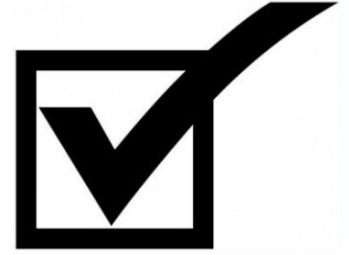


**BUSINESS  
PROFESSIONALS  
of AMERICA**  
Giving Purpose to Potential



# Advanced Office Systems and Procedures (225)

## REGIONAL 2024

### MULTIPLE CHOICE

25 Questions (4 points each) \_\_\_\_\_ (100 points)

### PRODUCTION

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

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

**Job 3:** Minutes \_\_\_\_\_ (100 points)

***TOTAL POINTS*** \_\_\_\_\_ (***400 points***)

**Test Time: 90 minutes**

## 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 on 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** – (25 @ 4 points each)

1.	A	16.	B
2.	B	17.	C
3.	C	18.	D
4.	B	19.	B
5.	D	20.	A
6.	B	21.	B
7.	C	22.	D
8.	D	23.	A
9.	B	24.	D
10.	B	25.	B
11.	C		
12.	B		
13.	A		
14.	D		
15.	B		

**JOB 1: Memorandum.** [Note to Grader: 1" top margin, 1" side margins. Refer to the Style & Reference Manual for formatting guidelines.]

## MEMORANDUM

**TO:** Amy Martinez, Robyn Summers, Violet Hammerstein, Roberta Henderson

**FROM:** Julie Smith, Human Resources Department

**CC:** Edna Renick, Administrative Support

**DATE:** Today's date

**SUBJECT:** Employee Leave Notices

Digital Solutions would like to remind all current employees about the different types of leave that they are **allowed** to take per their current contract. Each of the leaves in the table below must be approved by the following positions (names not given as employees change) within the timeframe listed. Please make sure the proper documentation is submitted with the leave form at the time of request.

Leave Type	Position	Days to Approve
Funeral	Medical Support Assistant	1 day
Maternity	Wellness Coordinator	2 weeks
Personal Time	Human Resources Assistant	5 days
Sick	Insurance Benefits Clerk	24 hours
Vacation	Human Resources Assistant	2 weeks

Attached is a copy of the current contract detailing all the pertinent **information** needed. Each employee is responsible for adhering to the language of the contract. Please let me know if you have any questions or concerns.

#####

Attachment

Member No.  
Job No.

**JOB 2: Speech.** [Note to Grader: 1” top margin, 1” side margins. Refer to the Style & Reference Manual for formatting guidelines.]

## **DIGITAL SOLUTIONS**

### **March Monthly Meeting**

Employees from Digital **Solutions** have so many diverse benefits that are part of their compensation package, but do you really know what is included? Last month, I attended a session called “Know YOUR Benefits” at the National Human Resources Association: NHRA national convention that was held in Cincinnati, Ohio. This is an annual convention and next year it will be held in Coeur d’Alene, Idaho, February 26-28, 2025. More than 7,000 human resource professionals attended this conference.

During this specific session, I learned that we should be distributing a checklist of each benefit an employee has as part of their benefits. Being able to use this checklist as a guide while doing orientation and during the employee evaluation review process will allow us at Digital Solutions and employees to discuss and ask questions about each one. Do you know how many

types of leave you have? The answer is **five**. Do you know how many days/hours prior to your

leave you are to request it? This answer is projected right now and can also be found in your

employee handbook. We will discuss all of these in your employee evaluations coming up next

month.

**Note to Grader:** There should be a header on page 2 of the speech with the page number right aligned.

Member No.  
Job No.

**JOB 3: Minutes.** [Note to Grader: 1" top margin, 1" side margins. Refer to the Style & Reference Manual for formatting guidelines.]

## **DIGITAL SOLUTIONS**

### **Minutes**

#### **Special Meeting of Board of Directors**

**February 20, 202X**

A special meeting of the Board Directors of Digital Solutions was called to order at 700 Morse Road, Suite 201, Columbus, Ohio at 3:15 p.m. pursuant to the notice sent to all Directors in accordance with **bylaws**.

The following directors were present: Nancy Wells, Harvey Rosen, Roger Meyer, Tom Carlson, Edna Renick, Julie Smith, Tracy Bailey.

Nancy Wells, CEO, presided and Julie Smith, Human Resources Department Manager recorded the proceedings of the meeting.

The minutes of the last meeting were approved.

Tracy Bailey reported the progress of the blood drive and reopening of the health clinic. Discussion was held on the number of hours that the health clinic will be open to staff and what hours are the best use of the resources. A form was sent out to all staff, but it will depend on what the company will finalize as the operating budget for the clinic before finalization of hours can occur, be approved, and then communicated to staff. The hope is to have budget numbers approved by February 28, form results analyzed by March 5, and a special health center staff meeting to discuss results March 12.

The next meeting of the **B**oard will be held on March 27, 202X **at** 11 a.m.

There being no further business, the meeting was adjourned 3:45 p.m.

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Secretary

Member No.  
Job No.