

Contestant Number: \_\_\_\_\_

Time: \_\_\_\_\_

Rank: \_\_\_\_\_



# ADVANCED OFFICE SYSTEMS & PROCEDURES (225)

## REGIONAL 2021

Objective (10 @ 5 points each) \_\_\_\_\_ (50 points)

**Production:**

Job 1: Minutes \_\_\_\_\_ (100 points)

Job 2: Letter \_\_\_\_\_ (100 points)

Job 3a: Table \_\_\_\_\_ (100 points)

Job 3b: Table – Formulas \_\_\_\_\_ (40 points)

**TOTAL POINTS** \_\_\_\_\_ (390 points)

**Test Time: 90 minutes**

**GENERAL GUIDELINES:**

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

1. Contestant must hand in this test booklet and all printouts if any. 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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

**EXAM GUIDELINES:**

1. Ensure this test booklet contains Jobs 1-3.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your contestant number in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your contestant number and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time could be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

| <b>PRODUCTION STANDARDS</b> |            |
|-----------------------------|------------|
| 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.**

1. The body of the letter of application should do which of the following?
  - a. Contain a greeting followed by a colon
  - b. Express your appreciation
  - c. Express your interest in a company
  - d. Supply your address
  
2. What does the c at the bottom of letters represent?
  - a. colon
  - b. comma
  - c. communicate
  - d. copy
  
3. An item with an original selling price of \$45 is selling at 20 percent off. What is the total selling price of the item including a  $7\frac{1}{2}$  percent sales tax?
  - a. \$36.00
  - b. \$38.16
  - c. \$38.52
  - d. \$38.70
  
4. A statement sent to the customer along with the goods ordered which describes the goods ordered and their total prices is a(n) \_\_\_\_\_.
  - a. expense comparison
  - b. invoice
  - c. purchase requisition
  - d. sales order
  
5. The price of a laptop computer dropped from \$1,800 to \$1,200. What was the percent of decrease?
  - a. 30%
  - b.  $\frac{1}{3}$
  - c. 33.33%
  - d. .333
  
6. A negative number in a column of numbers may be designated by \_\_\_\_\_.
  - a. enclosing the figure in parentheses
  - b. inserting a minus sign directly to the left of the figure
  - c. displaying the figure in red text
  - d. all of the above

7. Which of the following is the *correct* alphabetic filing order?
  - a. Robert Min; R.J. Min; Roberto John Min
  - b. R.J. Min; Robert Min; Roberto John Min
  - c. Roberto Min; Roberto John Min, R.J. Min
  - d. R.J. Min; Roberto John Min; Robert Min
  
8. Ergonomics refers to \_\_\_\_\_.
  - a. denying the physical body the proper amount of sleep for a long period of time
  - b. exercise that causes the body to use oxygen
  - c. office furniture and equipment that is physiologically, biologically, and technically sound
  - d. the application of experience to determine a future direction
  
9. Treatment or consideration based on class or category rather than individual merit is \_\_\_\_\_.
  - a. discrimination
  - b. due process
  - c. prejudice
  - d. sexual harassment
  
10. Communicating in the fewest and most direct words possible is the meaning of \_\_\_\_\_.
  - a. clearness
  - b. completeness
  - c. conciseness
  - d. correctness

## Job 1: Minutes

**Please use the notes shown below to prepare the meeting minutes for Digital Solutions regular meeting of the Board of Directors. Use proper spelling, grammar and complete sentences as necessary.**

November 15, 2021

Regular Meeting

700 Morse Road, Suite 201

Columbus, Ohio 43214

12:00 p.m.

Notice sent to all directors in accordance with bylaws

Present:

Nancy Wells, CEO

Harvey Rosen, Financial Services Department Manager

Roger Meyer, Marketing Division Manager

Tom Carlson, Info. Tech. Dept. Mgr.

Edna Renick, Admin. Support Dept. Mgr.

Julie Smith, Human Resources Dept. Mgr.

Julie Smith, Chairperson, presided

Roger Meyer, Assistant Secretary, recorded the proceedings of mtg.

Minutes of last meeting approved.

Mr. Meyer reported that the marketing department is starting a new campaign for the newest software program release. The campaign will start on November 25, 2020 and the software will be released on December 1, 2020. The campaign is aimed at the elementary education schools.

