BUSINESS PROFESSIONALS of AMERICA
Giving Purpose to Potential

Administrative Support Team

(255)

REGIONAL 2025

PRODUCTION

Job 1: Flyer _____ (120 points)

Job 2: Spreadsheet with Formulas _____ (120 points)

Job 3: Memorandum _____ (100 points)

Job 4: 2 Page Report _____ (100 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 1-4.
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

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JOB	CRITERIA	POINTS POSSIBLE	POINTS
Job 1 Flyer *120 points*	Production Standards	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
	Full Page Border	0-5 points	
	At Least 1 Picture Incorporated	0-5 points	
	Design – Creativity	0-10 points	
		Total	/120
Job 2 Spreadsheet with Formulas *120 points*	Production Standards	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
	Sorted in Number of Hours and Last Name (Ascending)	(*all or nothing*) 0 or 5 points	
	Conditional Formatting	(*all or nothing*) 0 or 10 points	
	Total Row Added	(*all or nothing*) 0 or 5 points	
		Total	/120
Job 3 Memorandum *100 points*	Production Standards Refer to the Styles & Reference Manual	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
		Total	/100
Job 4 2 Page Report *100 points*	Production Standards Refer to the Styles & Reference Manual	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
		Total	/100
		TOTAL POINTS	**/440**

TEAM INSTRUCTIONS:

Prepare the following jobs for Digital Solution's Annual Technology Conference. The Annual Technology Conference is where Digital Solutions showcases its new and improved software to current and prospective customers. Employees of Digital Solutions will work together to make this event a success!

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Job 1: Flyer – 120 points

Job 1 Flyer *120 points*	Production Standards	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
	Full Page Border	0-5 points	
	At Least 1 Picture Incorporated	0-5 points	
	Design – Creativity	0-10 points	
		Total	/120

Note to Grader: Layout of flyers may vary.

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Job 2: Spreadsheet – 120 Points

2025 Annual Technology Conference

Employee Assignments

First Name	Last Name	Assignment	Report Time	Number of Hours Scheduled
Andrew	Abreu	Exhibitor Showcase	11:00am	2
Jane	Kershaw	Keynote	8:45am	2
Layla	Shields	Exhibitor Showcase	9:00am	2
Julie	Smith	Exhibitor Showcase	1:00pm	2
Kyle	Tremblay	Exhibitor Showcase	7:00am	2
Brandon	Valentino	Keynote	1:00pm	2
Edna	Renick	Registration	6:00am	3
Harvey	Rosen	Registration	6:00am	3
Total				18

2025 Annual Technology Conference

Employee Assignments

First Name	Last Name	Assignment	Report Time	Number of Hours Scheduled
Andrew	Abreu	Exhibitor Showcase	11:00am	2
Jane	Kershaw	Keynote	8:45am	2
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Edna	Renick	Registration	6:00am	3
Harvey	Rosen	Registration	6:00am	3
Total				=SUM(E4:E11)

Job 2 Spreadsheet with Formulas *120 points*	Production Standards	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
	Sorted in Number of Hours and Last Name (Ascending)	(*all or nothing*) 0 or 5 points	
	Conditional Formatting	(*all or nothing*) 0 or 10 points	
	Total Row Added	(*all or nothing*) 0 or 5 points	
		Total	/120

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Job 3: Memorandum – 100 Points

Job 3 Memorandum *100 points*	Production Standards Refer to Styles & Reference Manual	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
		Total	/100

MEMORANDUM

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

FROM: Edna Renick, Administrative Support

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

DATE: Current Date

SUBJECT: 2025 Annual Technology Conference

It has been brought to my attention that many of our employees that joined our team within the last year are not aware of our Annual Technology Conference routines and expectations.

All employees are expected to attend our Annual Technology Conference which will be held from Friday, June 6, 2025 – Sunday, June 8, 2025. Each employee will be assigned a role in various areas during the conference including check-in, presenting, and the information booth.

As you know, this conference is where more than half of our customers come together to learn and receive training for our new, innovative software released earlier this year. Remind your department that they will represent Digital Solutions during this event, and it is important that we conduct ourselves in a professional manner throughout the entirety of the event.

Please share the attached flyer regarding the 2025 Annual Technology Conference with all employees in your respective departments. Any employees with questions regarding the 2025 Annual Technology Conference should contact Nancy Wells. Thank you and we look forward to coming together as an organization to throw the best technology conference yet!

Member ID

Attachment

Member ID
Job 3

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Job 4: 2 Page Report – 100 Points

Job 4 2 Page Report *100 points*	Production Standards Refer to the Styles & Reference Manual	0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points	
		Total	/100

Renick 1

Edna Renick

Nancy Wells

Chief Executive Officer **or** CEO

Current Date

Digital Solutions' 2025 Annual Technology Conference

As our Annual Technology Conference is quickly approaching, there are many events and activities we have planned for the weekend. Although this is our third year hosting the conference, there are many new offerings that will lead the event to be a true success. Regardless of whether you are a current Digital Solutions software user, or are considering some of our products, you want to be at the 2025 conference!

Educational Sessions

Over the past year, over 1,000 new software products have hit the market, but which one is right for your business? Our educational sessions will consist of information on how new software can benefit your business while also addressing **some** of the concerns about integrating it. The diverse range of educational sessions will also cover the latest trends in technology, including artificial intelligence, cybersecurity, and data analytics, providing attendees with invaluable knowledge and skills.

Software Training

Digital Solutions has released updates to many of its current software offerings as well as two new customer relationship management softwares: BridgeX and Opportunity.1. At the conference, attendees will have a chance to participate in our hands-on product demonstrations and training, enhancing their understanding of new technologies and tools. As an attendee of the

Member ID
Job 4

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training sessions, you will receive a year-long trial of both the BridgeX and Opportunity.1 software.

Networking Opportunities

Lastly, the **conference** will provide unmatchable networking opportunities with industry experts, leading to potential partnerships and collaborations. Most of the feedback we received from last year's attendees was for more networking **opportunities**. New this year will be a technology industry leader's panel with networking sessions to follow.

Member ID
Job 4

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