

# ADMINISTRATIVE SUPPORT TEAM (255)

# **REGIONAL – 2020**

#### **Production:**

TOTAL POINTS	 (500 points)
Job 5: Travel Audit System Presentation	 (100 points)
Job 4: Travel Expense Spreadsheet	 (100 points)
Job 3: Memo	 (100 points)
Job 2: Agenda	 (100 points)
Job 1: Business Letterhead	 (100 points)

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

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of 7 Job 1 – Business Letterhead	Possible Points	Points Awarded
Letterhead (follows mailability standards) 0 errors - 80 points, 1 error - 70 points, 2 errors - 50 points, 3 errors - 30 points, 4+ errors - 0 points	80	
Contestant ID and Job # in footer on left side	10	
Letterhead Printed	10	
Job 1 Total	100	
Job 2 – Agenda Agenda (follows mailability standards) 0 errors - 80 points, 1 error - 70 points, 2 errors - 50 points, 3 errors – 30 points, 4+ errors – 0 points	80	
Agenda printed	10	
Contestant ID and Job # in footer	10	
Job 2 Total	100	
Job 3 –Memo		
Memo (follows mailability standards) 0 errors - 80 points, 1 error - 70 points, 2 errors - 50 points, 3 errors - 20 points, 4+ errors - 0 points	80	
Contestant ID and Job # in footer	10	
Memo printed	10	
Job 3 Total	100	
Job 4- Spreadsheet Data inputted correctly (follows mailability standards) 0 errors - 70 points, 1 error - 60 points, 2 errors - 40 points, 3 errors - 30 points, 4+ errors - 0 points	60	
Landscape Orientation (fits to one page)	10	
All table data is displayed	10	
3D Pie Chart	10	
Contestant ID and Job # Centered in footer	10	
Job 4 Total	100	
Job 5- Presentation		
Data inputted correctly (follows mailability standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors - 50 points, 4+ errors - 0 points	70	
Theme	10	
Fields formatted correctly (font, text size)	10	
Contestant ID and Job # on footer	10	
Job 5 Total	100	
TOTAL	500	



## Job 1: Business Letterhead

#### **Test Information**

Harvey Rosen has asked you to create a professional business letterhead for him to use when he sends out correspondence by mail to clients. Print the business letterhead for Harvey to approve.

- Professional Business Associates, 5454 Cleveland Avenue, Columbus, OH 43231-4021
- Harvey Rosen, Financial Services Director
- (320) 544-1265
- <u>hrosen@pbafinancialservices.org</u>

### Job 2: Agenda

#### **PROFESSIONAL BUSINESS ASSOCIATES**

#### Agenda

#### Department Head Meeting—Travel Audit System

#### Friday, May 30, 2020, 9 a.m.

#### **Board Room, Sixth Floor**

- 1. Call to Order—Harvey Rosen, Financial Services Director
- 2. Roll Call—Contestant #, Secretary
- 3. Presentation—Travel Express
- 4. Travel System Implementation
- 5. Change of Travel Voucher Responsibility
- 6. Training of Office Staff on New System
- 7. Q & A
- 8. Adjournment



### Job 3: Memo

Must follow the style and reference manual as shown below:

# MEMORANDUM (16 pt. bold font)

TO:	PBA Administrative Assistants
FROM:	Harvey Rosen, Financial Services
CC:	Julie Smith, Tom Carlson, Roger Meyer, Edna Renick
DATE:	Current Date
SUBJECT:	Travel Audit System- Travel Express

We will be implementing a new travel audit system called Travel Express for FY2021. This system will help all of you to set up your supervisor's travel, keep track of your supervisor's travel expenses and credit card expenditures. We will no longer be using excel worksheets to request travel as well as complete the expense sheet when your supervisor returns from his/her travel destinations. This new system will cut your workload in half when it comes to organizing travel in the office.

To ensure that everyone is prepared before the new fiscal year begins, we will have a 1-day training session on the new travel audit system on June 8. Please make sure to block out this time with your supervisor and have all pressing work completed.

