ADVANCED WORD PROCESSING

(210)

Regional – 2020

Job 1: Memorandum (100 points)

Job 2: Table Print 1 (100 points)

Table Print 2 (20 points)

Job 3: Speech (100 points)

***TOTAL POINTS (320 points)***

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

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*Workplace Skills Assessment Program* competition.

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**Job 1 - Memorandum**

**MEMORANDUM**

**(DS)**

**TO:** Tom Carlson, Julie Smith, Edna Renick, and Harvey Rosen

**(DS)**

**FROM:** Roger Meyer, Marketing Department

Check for spelling errors: celebration & knowledge (words in yellow)

**(DS)**

**CC:** Nancy Wells, CEO (or Chief Executive Officer)

**(DS)**

**DATE:** (Current Date – Long Format – October 25, 2020)

**(DS)**

**SUBJECT:** 2020 IT Certifications

**(DS)**

As you are all aware, we are preparing for our annual celebration. We would like to make sure that we recognize each of our team members who has earned an IT Certification during the past year. This has been part of our internal campaign to ensure we are the best prepared technology company in our industry. As you know, earning IT Certifications has helped to increase the knowledge we have to offer our clients.

I have attached a form for each of you to distribute to your team members in order to get the appropriate count of certified employees for our upcoming celebration. I am requesting that each of you either personally contact each member in your respective departments or forward the attached form for them to complete. Please have the information gathered and returned to me by next Friday.

If any of your team members have any questions, please let me know; I will be more than happy to answer them. Thank you for your time and quick attention to this. It is necessary to appropriately recognize our members.

Contestant #

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

Attachment

Contestant #

Job 1

**IT CERTIFICATIONS**

**Job 2 – Table – Print 1**

**(DS)**

Check for spelling errors:

Name, Department & Marketing

(words in yellow)

**2020 Annual Celebration**

**(QS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Department** | **Most Recent IT Certification** | **Total Certifications Held** | **Gift Value** |
| Edna | Rennick | Administrative Support | MOS: Access | 3 | $1,500.00 |
| Lori | Wehr | Administrative Support | MOS: Word Advanced | 2 | 1,000.00 |
| Matt | Moffit | Financial Services | MOS: Excel Advanced | 1 | 500.00 |
| Brad | Rothe | Financial Services | MOS: Excel Advanced | 3 | 1,500.00 |
| Todd | Barns | Human Resources | MOS: PowerPoint | 3 | 1,500.00 |
| Angie | Wellman | Human Resources | MOS: PowerPoint | 4 | 2,000.00 |
| Misty | Kauffman | Information Technology | Google Certified Professional Cloud Architect | 3 | 1,500.00 |
| Sandy | Martin | Information Technology | CISM - Certified Information Security Manager | 4 | 2,000.00 |
| Greg | Miller | Information Technology | AWS Certified Developer | 2 | 1,000.00 |
| Ryan | Rogers | Marketing | MOS: Word Advanced | 2 | 1,000.00 |
| Janna | Thomas | Marketing | Google Certified Professional Cloud Architect | 2 | 1,000.00 |
| **Total** |  |  |  | **29** | **$14,500.00** |

Contestant #

Job 2

**IT CERTIFICATIONS**

**Job 2 – Table –**

**Print 2 - Formulas**

**2020 Annual Celebration**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Department** | **Most Recent IT Certification** | **Total Certifications Held** | **Gift Value** |
| Edna | Rennick | Administrative Support | MOS: Access | 3 | $1,500.00 |
| Lori | Wehr | Administrative Support | MOS: Word Advanced | 2 | 1,000.00 |
| Matt | Moffit | Financial Services | MOS: Excel Advanced | 1 | 500.00 |
| Brad | Rothe | Financial Services | MOS: Excel Advanced | 3 | 1,500.00 |
| Todd | Barns | Human Resources | MOS: PowerPoint | 3 | 1,500.00 |
| Angie | Wellman | Human Resources | MOS: PowerPoint | 4 | 2,000.00 |
| Misty | Kauffman | Information Technology | Google Certified Professional Cloud Architect | 3 | 1,500.00 |
| Sandy | Martin | Information Technology | CISM - Certified Information Security Manager | 4 | 2,000.00 |
| Greg | Miller | Information Technology | AWS Certified Developer | 2 | 1,000.00 |
| Ryan | Rogers | Marketing | MOS: Word Advanced | 2 | 1,000.00 |
| Janna | Thomas | Marketing | Google Certified Professional Cloud Architect | 2 | 1,000.00 |
| **Total** |  |  |  | **29** | **$14,500.00** |

Contestant #

Job 2

**IT CERTIFICATIONS**

**Job 3 – Speech**

**(DS)**

Check for spelling errors: Name, Celebration & Professionals

(words in yellow)

**Professional Business Associates Annual Celebration**

**(QS)**

According to Certiport and their recent survey of employers worldwide, “As the world moves to a global economy with easier movement of employees and increased competition, there is a technology skills gap that can be felt in almost every country.” As most of you know, we at Professional Business Associates have seen this as well. In order to keep with the demands of the industry and to continue to provide our clients with the best trained professionals, we offered the opportunity for our employees to earn certifications through Certiport.

Every year the top-paying IT certifications reflect shifting values and tech trends. We had 15 employees take advantage of the program and earn certifications in several of the top 10 list this year. All honorees will receive a gift for each of the certificates they earned. In a moment we will recognize each of them. When your name is called, proceed to the stage.

Contestant #

Job 3

Either “10” or “ten” is acceptable