



ADVANCED OFFICE SYSTEMS & PROCEDURES (225) REGIONAL – 2018

Multiple Choice & Short Answer:

Multiple Choice (20 @ 5 points each) _____ (100 points)

Production:

Job 1: News Release _____ (100 points)

Job 2: Report _____ (100 points)

Job 3: Letter Merge _____ (100 points)

TOTAL POINTS _____ (***400 points***)

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

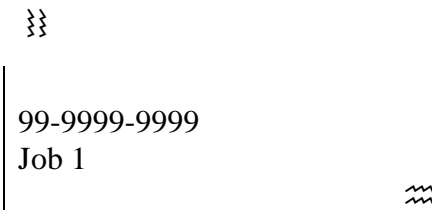
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Workplace Skills Assessment Program competition.



General Instructions

You have been hired as an Administrative Assistant and will be working for various departments within Professional Business Associates, located at 5454 Cleveland Avenue, Columbus, Ohio 43231. Professional Business Associates provides accounting and other financial services for clients. You will complete jobs for a variety of Professional Business Associates' ventures and department heads as well as for clients.

1. Use the Scantron scoring sheet provided for the Objective portion of the test.
2. Make certain this test booklet contains Jobs 1-3.
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: 

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 error	100 points
1 error	90 points
2 errors	70 points
3 errors	50 points
4+ errors	0 points

(Contestant Number)
Job #



Identify the letter that best completes each sentence or answers the question.

Q #	Answer
1	C
2	D
3	B
4	B
5	D
6	A
7	C
8	B
9	A
10	B
11	A
12	C
13	A
14	C
15	B
16	A
17	C
18	B
19	B
20	D

(Contestant Number)

Job #



NEWS RELEASE

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

Release January xx, 20xx (Use current date unless otherwise specified)

Job 1 –News Release

0 Errors = 100 points
1 Error = 90 points
2 Errors = 70 points
3 Errors = 50 points
4+ Errors = 0 points

PROFESSIONAL BUSINESS ASSOCIATES CELL PHONE DEPLOYMENT

Professional **Business Associates** is opening up the technology barrier when it comes to cell phone technology. Each employee will be furnished a smartphone device on which company email along with other work productivity applications will be already installed. This project is being sponsored in partnership with Cell Phone One, a local cell phone provider.

Mr. Jackson Moore of Cell Phone One is extremely **pleased** with the announcement. Each employee will be able to be more connected and they will be provided a data package that will enable them to be even more productive than in years past. Full deployment of the devices will be forthcoming in the next few weeks. Just another way a local company is promoting good business practice by partnership with a local vendor.

###



Tom Carlson

Grader: Sender's Last name and page number should be in header.

Julie Smith

Human Resources Department

16 January 20xx

Job 2 –Report

0 Errors = 100 points
 1 Error = 90 points
 2 Errors = 70 points
 3 Errors = 50 points
 4+ Errors = 0 points

Smartphones Increase Work Productivity

In today's workplace, businesses are searching for ways that their employees can remain connected and provide an increase in work productivity. In this report, the reader will understand how Smartphone technology can address both of these demands.

Smartphone Compared to Cell Phone

Smartphones are small computer-like devices that allow the user to have more technological power at their fingertips. Although many users use these type of devices for making phone calls, texting, and browsing the Internet, there is so much more to these powerful tools.

Key Smartphone Features

Liane Cassavoy of Lifewire.com writes that the following features are included on most smartphone devices:

1. Apps—software to allow users to be more productive on their devices.
2. Web access—to allow users to surf the Internet and research.
3. QWERTY keyboard—to allow users a comfortable format to input or key data.
4. Messaging—to allow users to stay connected through text and to stay abreast of team projects.

Student should have inserted (.) on line one of bullet as part of the proofing as they created the document.

In conclusion, technology at the fingertips of employees has a significant change on how they are connected to their everyday work.



January 18, 20xx (use current date unless otherwise specified)

[Recipient's Name]
[Department]
[Street Address]
[City], [State], [ZIP Code]

Note to grader: Using the merge code "Address Block" is not acceptable for this job. Students should indicate where individual merge fields would be placed.

Job 3 –Letter with Merge Fields

0 Errors = 100 points
1 Error = 90 points
2 Errors = 70 points
3 Errors = 50 points
4+ Errors = 0 points

Dear [Recipient's Name]

CELL PHONE DEPLOYMENT

As you probably are aware, Professional Business Associates has partnered with Cell Phone One to provide each employee a smartphone device to be used in correlation with their position here at the company.

We are happy to announce that your smartphone will be deployed on [Deployment Date].

It is our expectation that you will benefit from a training on this new device. Your training class has been scheduled for [Training Date] and will be meeting in [Conference Room Name].

Please contact your direct supervisor with any questions you might have regarding the deployment of your device.

Sincerely

Tom Carlson

xx (Contestant Number)

c Julie Smith

(Contestant Number)
Job #