

KEYBOARDING PRODUCTION (20)

Regional– 2008

Authored by MarySue Kuykendall

TOTAL POINTS _____ **(400)**

Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.***
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.***
- 3. Electronic devices will be monitored according to ACT standards.***

No more than ten (10) minutes orientation
No more than 60 minutes actual testing time
No more than ten (10) minutes wrap-up

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Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.
2. Correct all errors. Copy is graded on production standards.
3. For any problem 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 of all work submitted.**
4. If you finish before the end of the 60 minutes of testing, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

Job 1--Letter

Directions: Key the following letter using Professional Business Associates' standards. The letter goes to Ms. Suzanne Armstrong, New Accounts Manager of Healthy Choices, 2386 Mountain Vista Parkway, Longmont, CO 80501. The letter is from Julie Smith, Manager, Human Resources Department.

Provide the appropriate letter parts. The subject of the letter is Employee Wellness Program. Use the current date.

In an effort to provide opportunities for our employees to lead active and productive lives, one of the goals of our company, Professional Business Associates, is to provide the members of our staff with the means to maintain strong bodies and minds. We are currently building a modern health and recreation facility that will not only provide exercise equipment for our staff but will also include classrooms for instructional purposes.

As manager of the Human Resources Department, I am very interested in the services that you provide at Healthy Choices. According to the brochure that I recently received, your services may be just what we need.

I am planning to be in Longmont in the next few weeks and would like to schedule an appointment with you or a member of your staff during that time. Please give me a call to set up a convenient time.

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REGIONAL 2008
PAGE 4 of 6**

JOB 2—Table

Directions: Key the following table without borders using the Professional Business Associates' table format. Center the column headings over columns. Double space the body of the table.

Title: HEALTHY CHOICES.

Subtitle: Class Offerings for Spring 2008

Topics	Instructor
Diet & Exercise	Joni Cauhape
Exercising with Asthma	Kenny Hardcastle
Smoking and How to Stop	Dr. Ralph Stryjewski
Depression	Alyce Nowak
Aging Well	Alberto Munoz
Yoga	Keiko Okada

JOB 3—Memorandum

Directions: Key the following memo using Professional Business Associates' memorandum standards. The memorandum is being sent to Nancy Wells, Chief Executive Officer from Julie Smith, Human Resources Department Manager. Send a copy of the memo to Harvey Rosen, Financial Services Department Manager. The subject of the memo is *Wellness Programs for Employees*. Use the current date.

After reviewing materials from Healthy Choices, I plan to travel to Colorado to visit with a member of their staff to discuss the possibility of using their services in our new facility that will be opening soon.

Before making that trip, I would like to meet with you and Harvey to discuss the financial aspects of this matter. As we have previously discussed, we want to provide as many programs as possible to our employees.

I will bring all information that I have received from Healthy Choices to our meeting so that we may consider the many options available. Hopefully, we can determine just how many programs we will be able to provide during the first months of operation.

If you have any additional information for us to consider, let's plan to discuss this information, also. Call my administrative assistant, Jerome, to set up a convenient meeting time.

JOB 4—Report

Directions: Key the following report from Nancy Wells to Julie Smith, Manager of the Human Resources Department, using Professional Business Associates' standards. The title of the report is Implementing an Employee Wellness Program.

Employers who sponsor health plans for their employees are searching for new ways to control health care costs. Many of these employers are frustrated that traditional health plans have not focused enough resources on preventative care for the general populations. In particular, traditional health plans have not yet brought in enough savings from the health plan costs attributable to treatment of chronic disease and ailments stemming from unhealthy lifestyle choices.

Even health maintenance organizations and other managed care plans with disease management components are not wringing out the types of savings employers desire as they see their health plan costs skyrocket. Consequently, many employers are creating wellness programs to keep employees healthy and reduce costs.

Implementing a wellness program can be very complicated. Such implementation requires the knowledge of many regulatory agencies as well as health issues. Human resources and health professionals alike need to become educated in the many issues relating to implementing wellness programs. The benefits can be many!



