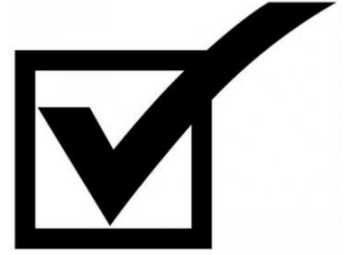


**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential



BASIC OFFICE SYSTEMS AND PROCEDURES

(220)

REGIONAL 2026

MULTIPLE CHOICE

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

PRODUCTION

Job 1: Memorandum _____ (100 points)

Job 2: Table _____ (100 points)

Job 3: Speech _____ (100 points)

TOTAL POINTS _____ (400 points)

Test Time: 90 minutes

GENERAL GUIDELINES:

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. **Check Your Booklet:** Make sure this test booklet includes Jobs 1-3.
2. **Follow Instructions:** Complete all jobs according to the instructions given.
3. **Correct Errors:** Fix any formatting, spelling, or grammar mistakes. Use the formatting guide in the *Style & Reference Manual*.
4. **No Names:** Do not put your name or initials on any work you submit. Use your Contestant ID instead of your reference initials.
5. **Label Your Work:** In the lower right-hand corner of all submitted work (unless specified otherwise), write your Contestant ID and job number.
6. **Finish Early:** If you finish before the time is up, let the proctor know. Finishing time may be used to break ties.
7. **Organize Your Submission:** Place your scoring sheet on top of your jobs. Arrange the jobs 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 – (20 @ 5 points each)

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

Job 1: Memorandum

MEMORANDUM

TO: All Employees

FROM: Julie Smith, Human Resources Department

CC: Nancy Wells, CEO or Chief Executive Officer

DATE: Current Date

SUBJECT: Student Technology Support Contributions

As part of our ongoing commitment to giving back to our community, we are excited to announce a new initiative to support Student Technology Support. This nonprofit is dedicated to empowering students by providing comprehensive, accessible, and innovative technology support. We believe their work aligns with our values and goals.

We encourage employees to contribute using one or more of the following methods:

1. **Volunteering Time:** Join us for volunteer days where we will assist with recycling used technology equipment.
2. **Donating Funds:** Any financial contributions, no matter the size, can make a significant impact. Donations can be made through the Digital Solutions Human Resources Department.
3. **Donating Goods:** We will be organizing a drive to collect used technology equipment which will be donated to the nonprofit.

We believe that together we can make a meaningful difference in our community. Your participation is voluntary but greatly appreciated.

XXXXX (Contestant ID)

NOTES FOR GRADERS:

- For CC: Students may use Nancy Wells, CEO *or* Nancy Wells, Chief Executive Officer
- DATE: Students must use date format from *Style & Reference Manual*. (eg: September 9, 2025)
- SUBJECT: May differ. Student asked to create an appropriate subject.
- Contestant ID and Job # should appear right aligned in the footer.

Job 2: Table**QUARTERLY CONTRIBUTIONS****Digital Solutions**

First Name	Last Name	Department	Amount of Contribution
Nancy	Wells	CEO	\$250.00
Tom	Carlson	Information Technology	200.00
Harvey	Rosen	Financial Services	150.00
Edna	Renick	Admin Support	100.00
Jay	Crews	Information Technology	75.00
Emily	Thompson	Marketing	60.00
Joan	London	Financial Services	50.00
Mike	McNally	Financial Services	25.00
Joann	Clark	Admin Support	20.00

NOTES FOR GRADER:

- Column widths may differ. All information should fit on one page.
- Make sure dollar sign is only on the first dollar amount.
- Table should be sorted in descending order by Amount of Contribution.
- Contestant ID and Job # should appear right aligned in the footer.
- Table should be printed in portrait orientation on one page, centered vertically and horizontally on the page.

Job 3: Speech

EMPLOYEE CONTRIBUTIONS

Digital Solutions

I want to thank each and every one of you for your generous contributions to Student Technology Support. Your efforts have made a significant impact, and it is with great pride that I acknowledge the dedication and compassion you have shown.

Thanks to your support, we have made technology more accessible to deserving students. This success would not have been possible without your unwavering commitment and generosity. This quarter, Digital Solutions employees contributed a total of \$930.

Thank you once again for your incredible contributions and for embodying the values that make our company great.

NOTES FOR GRADER:

- Total of \$930 in the second paragraph is calculated from the table in Job 2.
- Contestant ID and Job # should appear right aligned in the footer.