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# CCBMA ADMINISTRATIVE EXAM SAMPLE TEST

1. When preparing envelopes, one should use

- A. light type on light background
- B. a script or italic font
- C. lower case with punctuation
- D. capital letters in block format:

**Answer** D. capital letters in block format

2. Telephone calls should be answered no later than the

- A. first ring
- B. second ring
- C. third ring
- D. fourth ring:

**Answer** C. third ring

3. A patient fails to keep an appointment. The medical assistant should make a note on the

- A. patient's financial record
- B. patient's chart
- C. office calendar
- D. telephone log:

**Answer** B. patient's chart

4. A backup tape for a computer is used to

- A. check on patient's information
- B. record financial transactions
- C. copy hard drive information
- D. defend against computer fraud:

**Answer** C. copy hard drive information

# Sample Maths Questions For Administrative Assistant Test

**O García**

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Magazine taps into the DNA of the city exploring shopping dining living and culture and giving readers a ringside seat on the issues shaping the region Reading Bernstein, Researching Bernstein Brian Davies, Ana Morais, Johan Muller, 2004-06-24

Basil Bernstein is arguably one of the most important educational theorists of the late 20th century Whilst most academics and students in sociology of education know of Bernstein few can claim to fully understand the scope and power of his work which simply cannot be matched by any of his contemporaries This book written by a team of international contributors offers an insight into the richness and depth of his theories It demonstrates the growing recognition of the value of Bernstein's work to understanding unfolding developments in education systems around the world today The volume is divided into four sections Section 1 considers the work of the theorists that Bernstein worked through and with from Durkheim and Marx to Bourdieu and Foucault Section 2 focuses on teaching and learning in school contexts and draw on current issues like boy's underachievement citizenship system reform and language learning in varied cultural contexts Section 3 applies Bernstein's theories to teacher education Section 4 focuses on international and higher education This comprehensive text will show the international academic community in education and sociology as well as students on education sociology sociolinguistic and social psychology degrees how to read and use Bernstein

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