Ms. Wells reported that due to the increase in services and product request, Digital Solutions is able to hire six additional employees. These employees will be assigned in the marketing and information technology departments.

Next meeting scheduled December 15, 2020, at 2:30 p.m.

No further business adjourned at 1:00 p.m.

## Job 2: Letter

**Key the following letter using your *Style & Reference Manual*. Correct the spelling, grammar, and punctuation errors you find. Provide an appropriate subject line and use current date.**

Ms. Stacy Cook  
XYZ Elementary  
765 South Main Street  
Westerville, OH 43081

Subject: Software Quote

Thank you for your interest in Digital Solutions and our different software applications available for elementary students. We are proud to have served so many different elementary students all over the country.

Once you have placed your order, it takes 10 to 12 business days for the software to be shipped. The software will be sent by email with all of the codes that are needed to upload to your school computer systems.

We are proud of our business relationship with XYZ Elementary and look forward to having you as a customer for many years to come. Enclosed is the quote for the software you requested. If you have any questions, please feel free to contact me.

Tom Carlson, Information Technology Department Manger

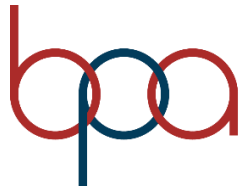
**Job 3a: Table**

Key the following table with borders using your *Style & Reference Manual*. Correct any spelling, grammar, and punctuation errors you find. This order is one that XYZ Elementary is interested in placing. Use a formula to calculate (shaded cells) the total cost of each product, and the overall cost of the order. Provide an appropriate title and print table with correct totals.

| Software Package                               | Cost       | Number Needed | Total Cost |
|--|------------|---------------|------------|
| Math – 1 <sup>st</sup> - 4 <sup>rd</sup> Grade | \$978.57   | 8             |            |
| ELA – 1 <sup>st</sup> - 2 <sup>nd</sup> Grade  | \$146.76   | 3             |            |
| ELA – 3 <sup>rd</sup> - 4 <sup>th</sup> Grade  | \$240.00   | 5             |            |
| Social Studies                                 | \$673.99   | 2             |            |
| Science Simulations                            | \$1,236.00 | 4             |            |
| Total Cost                                     |            |               |            |

**Job 3b: Table – Formulas**

Print the table from Job 3a with the formulas showing.



**BUSINESS  
PROFESSIONALS**  
of **AMERICA**  
Giving Purpose to Potential



# **ADVANCED OFFICE SYSTEMS & PROCEDURES**

## **(225)**

### **REGIONAL 2021**

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**Production:**

**Job 1: Minutes** \_\_\_\_\_ **(100 points)**

**Job 2: Letter** \_\_\_\_\_ **(100 points)**

**Job 3a: Table** \_\_\_\_\_ **(100 points)**

**Job 3b: Table – Formulas** \_\_\_\_\_ **(40 points)**

**TOTAL POINTS** \_\_\_\_\_ **(390 points)**

**Test Time: 90 minutes**



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**Multiple Choice:**

- 1. C**
- 2. D**
- 3. D**
- 4. B**
- 5. C**
- 6. D**
- 7. B**
- 8. C**
- 9. C**
- 10. D**

## Job 1: Minutes

### DIGITAL SOLUTIONS

#### Minutes

#### Regular Meeting of Board of Directors

November 15, 2021

A regular meeting of the Board of Directors of Digital Solutions was called to order at 700 Morse Road, Suite 201, Columbus, Ohio, at 12:00 p.m. pursuant to the notice sent to all directors in accordance with bylaws.

The following managers were present: Nancy Wells, CEO; Harvey Rosen, Financial Services Department Manager; Roger Meyer, Marketing Division Manager; Tom Carlson, Information Technology Department Manager; Edna Renick, Administrative Support Department Manager; and Julie Smith, Human Resources Department Manager.

Julie Smith, Chairperson, presided and Roger Meyer, Assistant Secretary, recorded proceedings of the meeting.

The minutes of last meeting were approved.

Mr. Meyer reported that the marketing department is starting a new campaign for the newest software program release. The campaign will start on November 25, 2020 and the software will be released on December 1, 2020. The campaign is aimed out the elementary education schools.

