to our employees and the encourage participation. Use only the graphics provided for this event. When completed, print out the slideshow with four slides to a page.

Title Slide:

Anytime Fitness, Professional Business Associates – Include our tagline:
“Get Fit Anytime”

Slide 2:

Benefits of Exercise

- Increased Health
- More Energy
- Lower Insurance Costs
- Longer Life

Slide 3:

The Bottom Line:

Exercise and physical activity are a great way to feel better, gain health benefits and have fun. As a general goal, aim for at least 30 minutes of physical activity every day. If you want to lose weight or meet specific fitness goals, you may need to exercise more. Remember to check with your doctor before starting a new exercise program, especially if you haven't exercised for a long time, have chronic health problems, such as heart disease, diabetes or arthritis, or you have any concerns.

Slide 4: (Set up as a Table)

Anytime Fitness

Hours – 6 am – 10 pm Daily

Location: First Floor – Room 1B

Slogan: “Get Fit Anytime”

Director: Andrew Christian

Cost: Free to all Employees

Thank you. We look forward to seeing you soon! Exercise is Fun!!!
Questions???

Job 2 – Membership Form – 100 Points

Design a Membership Form to be used to register new members to Anytime Fitness.

Be sure to include the following items as you design the form:

Title – Anytime Fitness Center – Membership Form (*Use WordArt for Title*)

Directions: Please complete the form printing all information. (Bold and italicize this line)

Include the following items: (*Use line leaders*)

Employee Name, Department, Address, Phone Number, Company Email Address, Company Telephone/Extension, Age, Weight, Height

Medical Conditions – Please check all applicable boxes below: (*use checkboxes*) High Blood Pressure, Low Blood Pressure, Allergies, Heart Problems, Kidney Problems, Breathing/Lungs, Cancer, Smoker

Names and Ages of Dependents

Signature Line and Date

Office Use Only

_____ **Accepted** _____ **Denied** _____ **Date**

Comments:

Job 3 – Spreadsheet – Anytime Fitness Center Usage – 100 Points

Create a spreadsheet showing the total hours served for this quarter (January-March 2017) by the various departments for Professional Business Associates. Include an appropriate title.

Department	Total Minutes of Workouts
Administration	5,180
Administrative Support	4,369
Financial Services	7,100
Human Resources	6,555
Information Technology	7,760
Marketing	8,325

- Add a total line to the spreadsheet for Total Hours.
- In Column 2, make Column Heading two lines.
- Print completed spreadsheet.
- Display formulas for spreadsheet and print.
- Prepare a 3D Pie Chart as a separate worksheet, including a legend of each department's total minutes.
- Add data labels for each section.
- Print Pie Chart.

Job 4 – Flyer – 100 Points

In order to promote the many benefits of joining Anytime Fitness, please design a flyer we can post around the company to promote employee membership.

Please include the following on the flyer.

- Include the name of our new center: Anytime Fitness – Use WordArt to highlight title
- Company Name – Professional Business Associates
- Include an appropriate border
- “Free” to Employees

You may wish to use items from the slideshow on the flyer.

Use your creativity in designing the flyer. Feel free to add additional items to enhance the flyer. Make it eye-catching and appealing—an attention-getter!

Job 5 —Meeting Agenda – 100 Points

Please key the agenda below for our upcoming Staff Meeting on Friday, March 1, 2017, at 10 a.m. in Conference Room 4-B for Anytime Fitness here at Professional Business Associates. Print with a custom watermark with the words—Draft Agenda. Follow formatting guidelines.

Agenda

Call to Order – Gloria Westfall, Director
Introductions
Upcoming Events
 Health Fair – April 2017
 Recruitment Contest
New Business:
 Update on Usage by Department
 Department Contest for Use of Fitness Center
 Flyer for Posting
Next Meeting – March 1, 2017