(220) Basic Office Systems & Procedures

Description
Evaluate fundamental skills in office procedures, records and file management, and document production.

Eligibility
Contestants may *not* compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. A student member who has previously competed in Advanced Office Systems & Procedures may *not* enter this event. This event may *not* be repeated.

Contestant must supply
Sharpened No. 2 pencils, pens
Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be *disqualified*.
Published and/or unpublished non-electronic written reference materials

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Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies
- Demonstrate knowledge of office procedures, records and file management, and office technologies
- Apply technical skills to manage information and produce business documents
- Proofread using edited copy
- Prepare written telephone messages
- Provide customer support and service
- Compose business correspondence
- Key various business documents

- Create and format tables
- Prepare and maintain inventory of equipment and supplies
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Process mail

Equipment/supplies provided
Computer, printer, and paper
Software as designated for this event

Method of evaluation
Application and Objective Test

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

Entries
Each state is allowed five (5) entries