



ADMINISTRATIVE SUPPORT TEAM (255)

REGIONAL – 2017

Production

Job 1 – Slideshow – Anytime Fitness	_____	(100 points)
Job 2 – Membership Application	_____	(100 points)
Job 3 – Spreadsheet – Department Usage	_____	(100 points)
Job 4 – Flyer – Promotion	_____	(100 points)
Job 5 – Agenda – Meeting	_____	(100 points)
<i>TOTAL</i>	_____	<i>(500 points)</i>

Judge/Graders: Please double check and verify all scores and answer keys!

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Workplace Skills Assessment Program competition.



GENERAL INSTRUCTIONS

1. Check that this test booklet contains Jobs 1-5.
2. Correct all errors. Copy is graded on production standards along with additional criteria.
3. In places you normally use your reference initials, use your contestant/team number. Your name or initials should **NOT** appear on any work your team submits. Key your contestant/team number and job number in the footer in the lower left corner of **all** work submitted unless specified otherwise.
4. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your contest, the jobs should be arranged in numeric order. Use your time wisely. You have 90 minutes to complete this test.

TEAM INSTRUCTIONS

You are part of the administrative support team for Professional Business Associates, 5454 Cleveland Avenue, Columbus, OH 43231-4021. You work in the Human Resources Department under the direction Julie Smith, Human Resources Director.

Professional Business Associates is excited to announce a new fitness center being opened on the campus—Anytime Fitness. Employees of Professional Business Associates are invited to join the center in order to improve their health and fitness. For those who are members and participate actively, a reduction in health insurance costs is a great benefit. You have been asked, as a team, to assist Anytime Fitness in the preparation of the necessary documents they will need to get this new service up and running.

Use your creativity, work as a team, and produce the following documents for the Director of Anytime Fitness to review.

- Slideshow – Anytime Fitness
- Membership Application
- Spreadsheet – Usage by Departments
- Flyer – Promoting Services—fitness, exercise, etc.
- Agenda – Meeting



Scoring Rubric

JOB	CRITERIA	POINTS POSSIBLE	POINTS	TOTALS
Job 1— Slideshow 100 points	Production Standards	0 errors = 50 points 1 error = 45 points 2 errors = 35 points 3 errors = 25 points 4+ errors = 0 points		
	Printout: Four slides per page	0-10 points		
	Slide 4 arranged as a Table	0-10 points		
	Design of Slideshow	0-30 points		
			Total	
Job 2— Membership Application 100 points	Production Standards	0 errors = 40 points 1 error = 35 points 2 errors = 30 points 3 errors = 20 points 4+ errors = 0 points		
	Design of Form <ul style="list-style-type: none"> • Usefulness • Creativity • Overall Design 	0-10 points 0-10 points 0-20 points		
	Used Line Leaders for Lines	0-10 points		
	Used WordArt for Title	0-10 points		
				Total
Job 3— Spreadsheet Department Usage 100 points	Production Standards	0 errors = 30 points 1 error = 25 points 2 errors = 20 points 3 errors = 15 points 4+ errors = 0 points		
	Total Line Included	0-10 points		
	Second Column Heading – Two Lines	0-10 points		
	Printout – Original	0-10 points		
	Printout – Formulas	0-10 points		
	Printout – 3D Pie Chart	0-20 points		
	Data Labels Displayed on Pie Chart	0-10 points		
			Total	
Job 4— Flyer 100 points	Production Standards	0 errors = 40 points 1 error = 35 points 2 errors = 30 points 3 errors = 20 points 4+ errors = 0 points		
	Title & WordArt	0-10 points		
	Border Included	0-10 points		
	Design of Flyer <ul style="list-style-type: none"> • Usefulness • Creativity Overall Design	0-10 points 0-10 points 0-20 points		
			Total	
Job 5— Agenda for Staff Meeting 100 points	Production Standards	0 errors = 90 points 1 error = 80 points 2 errors = 60 points 3 errors = 45 points 4+ errors = 0 points		
	Watermark – “Agenda Draft”	0-10 points		
			Total	
TOTAL POINTS		500 Points	Grand Total	



Job 1—Slideshow – 100 Points

Refer to Rubric for Point Breakdown

(Sample Slides)

Anytime Fitness "Get Fit Anytime"

A Service of
Professional Business Associates



Slide 1 -

Benefits of Exercise

- Increased Health
- More Energy
- Lower Insurance Costs
- Longer Life



Slide 2 -

The Bottom Line

Exercise and physical activity are a great way to feel better, gain health benefits and have fun. As a general goal, aim for at least 30 minutes of physical activity every day.

