



ADVANCED OFFICE SYSTEMS & PROCEDURES (225)

REGIONAL – 2019

Multiple Choice Section:

Multiple Choice (25 @ 4 pts. each) _____ (100 points)

Production Portion:

Job 1: Letter _____ (100 points)

Job 2: Press Release _____ (100 points)

Job 3: Speech _____ (100 points)

Job 4: Meeting Minutes _____ (100 points)

TOTAL POINTS _____ ***(500 points)***

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

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Workplace Skills Assessment Program competition.



GENERAL INSTRUCTIONS

1. Use the Scantron scoring sheet provided for the Objective portion of the test.
2. Make certain this test booklet contains Jobs 1-4.
3. Key all jobs according to the instructions given.
4. Correct any obvious keyboarding errors and incorporate any editing notations.
5. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
6. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
7. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

Example: }}

99-9999-9999
Job 1

}}

8. If you finish before the end of the allotted testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
9. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged 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



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



Current Date

Grace Gunderson
Designers R Us
1234 Congress Ave
Austin, TX 78912

Dear Ms..Gunderson

I want to thank you for your generous donation to help Professional Business Associates redesign our logo. We are looking forward to your revamp and modernization of our company logo that will be used both electronically as well as in several forms of print in various sizes. I would like to make sure that the following criteria are met.

The exact colors incorporated into the logo are to be

Navy Pantone 289
Tan Pantone 466
Red Pantone 185

While we are in love with the type Helvetica that is currently used for stating our company name, tagline and information, we are open to the typeface changing as long as it is to another type of San-Serif type. We think that style of type best fits into our company look, and would like to stay with it if at all possible.

We are more than open to changing the font and design of our logo, as long as our wishes listed above are met and the motto of keeping the logo simple is also kept in mind. While we know you suggested changing the colors in a previous correspondence, changing the colors would place too much of a financial strain on our business in order to redecorate our business bathrooms and walls.

Sincerely

Peter Parkerman

xx (xx should be their Contestant Number)

c Nancy Wells



NEWS RELEASE

From Nancy Wells
5454 Cleveland Avenue
Columbus, OH 43231-4021
614-555-5555

Release September 1, 2020

PROFESSIONAL BUSINESS ASSOCIATES LOGO REVAMP

Professional Business Associates is excited to announce the revamp and modernization of its company logo. “Our new company logo better fits who our company is today. We will be making a **dramatic** change to keep up with the times, but keep in touch with our roots **by** keeping our signature colors” **said** Roger Meyer.

Many companies will update their logos to keep up with the times, and **professional business associates** is no different. Having used the same logo since 1966, the company decided it was time for the revamp since the old logo was not working well when used in an electronic format due to the complexity of the design.

Make sure to follow us on all our different social media platforms: **Facebook**, **Instagram**, **Twitter** and **Snapchat** so you will be one of the first to see the unveiling of our new logo.

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PROFESSIONAL BUSINESS ASSOCIATES

LOGO REVAMP

MAY 1, 2021

Welcome to the annual Professional Business Associates company luncheon. I know that many of you are here to just to get away from the office, but I hope you are ready to hear about all the amazing changes that our company is planning for the future. We wanted to take a moment to note that we all know that the world is changing. It was not that long ago that many of us were learning to email for the first time; now we can send an email from our watches. In order to flourish in this global environment, a company is required to keep up with the times, and that usually means making a change. Here at Professional Business Associates, our logo needed to evolve, no, not just evolve – it needed major work to keep up in this world. It was just not working in this new digital world. We are no different than companies like AT&T, Apple, Verizon, or many others. We needed the change. Our logo needed to change. This new



logo created for us by Designers R Us will help us stay branded in this ever-changing, but more

important, social world. Our new logo will be revealed on the backdrop behind me, and I hope

that it will inspire the same brand feelings our old logo had for you. Now it will be able to

compete in a social world like all our competitors do.

xx (Contestant Number)

Job 3



PROFESSIONAL BUSINESS ASSOCIATES

Minutes

Regular Meeting of Board of Directors

August 21, 2021

A regular meeting of the Board of Directors of Professional Business Associates was called to order in the Board Room, 5454 Cleveland Avenue, Columbus, Ohio, at 9:08 a.m. pursuant to the notice sent to all Directors in accordance with the bylaws.

The following directors were present: Nancy Wells, CEO, Harvey Rosen, Financial Services Department Manager, Roger Meyer, Marketing Division Manager, Tom Carlson, Information Technology Department Manager, Edna Renick, Administrative Support Department Manager, Julie Smith, Human Resources Department Manager, and Grace Gunderson, Designers R Us

Nancy Wells, Chairperson, presided and Roger Meyer, Assistant Secretary, recorded the proceedings of meeting.

The minutes of the last meeting were approved.

Mr. Meyer reported the progress of the new logo that was sent to Designers R Us last year. Grace Gunderson was called to reveal the nine new logo options to the Board of Directors for the final selection. After much discussion, Ms. Smith made the motion to adopt logo option number 4, which was seconded by Mr. Rosen. The motion was adopted by general consent.

Mr. Meyer will create a bid to be placed on the website for companies to replace all of the old logos in the building (including but not limited to bathrooms, carpet, walls, building signage, etc.).

Mr. Carlson reported that the top floor of the building will be under renovation next month due to the HVAC overhaul in the server room. While this process is going on, the top floor workers will be relocated to the third floor.

The following correspondence was discussed. A donation request for Special Olympics was received, along with a request for a representative to attend their Fall bowling Special Olympics.

The next meeting of the Board will be held on November 30, 2021, at 9:00 a.m.

There being no further business, the meeting was adjourned at 11:00 a.m.



Secretary

(Contestant Number)
Job 4

Contestant #, Job #