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KEY

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TOTAL POINTS _____(400)

Judges/Graders:

Please double-check and verify all scores!

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Job	Production Standards
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Job 1 - Letter

0 errors = 100 pts.
1 error = 90 pts.
2 errors = 70 pts.
3+ errors = 0 pts.

Job 2 – Table

0 errors = 100 pts.
1 error = 90 pts.
2 errors = 70 pts.
3+ errors = 0 pts.

Job 3 – Memorandum

0 errors = 100 pts.
1 error = 90 pts.
2 errors = 70 pts.
3+ errors = 0 pts.

Job 4 – Report

0 errors = 100 pts.
1 error = 90 pts.
2 errors = 70 pts.
3+ errors = 0 pts.

TOTAL POINTS POSSIBLE (400)



Current Date

Grader: Top Margin: 2”
Subject line: ALL CAPS
Open punctuation

Ms. Suzanne Armstrong
New Accounts Manager
Healthy Choices
2386 Mountain Vista Parkway
Longmont, CO 80501

Dear Ms. Armstrong

EMPLOYEE WELLNESS PROGRAM

In an effort to provide opportunities for our employees to lead active and productive lives, one of the goals of our company, Professional Business Associates, is to provide the members of our staff with the means to maintain strong bodies and minds. We are currently building a modern health and recreation facility that will not only provide exercise equipment for our staff but will also include classrooms for instructional purposes.

As manager of the Human Resources Department, I am very interested in the services that you provide at Healthy Choices. According to the brochure that I recently received, your services may be just what we need.

I am planning to be in Longmont in the next few weeks and would like to schedule an appointment with you or a member of your staff during that time. Please give me a call to set up a convenient time.

Sincerely

Julie Smith, Manager
Human Resources Department

Contestant Number

Graders: This is a footer and must be on all printouts as specified in the contest instructions. Exclusion of all or part counts as one error.

Contestant Number
Job 1



Grader: Table should be centered vertically and horizontally.
Column headings should be centered, bold, and underlined

HEALTHY CHOICES

Class Offerings for Spring 2008

<u>Topics</u>	<u>Instructor</u>
Diet & Exercise	Joni Cauhape
Exercising with Asthma	Kenny Hardcastle
Smoking and How to Stop	Dr. Ralph Stryjewski
Depression	Alyce Nowak
Aging Well	Alberto Munoz
Yoga	Keiko Okada



MEMORANDUM

TO: Nancy Wells, Chief Executive Officer

FROM: Julie Smith, Human Resources Department Manager

CC: Harvey Rosen, Financial Services Department Manager

DATE: Current date

SUBJECT: Wellness Programs for Employees

Grader: 1” top and side margins
Memo side heading 16 pt. and bold

After reviewing materials from Healthy Choices, I plan to travel to Colorado to visit with a member of their staff to discuss the possibility of using their services in our new facility that will be opening soon.

Before making that trip, I would like to meet with you and Harvey to discuss the financial aspects of this matter. As we have previously discussed, we want to provide as many programs as possible to our employees.

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Contestant Number

Graders: This is a footer and must be on all printouts as specified in the contest instructions. Exclusion of all or part counts as one error.



Grader: 1" margins
.5" header with last name and
page number
DS body

Nancy Wells

Julie Smith

Human Resources Department

Current date

Implementing an Employee Wellness Program

Employers who sponsor health plans for their employees are searching for new ways to control health care costs. Many of these employers are frustrated that traditional health plans have not focused enough resources on preventative care for the general populations. In particular, traditional health plans have not yet brought in enough savings from the health plan costs attributable to treatment of chronic disease and ailments stemming from unhealthy lifestyle choices.

Even health maintenance organizations and other managed care plans with disease management components are not wringing out the types of savings employers desire as they see their health plan costs skyrocket. Consequently, many employers are creating wellness programs to keep employees healthy and reduce costs.

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