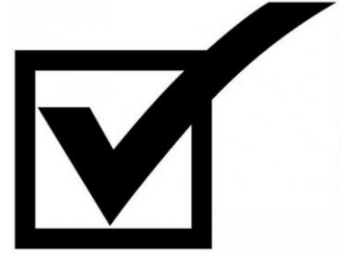


**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential



Advanced Office Systems & Procedures (225)

REGIONAL 2025

MULTIPLE CHOICE

25 Questions (4 points each)

_____ (100 points)

PRODUCTION

Job 1: Minutes

_____ (100 points)

Job 2: Letter

_____ (100 points)

Job 3: Itinerary

_____ (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. Failure to do so will result in disqualification.
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

Multiple Choice – (25 @ 4 points each)

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

Job 1: Minutes

DIGITAL SOLUTIONS

Minutes

Regular Meeting of Board of Directors

February 24, 2025

A regular meeting of the Board of Directors of Digital Solutions was called to order at 700 Morse Road, Suite 201, Columbus, Ohio, at 7 p.m. pursuant to the notice sent to all Directors in accordance with the **bylaws**.

The following directors were present, constituting all the directors: Nancy Arms, Gregg Beens, Lloyd Bets, Michael Dover, Jonathan Smelling, Jim Friend, Ruby Hermann, Barbara Johnson, Danny Krieger, Steven Leach, Len Rodman, Steven Schuler and Nancy Wells.

Rover Underwood, Chairman, presided and Gary Streit, Secretary, recorded the **proceedings** of the meeting.

The minutes of the last meeting on **November** 10 were approved.

The Secretary's report was **read** with no corrections or changes. A motion was made by Gregg Beens to approve the Secretary's Report from January 15 and supported by Lloyd Bets. The Secretary's Report was unanimously approved.

Special guest Sandra Valley, CEO of Financial Systems of Ohio, presented on the Employee Retirement System and our options of migration from the current managed plan. The Board discussed the options and thanked Sandra for her time and effort in this process.

Nancy Arms made a motion to go into executive session to discuss the **proposal**; Jim Friend seconded the motion.

The next meeting of the Board will be held on April 11 at 7 p.m.

There being no further business, the meeting was adjourned at 11:26 a.m.

Note to Grader: Wording may vary but overall formatting should follow the Style & Reference Manual.

Secretary

Note to Grader: Right aligned footer in TNR 12.
Member ID XXXXXXXX
Job 1

Job 2 – Letter

March 16, 2025

Mrs. Sandra Valley, Chief Executive Officer (or CEO)
Financial Systems of Ohio
1308 Oxford Avenue
Columbus, OH 43004

Dear Mrs. Valley

EMPLOYEE RETIREMENT SYSTEM

Thank you for your recent presentation to our Board of Trustees on the possibilities of a migration of the Digital Solutions Employee Retirement System.

We have determined that it is in the best interest of our employees, both salaried and hourly, to align our current plan to the options you outlined in your presentation and to begin the many regulatory steps to begin this arduous process. It is our goal to notify employees in May 2025 with an informational mailing about the decisions made by the Board of Trustees and options they will have as we move forward.

We know that many companies have recently made similar changes, resulting in greater flexibility for some plan participants and more efficient operations for plan sponsors whose core business is something other than managing and delivering pension benefits. It is important to note to our employees, that the value of their benefit under the plan will not be affected by this change.

We are eager to begin this process with Financial Systems of Ohio and at this time are requesting that your office submit the legal documentation to our corporate attorneys, Kerl, Laggis and Stratton.

Sincerely

Nancy Wells
Chief Executive Officer

Member ID

Note to Grader: Right aligned footer in TNR 12.
Member ID XXXXXXX
Job 2

Job 3: Itinerary

ITINERARY

Tom Carlson

February 10-12, 2025

Notes to Grader:

Wording and punctuation in items below may vary but overall formatting should follow the Style & Reference Manual.

Dashes could be long or short depending on Word version/computer used.

Monday, February 10

- 8:00 a.m. Registration and Welcome Coffee at Conference Hall Lobby
- 9:00 a.m. Opening Keynote: "The Future of Info Tech - Embracing Change in the Digital Era" at the Main Auditorium with speaker Dr. Emily Tran, Futurist and Author
- 10:30 a.m. Coffee Break
- 11:00 a.m. Panel Discussion: "Cybersecurity Challenges and Solutions in 2024"
Location: Room A with panelists Leaders from Google, Microsoft, and independent cybersecurity firms
- 12:30 p.m. Networking Lunch at the Conference Dining Hall
- 2:00 p.m. Breakout Sessions (Choose one): "AI and Machine Learning Trends" – Room B, "Cloud Infrastructure and Management" - Room C, "The Impact of Quantum Computing" - Room D
- 3:30 p.m. Coffee Break
- 4:00 p.m. Workshop: "Effective IT Project Management" in Room E
- 7:00 p.m. Welcome Reception and Cocktail Dinner, at the Hotel Rooftop

Tuesday, February 11

- 8:00 a.m. Breakfast Buffet at the Conference Dining Hall
- 9:00 a.m. Keynote: "Integrating IT Solutions for Smart Businesses" in the Main Auditorium with speaker: Mr. Rajiv Kumar, CEO of Innovative Tech
- 10:30 a.m. Coffee Break

Note to Grader: Right aligned footer in TNR 12 on each page of itinerary.
Member ID
Job 3

- 11:00 a.m. Breakout Sessions (Choose one): "Virtual Reality in the Workplace" - Room F" Data Privacy in a Post-GDPR World" - Room G, "Blockchain Beyond Cryptocurrencies" - Room H
- 12:30 p.m. Lunch and Learn: "Building a Tech Startup" in Room I
- 2:00 p.m. Roundtable: "Women in Tech - Bridging the Gap" in Room J
- 3:30 p.m. Coffee Break
- 4:00 p.m. Interactive Session: "Hands-on with Augmented Reality" Location: Room K

Wednesday, February 12

- 8:00 a.m. Continental Breakfast in the Conference Dining Hall
- 9:00 a.m. Keynote: "Ethical Considerations in AI" in the Main Auditorium with speaker: Professor Linda Choi, Ethicist and Technologist
- 10:30 a.m. Coffee Break
- 11:00 a.m. Closing Panel: "The Next Decade in IT - What Experts Predict" in the Main Auditorium with panelists: Top Executives from Apple, Amazon, and up-and-coming startups
- 12:30 p.m. Farewell Lunch in the Conference Dining Hall
- 2:00 p.m. Official Conference Close and Departures

Note to Grader: Right aligned footer in TNR 12 on each page of itinerary.
Member ID
Job 3