

BASIC OFFICE SYSTEMS & PROCEDURE (220)

REGIONAL – 2019

Multiple Choice & Short Answer Section:

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

Production Portion:

Job 1: Memorandum _____ (100 points)

Job 2: Agenda _____ (100 points)

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TOTAL POINTS _____ (500 points)

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No more than ten (10) minutes orientation
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Basic Office Systems And Records

**John Henry Moore, George Washington
Miner**

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