(Contestant #)

GRADERS NOTE: TO: May vary, but should refer to the department heads' administrative assistants

SUBJECT: May vary, but should clearly refer to the new Travel Audit System or Travel Express



# Job 4: Quarterly Revenue Spreadsheet

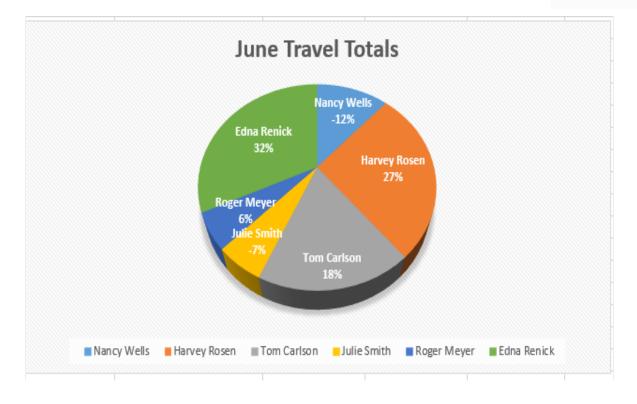
<u>Note to Graders:</u> It does not need to look exactly like this, but it does need to include all of the information asked for on rubric. NOTE: The Total amount for lines 7 and 10 are negative numbers.

	А	В	С	D	E	F	G	Н		
1	Professional Business Associates									
2	June Travel Expenses									
3										
4										
5										
6	Name	Department	Destination	Destination	Destination	Allocated	Acutal	Total		
7	Nancy Wells	CEO	Chicago	Tampa	San Francisco	\$8,500.00	\$8,750.00	\$250.00		
8	Harvey Rosen	Financial	Detroit	Columbus		\$4,000.00	\$3,420.00	\$580.00		
9	Tom Carlson	Information Technology	Los Angeles	Anchorage	Boston	\$9,000.00	\$8,623.00	\$377.00		
10	Julie Smith	Human Resources	Seattle	Phoenix		\$5,000.00	\$5,120.00	\$120.00		
11	Roger Meyer	Marketing	New York	Los Angeles	Atlanta	\$10,000.00	\$9,879.00	\$121.00		
12	Edna Renick	Administrative Support	Orlando	Anaheim		\$5,000.00	\$4,320.00	\$680.00		
13										
14	Total					\$41,500.00	\$40,112.00	\$1,388.00		

They were also to have a printout showing the formulas like this:

	А	В	С	D	E	F	G	н	
1		Professional Business Associates							
2		June Travel Expenses							
3									
4									
5									
6	Name	Department	Destination	Destination	Destination	Allocated	Acutal	Total	
7	Nancy Wells	CEO	Chicago	Tampa	San Francisco	8500	8750	=SUM(F7-G7)	
8	Harvey Rosen	Financial	Detroit	Columbus		4000	3420	=SUM(F8-G8)	
9	Tom Carlson	Information Technology	Los Angeles	Anchorage	Boston	9000	8623	=SUM(F9-G9)	
10	Julie Smith	Human Resources	Seattle	Phoenix		5000	5120	=SUM(F10-G10)	
11	Roger Meyer	Marketing	New York	Los Angeles	Atlanta	10000	9879	=SUM(F11-G11)	
12	Edna Renick	Administrative Support	Orlando	Anaheim		5000	4320	=SUM(F12-G12)	
13									
14	Total					=SUM(F7:F13)	=SUM(G7:G13)	=SUM(F14-G14)	
15									





# Job 5: Presentation

#### **Test Information**

Harvey Rosen would like your team to create a PowerPoint presentation for the department head meeting. Use the information provided below to create the presentation. Pick a theme to use and use at least three different layouts. Print out a copy of your slides as a handout with **3 slides per page**.

Slide 1: PBA Travel Audit System – Travel Express

Slide 2: What is Travel Express?

• Online travel request and audit system (no more paper requests)

Slide 3: Benefits of Travel Express

- Travel request processed the same day
- 1. No more wait time to buy plane tickets; make hotel reservations and car rental reservations.
- 2. Travel reimbursement processed within 24 hours



• All administrative assistants

Slide 5: Travel Express Training Day

- June 8, 9 a.m.-5 p.m.
- This will coincide with the department heads annual retreat.
- All phones and office will be shut down so the administrative assistants can be properly trained
- Travel Express staff will provide food, drinks and snacks at the training.