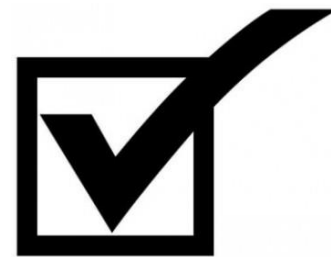


**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



BASIC OFFICE SYSTEMS & PROCEDURES

(220)

REGIONAL 2023

Multiple Choice:

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

Production:

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

Job 2: Table _____ **(100 points)**

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

Job 4: Memo _____ **(100 points)**

TOTAL POINTS _____ **(500 points)**

Test Time: 90 minutes

Contestant #
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 1-4.
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

Multiple Choice:

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

Job 1:

Current Date

Ms. Stella Arthur
1010 South Pine Street
Humboldt, IA 505548

Dear Ms. Arthur

ASSOCIATE PROGRAM

Congratulations on your new position in the Associate Program with Digital Solutions. We are excited to have you as part of our management training program.

As part of the Associate Program, you will be spending the first week in orientation with other new hire associates in all departments in our organization. Be prepared to meet in our large conference room starting at 8:00 a.m. on Monday, January 17. Lunch will be provided and you can expect to conclude each day at approximately 5:00 p.m.

Enclosed you will find hiring documents that will need to be completed and returned to our office prior to your start date, of January 17. If you have questions regarding these documents, please call me at 999-555-1010.

Sincerely

Julie Smith
Human Resources

xx

Enclosure

c Nancy Wells

Contentant #
Job #

Print out 1:**BLUEWATER AGRICULTURE CENTER EMPLOYEES****Payroll for the Week Ended January 31, 20—**

Names	Department	Hourly Rate	Weekly Hours Worked	Weekly Salary
Megan Benton	Administrative Support	\$13.50	40	\$540.00
Madison Montgomery	Financial Services	26.50	40	1,060.00
Matthew Taylor	Human Resources	16.40	37	606.80
Spencer Owen	Information Technology	18.25	38	693.50
Tobias Venture	Marketing	14.80	40	592.00
Clay Bussard	Research and Development	19.86	40	794.40

Print out 2:

BASIC OFFICE SYSTEMS & PROCEDURES
REGIONAL KEY 2023
Page 5 of 8

Print out 1:

BLUEWATER AGRICULTURE CENTER EMPLOYEES

Payroll for the Week Ended January 31, 20—

Names	Department	Hourly Rate	Weekly Hours Worked	Weekly Salary
Megan Benton	Administrative Support	\$13.50	40	{=C7*D7}*\$1.00;(\$#,##0.00)" }
Madison Montgomery	Financial Services	26.50	40	{=C3*D3}*\$1.00;(\$#,##0.00)" }
Matthew Taylor	Human Resources	16.40	37	{=C5*D5}*\$1.00;(\$#,##0.00)" }
Spencer Owen	Information Technology	18.25	38	{=C4*D4}*\$1.00;(\$#,##0.00)" }
Tobias Venture	Marketing	14.80	40	{=C6*D6}*\$1.00;(\$#,##0.00)" }
Clay Bussard	Research and Development	19.86	40	{=C8*D8}*\$1.00;(\$#,##0.00)" }

Contestant #
Job #

DIGITAL SOLUTIONS
Orientation of New Associates

Good morning and welcome to the Orientation Program from Digital Solutions. We are excited to have you join our team of 200 employees. Because of our strong orientation program and dedication to the success of our new employees, you will find the next few days will serve to be very valuable to you as you adjust to your new position with Digital Solutions.

I would like to introduce to you our management team:

- Harvey Rosen, Financial Services
- Tom Carlson, Information Technology Department
- Julie Smith, Human Resources Department
- Roger Meyer, Marketing Department
- Edna Renick, Administrative Support Department

Contentant #
Job #

These individuals will be helping to familiarize you to our company. Please feel free to reach out to any of them if you have questions.

Again, I would like to personally congratulate you on joining the associate program at Digital Solutions.

MEMORANDUM

TO: Harvey Rosen, Tom Carlson, Julie Smith, Roger Meyer, Edna Renick

FROM: Nancy Wells, Chief Executive Officer

CC: Matthew Harmeyer, Human Resources Assistant

DATE: Current Date

SUBJECT: Orientation Program Schedule

Enclosed you will find a schedule of the day's events for the orientation program for the newly hired associates. This program will start on Monday, February 17 at 8:00 a.m. Review the schedule and notify Nancy Wells immediately if the time allotted for your presentation needs to be adjusted or revised.

As part of the orientation weekly events, we will have a tour of each department. Prepare your team for this event, which will take place on Tuesday, February 18 starting at 9:00 a.m.

We look forward to this week-long event and welcoming our new associate to Digital Solutions.

xx

Contentant #
Job #