



# ADVANCED OFFICE SYSTEMS & PROCEDURES (26)

## KEY

### Regional—2012

Objective Questions (25 @ 4 pts. each) \_\_\_\_\_ (100 pts.)

***Production Portion***

Job 1	Letter	_____ (100 pts.)
Job 2	Labels	_____ (100 pts.)
Job 3	Table	_____ (100 pts.)
Job 4	Presentation	_____ (100 pts.)
	<b><i>TOTAL POINTS</i></b>	_____ ( <b><i>500 pts.</i></b> )

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***Judges/Graders:***

Please double-check and verify all scores!

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*Workplace Skills Assessment Program* competition.



**GENERAL INSTRUCTIONS**

1. Answer the objective questions using the Scantron scoring sheet provided.
2. Make certain this test booklet contains Jobs 1-4.
3. For any job where you would normally use your reference initials, use your contestant number. Your name or initials should **NOT** appear on any work you submit. **Key your contestant number and job number as a footer in the lower left-hand corner on all documents.**
4. If you finish before the end of the testing time, notify the administrator of the contest. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your completed work, place your Scoring Sheet on top of all of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs.



**MULTIPLE CHOICE ANSWERS**

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



**Job 1 – Letter**

**Merge code letter shown. They should print a copy of their database table or mail merge directory for the records listed below. They should also print out a merged copy of the letter to Ms. Karen Hunsaker.**

Current date

<b>Job 1 – Letter</b> Production Standards 0 errors = 100 pts. 1 error = 90 pts. 2 errors = 70 pts. 3+ errors = 0 pts.
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«AddressBlock»

«GreetingLine»

<b>Make sure that a print out of the database table.</b>
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“Hoops” will again be sponsoring 3-on-3 basketball tournaments each weekend from June 15-August 14. Over 600 basketball players plus their families and relatives will travel to Fort Collins for each of the eight weekends. This will have a huge impact on the economy of the Fort Collins area.

We are beginning work on the program that will be distributed at the tournaments to players, coaches, and spectators. Last year you purchased advertising space in the program for the «Company\_Name». The advertisement appeared in each of the five tournament programs. This year we have increased the number of tournaments from five to eight. These families will be in the area with leisure time available.

As you know, we have three different sizes of advertisements. The costs for the different advertisement sizes are as follows:

Quarter-page advertisement	\$200
Half-page advertisement	\$400
Full-page advertisement	\$750

If you are interested in placing an advertisement in this year’s tournament programs, complete the enclosed form and return it by May 15.

Sincerely

Mr. Todd McLemore  
Tournament Director

#####

Enclosure

Contestant Number  
Job Number



Current date

Ms. Karen Hunsaker  
Museum of Natural Science  
12 Seagate Lane  
Fort Collins, CO 80517-0012

Dear Ms. Hunsaker

“Hoops” will again be sponsoring 3-on-3 basketball tournaments each weekend from June 15-August 14. Over 600 basketball players plus their families and relatives will travel to Fort Collins for each of the eight weekends. This will have a huge impact on the economy of the Fort Collins area.

We are beginning work on the program that will be distributed at the tournaments to players, coaches, and spectators. Last year you purchased advertising space in the program for the Museum of Natural Science. The advertisement appeared in each of the five tournament programs. This year we have increased the number of tournaments from five to eight. These families will be in the area with leisure time available.

As you know, we have three different sizes of advertisements. The costs for the different advertisement sizes are as follows:

Quarter-page advertisement	\$200
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Sincerely

Mr. Todd McLemore  
Tournament Director

#####

Enclosure

Contestant Number  
Job Number

**Job 2 – Labels**  
Production Standards  
0 errors = 100 pts.  
1 error = 90 pts.  
2 errors = 70 pts.  
3+ errors = 0 pts.