Ms. Wells reported that due to the increase in services and product request, Digital Solutions is able to hire six additional employees. These employees will be assigned in the marketing and information technology departments.

The next meeting of the Board will be held on December 15, 2020, at 2:30 p.m.

There being no further business, the meeting was adjourned at 1:00 p.m.

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Secretary

**Grader Notes:**

- Margins – 1" all the way around
- The line for the Secretary's signature must be two inches long.
- The word Secretary is to be centered below the line.
- Wording may vary as students were given a rough draft, and they composed minutes.
- Production Standards
  - 0 errors = 100 points; 1 error = 90 points; 2 errors = 70 points, 3 errors = 50 points, 4 or more errors = 0 points

## Job 2: Letter

Current Date

Ms. Stacy Cook  
XYZ Elementary  
765 South Main Street  
Westerville, OH 43081

Dear Ms. Cook

SOFTWARE QUOTE (*wording may vary*)

Thank you for your interest in Digital Solutions and our different software applications available for elementary students. We are proud to have served so many different elementary students all over the country.

Once you have placed your order, it takes 10 to 12 business days for the software to be shipped. The software will be sent by email with all of the codes that are needed to upload to your school computer systems.

We are proud of our business relationship with XYZ Elementary and look forward to having you as a customer for many years to come. Enclosed is the quote for the software you requested. If you have any questions, please feel free to contact me.

Sincerely

Tom Carlson  
Information Technology Department **Manager**

xx (Contestant ID)

Enclosure

### Grader Notes:

- Margins – Top margin 2”, bottom, left, and right 1”.
- Current Date is on 2” from the top.
- Production Standards
  - 0 errors = 100 points; 1 error = 90 points; 2 errors = 70 points, 3 errors = 50 points, 4 or more errors = 0 points

### Job 3a: Table

XYZ Elementary (*title my vary*)

(QS)

| Software Package                               | Cost     | Number Needed | Total Cost  |
|--|----------|---------------|-------------|
| Math – 1 <sup>st</sup> - 4 <sup>rd</sup> Grade | \$978.57 | 8             | \$7,828.56  |
| ELA – 1 <sup>st</sup> - 2 <sup>nd</sup> Grade  | 146.76   | 3             | 440.28      |
| ELA – 3 <sup>rd</sup> - 4 <sup>th</sup> Grade  | 240.00   | 5             | 1,200.00    |
| Social Studies                                 | 673.99   | 2             | 1,347.98    |
| Science Simulations                            | 1,236.00 | 4             | 4,944.00    |
| Total Cost                                     |          |               | \$15,760.82 |

#### Grader Notes:

- Table title will vary
- Table body may be single spaced or double spaced.
- Table is to be centered horizontally and vertically on the page.
- Production Standards
  - 0 errors = 100 points; 1 error = 90 points; 2 errors = 70 points, 3 errors = 50 points, 4 or more errors = 0 points

### Job 3b: Table - Formulas

XYZ Elementary (*title may vary*)

(QS)

| Software Package                               | Cost     | Number Needed | Total Cost                              |
|--|----------|---------------|---|
| Math – 1 <sup>st</sup> - 4 <sup>rd</sup> Grade | \$978.57 | 8             | {=B2*C2<br>\#"\$#,##0.00;(\$#,##0.00)"} |
| ELA – 1 <sup>st</sup> - 2 <sup>nd</sup> Grade  | 146.76   | 3             | {=b3*c3\#,,"#,##0.00"}                  |
| ELA – 3 <sup>rd</sup> - 4 <sup>th</sup> Grade  | 240.00   | 5             | {=b4*c4\#,,"#,##0.00"}                  |
| Social Studies                                 | 673.99   | 2             | {=b5*c5\#,,"#,##0.00"}                  |
| Science Simulations                            | 1,236.00 | 4             | {=b6*c6\#,,"#,##0.00"}                  |
| Total Cost                                     |          |               | {=SUM(ABOVE)}                           |

#### Grader Notes:

- Formula for each item total cost is a formula (5 points).
- Total Cost (overall) uses the =SUM(ABOVE) formulas (5 points) .
- Math – 1<sup>st</sup> - 4<sup>th</sup> Grade Total Cost – Formatted with a \$ (2 point).
- ELA, Social Studies, and Science Simulations – Formatted without a \$ (2 points).