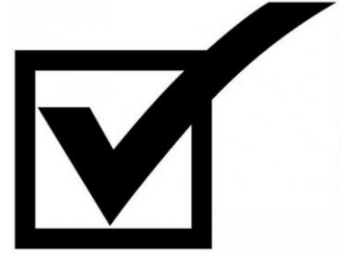


**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



ADVANCED OFFICE SYSTEMS & PROCEDURES

(225)

REGIONAL 2023

Multiple Choice:

20 Questions (5 points each) _____ **(100 points)**

Production:

Job 1: Memorandum _____ **(100 points)**

Job 2: Mail Merge Letter _____ **(100 points)**

Job 3: Table _____ **(100 points)**

TOTAL POINTS _____ **(400 points)**

Test Time: 90 minutes

Member ID
Job #

GENERAL GUIDELINES:

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

1. Member must hand in this test booklet and all printouts if any.
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 Member ID 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 Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may 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.

PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

ADVANCED OFFICE SYSTEMS & PROCEDURES

REGIONAL KEY 2023

Page 3 of 14

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

MEMORANDUM

TO: All Employees

FROM: Julie Smith, Chief Executive Officer or CEO

CC: Harvey Rosen, Financial Services Department

DATE: December 15, 20--

SUBJECT: Bonuses

After talking with Harvey Rosen in the Financial Services Department it has been brought to my attention that the company's financials are prospering. This is all due to the hard work and dedication of our employees.

During the last board of directors meeting, it was decided that we need to thank our employees. This thank you will be in the form of a compensation bonus. The bonus will be based on years with the company and by departments. Attached you will find a chart of the bonus schedule.

The bonuses will be distributed in a separate payroll check during the next payroll period on Friday, December 29.

Thank you again for your hard work and dedication to Digital Solutions.

xx

Attachment

December 15, 20—

«AddressBlock»

«GreetingLine»

On December 11 Westminster High School competed in the Business Professionals of America Regional Leadership Conference. Ten members competed and eight members qualified for the State Leadership Conference which is held at the Marriot Downtown Billings.

They will be joining over 1,500 other conference delegates from across the state to participate in state-level business skill competitions, workshops, general sessions, and officer candidate campaigns and elections. Placing in the top of their business skill competitions will qualify them to compete at the National Level in Anaheim California in early May.

The conference is a culmination of a school years' worth of business workforce education and training, which members of the local chapter have received. The qualifying students have worked very hard to place in the top of their events in the Region and would like the opportunity to compete at the state level with hopes of moving on to the national level.

If you would like to sponsor a student or donate to the conference expenses, you may send your donations to Westminster High School. Please send your sponsorship/donations to the high school office attention BPA before February 11, 20--.

Thank you in advance for making the State Leadership Conference possible for our students.

Sincerely

Debbie Owens
BPA Advisor

Address Block or individual field codes for each address element may be used.

December 15, 20—

Ms. Ashley Loveless
Leadership Service
400 West 3rd Avenue
Westminster, MT 95846

Dear Ms. Loveless

On December 11, Westminster High School competed in the Business Professionals of America Regional Leadership Conference. Ten members competed and eight members qualified for the State Leadership Conference which is held at the Marriot Downtown Billings.

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Sincerely

Debbie Owens
BPA Advisor

xx

December 15, 20—

Ms. Megan Blazer
Blazer Insurance
5643 Brightway Avenue
Jude, MT 98463

Dear Ms. Blazer

On December 11, Westminster High School competed in the Business Professionals of America Regional Leadership Conference. Ten members competed and eight members qualified for the State Leadership Conference which is held at the Marriot Downtown Billings.

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Sincerely

Debbie Owens
BPA Advisor

xx

Member ID
Job #

December 15, 20—

Mr. Jacob Blevins
Junkyard Desserts
6652 South Westminster Road
Westminster, MT 95846

Dear Mr. Blevins

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Thank you in advance for making the State Leadership Conference possible for our students.

Sincerely

Debbie Owens
BPA Advisor

xx

December 15, 20—

Mr. Nicolas Wrinkle
Brightwater Toby
8895 Flower Street
Jude, MT 96843

Dear Mr. Wrinkle

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Thank you in advance for making the State Leadership Conference possible for our students.

Sincerely

Debbie Owens
BPA Advisor

xx

December 15, 20—

Ms. Becky Furguson
Proficient Manufacturing
2254 West Main Street
Westminster, MT 95846

Dear Ms. Furguson

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Thank you in advance for making the State Leadership Conference possible for our students.

Sincerely

Debbie Owens
BPA Advisor

xx

December 15, 20—

Ms. Jennifer Walker
Grosshopper Workout
600 West Lakeview Road
Denver, MT 99482

Dear Ms. Walker

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Sincerely

Debbie Owens
BPA Advisor

xx

Merge Letter Data Table Printout:

Title	First Name	Last Name	Company Name	Address Line 1	City	State	ZIP Code
Ms.	Ashley	Loveless	Leadership Ser	400 West 3rd A	Westminster	MT	95846
Ms.	Megan	Blazer	Blazer Insuranc	5643 Brightway	Jude	MT	98463
Mr.	Jacob	Blevins	Junkyard Desse	6652 South We	Westminster	MT	95846
Mr.	Nicolas	Wrinkle	Brightwater To	8895 Flower St	Jude	MT	96843
Ms.	Becky	Furguson	Proficient Man	2254 West Mai	Westminster	MT	95846
Ms.	Jennifer	Walker	Grosshopper W	600 West Lake	Denver	MT	99482

NATIONAL LEADERSHIP CONFERENCE

Anaheim, California or May 4 – 6, 2023

Name	Contest	Date	Time	Location
Ethan Moore	Integrated Office Applications	May 4, 2024	8:00 a.m.	Catalina 1
Jaycee Corn	Banking and Finance	May 4, 2024	10:00 a.m.	Avalon
Lorelei McClain	Personal Financial Management	May 4, 2024	11:00 a.m.	Green Room
Peyton Mallow	Fundamental Accounting	May 5, 2024	7:30 a.m.	Laguna
Brady Lambert	Financial Analyst Team	May 4, 2024	2:00 p.m.	Huntington
Makayla Bane	Health Leadership and Special Topics	May 5, 2024	7:30 p.m.	Sunset
Jerry Shaffer	Interview Skills	May 6, 2024	8:45 a.m.	Catalina 3
Jarrett Smith	Basic Office Systems and Procedures	May 6, 2024	9:30 a.m.	Parkplace
Evan White	Financial Analyst Team.	May 4, 2024	2:00 p.m.	Huntington

Member ID
Job #