If you want to lose weight or meet specific fitness goals, you may need to exercise more.

Remember to check with your doctor before starting a new exercise program, especially if you haven't exercised for a long time, have chronic health problems, such as heart disease, diabetes or arthritis, or you have any concerns.

Slide 3 -

Anytime Fitness Information

Hours	6 am – 10 pm Daily
Location	First Floor – Room 1B
Director:	Andrew Christian
Slogan	"Get Fit Anytime"
Cost	Free To All Employees
<i>Thank you. We look forward to seeing you soon! Exercise is Fun!!!</i>	

Slide 4 -



Job 2—Membership Form – 100 Points

Anytime Fitness Center Membership Form

Directions: Please complete the form printing all information.

Employee Name _____

Department _____

Address _____

Phone Number _____

Company Email Address _____

Company Telephone Number/Extension _____

Age _____ Height _____ Weight _____

Medical Conditions (*Please check all applicable boxes below*):

<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Low Blood Pressure	<input type="checkbox"/> Allergies	<input type="checkbox"/> Heart Problems
<input type="checkbox"/> Kidney Problems	<input type="checkbox"/> Breathing/Lungs	<input type="checkbox"/> Cancer	<input type="checkbox"/> Smoker

Names and Ages of Dependents _____

Signature _____

Date _____

Office Use Only

_____ Accepted _____ Denied _____ Date

Comments



Job 3—Spreadsheets – 100 Points

Printout 1 – Spreadsheet

**Anytime Fitness
Center Usage by Departments**

Department	Total Minutes of Workout
Administration	5,180
Administrative Support	4,369
Financial Services	7,100
Human Resources	6,555
Information Technology	7,760
Marketing	8,325
Total	39,289

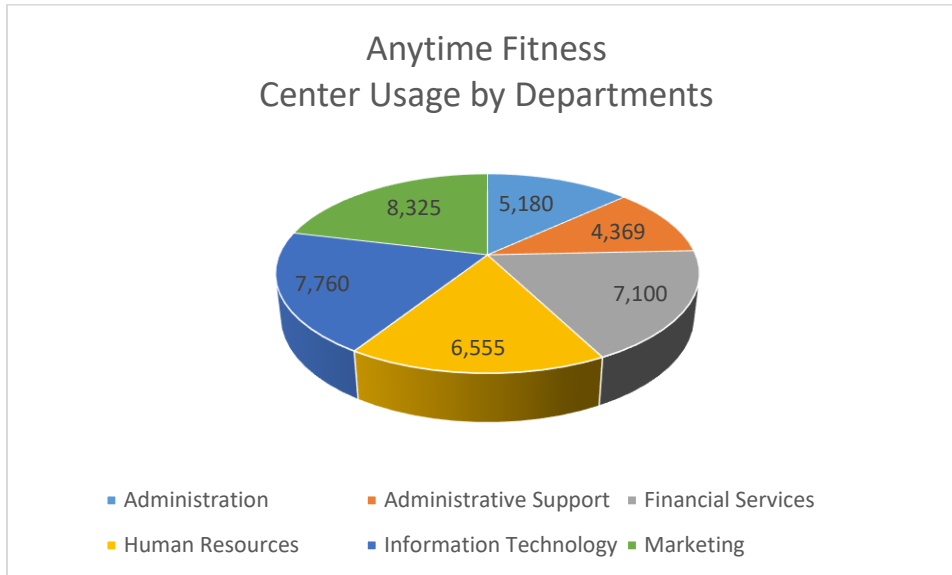
Printout 2 – Spreadsheet With Formulas

**Anytime Fitness
Center Usage by Departments**

Department	Total Minutes of Workout
Administration	5,180
Administrative Support	4,369
Financial Services	7,100
Human Resources	6,555
Information Technology	7,760
Marketing	8,325
Total	=SUM(B4:B9)



Printout 3 – 3D Pie Chart – With Data Labels



Job 4—Flyer – 100 Points

Refer to Rubric for Point Breakdown

Job 5 – Agenda – 100 Points

ANYTIME FITNESS

Agenda

Friday, March 1, 2017, 10 a.m.

Conference Room 4-B

1. Call to Order – Gloria Westfall, Director
2. Introductions
3. Upcoming Events
Health Fair – April 2017
Recruitment Contest
4. New Business:
Update on Usage by Department
Department Contest for Use of Fitness Center
Flyer for Posting
5. Next Meeting – March 15, 2017, 10 a.m.