**Job 2 – Labels**

**Sorted in zip code order either horizontally or vertically. (shown horizontally)**

Ms. Karen Hunsaker  
Museum of Natural Science  
12 Seagate Lane  
Fort Collins, CO 80517-0012

Ms. Michelle Mansia  
Museum of History  
260 E. Chestnut Street  
Fort Collins, CO 80524-0260

Mr. Elliott Ryburn  
Fort Collins Museum of Science and Discovery  
2910 Ashwood Drive  
Fort Collins, CO 80524-2817

Ms. Jean Wright  
Children's Museum  
4407 Adonis Drive  
Fort Collins, CO 80524-4407

Mr. Conrad Colston  
Museum of Fine Arts  
14309 Ambrose Street  
Fort Collins, CO 80526-4309

Mr. Anthony Camarota  
Museum of Native American History  
16275 Westridge Road  
Fort Collins, CO 80528-6275



**Job 3 – TABLE.**

Students only guideline was to emphasize the price range. Hotels may be in columns instead of rows. Using the hotel information below, prepare an attractive table which will be included in the team mailing. Because price is such an important consideration for most, be sure the Price Range is emphasized perhaps with its own separate column. Supply appropriate title, subtitle, and column headings. Borders, shading, and fonts are optional.

**Job 3 – Table**  
Production Standards  
0 errors = 100 pts.  
1 error = 90 pts.  
2 errors = 70 pts.  
3+ errors = 0 pts.

**HOTEL INFORMATION**

**“Hoops” Basketball Tournaments**

Follow grading  
guidelines for table

<u>Contact Information</u>	<u>Price Range</u>	<u>Amenities</u>
Country Inn 2208 Main Street Fort Collins, CO 80524-1733 Phone: 970-555-6553 E-mail: countryinn@fortcollins.com	\$50-\$98	Nonsmoking rooms, onsite restaurant, free full breakfast, kitchenettes, whirlpool, indoor pool, fitness center, free wireless
Cozy Cottage Inn 689 Center Avenue Fort Collins, CO 80526-2210 Phone 970-555-7752	\$30-\$55	Cable, pets allowed, nonsmoking rooms, complimentary coffee, data port modem hookups
Four Season Suites 4817 Main Street Fort Collins, CO 80524-2056 Phone: 970-555-9805	\$59-\$89	Suites, non-smoking rooms, onsite restaurant, free continental breakfast, cable, in-room Jacuzzi, indoor pool, courtesy van, free local calls, free wireless
The Inn 310 Main Street Fort Collins, CO 80524-1403 Phone: 970-348-7382 E-Mail mail@theinnfortcollins.com	\$49-\$129	Suites, nonsmoking rooms, onsite restaurant, free continental breakfast, cable, kitchenettes, indoor pool, fitness center, free wireless



**HOTEL INFORMATION**

**“Hoops” Basketball Tournaments**

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The Inn 310 Main Street Fort Collins, CO 80524-1403 Phone: 970-348-7382 E-Mail mail@theinnfortcollins.com	\$49-\$129	Suites, nonsmoking rooms, onsite restaurant, free continental breakfast, cable, kitchenettes, indoor pool, fitness center, free wireless





Job 4 – PRESENTATION

Printout should contain footer with Job 4 and contestant number.

**Job 4 – Presentation**  
Production Standards  
0 errors = 100 pts.  
1 error = 90 pts.  
2 errors = 70 pts.  
3+ errors = 0 pts.

**Coaches' Conference**  
**May 15, 2012**  
Todd McLemore

**Basketball**  
**"HOOPS"**  
3-on-3 Tournaments

**Current "Hoops" Tournaments**

- Male and females
  - 11-12 years old
  - 13-14 years old
  - 15-16 years old
  - 17+ years old
- Eight tournaments in Fort Collins

**Future "Hoops" Tournaments**

- 3-on-3 tournaments
- 5-on-5 tournaments
- Same age brackets for males and females
- Sponsor tournaments in:
  - Fort Collins, CO
  - Omaha, NE
  - Casper, WY
  - Ogden, UT