

## **OFFICE ADMINISTRATION EXAM**

**8<sup>th</sup> March 2014**

**TIME 1 ½ HOURS**

- (1) (a) Mr. Henry has to attend a board meeting in California, USA from June 2– 5. He has asked you to make the necessary arrangement since his secretary is sick. Prepare a checklist of SIX activities that must be undertaken before his departure. (6 marks)  
(b) Identify THREE local places you need to contact. (3 marks)  
(c) Identify TWO monetary instruments he will need to take on his trip (2 marks)
- 2) (a) List FOUR avenues organizations use to attract applicants to fill vacant positions (4 marks)  
(b) Outline the difference between a job specification and a job description. Give an example of each. (6 marks)
- 3) List THREE pieces of equipment used by the staff of the accounts department to carry out their duties efficiently. (3 marks)
- 4) (a) List FIVE reasons for keeping accounts. (5 marks)  
(b) State FOUR functions of the accounts department. (4 marks)
- 5) The following figures represent the various totals of the analysis columns of a petty cash account with an imprest of \$300 over a one month period:
  - Postage \$140
  - Carriage \$15
  - Stationery \$17
  - Sundries \$36

(a) What is the total amount spent? (1 mark)

(b) How much will the clerk need to request from the cashier to make up the imprest? (2 marks)

(c) What is the purpose of petty cash? (3 marks)

# Office Administration Test Questions Practice

**Kaplan**



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Medical Assistant & Office Assistant Exam Practice Questions by NCCT Omega Books, Medical Office Assistants are allied health professionals responsible for diverse medical office administrative tasks beginning with primary patient contact through final payment They execute front office functions such as scheduling communicating with healthcare professionals patients and third party payers handle medical records and financial management while maintain compliance with state and federal regulations Preparing for the Medical Assistant NCMA NCMA exam to become a Medical Assistant NCMA NCMA Certified by NCCT Here we have brought 600 Exam Questions for you so that you can prepare well for this Exam medical assistant office assistant by NCCT Unlike other online simulation practice tests you get an ebook version that is easy to read remember these questions You can simply rely on these questions for successfully certifying this exam **Federal Office Assistant Examination** United States Civil Service Commission,1973 **Federal Office Assistant Examination** Elizabeth D. Johnson,1976 **Medical Assistant Exam Strategies, Practice & Review with Practice Test** Kaplan,2015-12-08 Everything you need to pass the CMA and RMA exams Medical Assistant Exam Strategies Practice Review with Practice Test provides targeted review and practice for the Certified Medical Assistant and Registered Medical Assistant exams as well as a guide to the certification process FEATURES Diagnostic test to target areas for score improvement Review of all tested subjects for the CMA and RMA exams End of chapter quizzes Full length practice test with 300 questions Detailed answer explanations Up to date information on exam content structure and registration Analysis comparing contrasting ICD 9 and ICD 10 Current guidelines for Electronic Health Records Career development resources for medical assistants Guidance on building and maintaining professional credentials *Dental Office Administration* Geraldine S Irlbacher,Guy S. Girtel,2020-03-18 Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional providing practical communication techniques and tips for problem solving It also provides the necessary clinical background information every dental office professional needs for a successful practice Hands on activities within the text require students to practice common tasks such as dental charting writing a memo or conducting a mock telephone call with another student A free bonus DVD ROM for Windows includes practice management software called DENTRIX4 practice management to give students real world experience managing patient data and filing electronic claims A companion Website includes the full text and a quiz bank Beginning Office Assistant Lewis Morris, Learn how to Ace the Office Assistant Exam This book helps you develop the skills you need to be on the top of your game In order to do your best you must be prepared to tackle the unique question types found on the exam This book contains the most up to date and accurate information to help you prepare for the Office Assistant exams given by state county and local agencies Written using lessons learned from the latest exam updates this manual perfectly prepares the reader for all of the exam sub areas including Reading Comprehension Checking for Errors Grammar spelling and punctuation Office vocabulary Working With Others This

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## **Table of Contents Office Administration Test Questions Practice**

1. Understanding the eBook Office Administration Test Questions Practice
  - The Rise of Digital Reading Office Administration Test Questions Practice
  - Advantages of eBooks Over Traditional Books
2. Identifying Office Administration Test Questions Practice
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Office Administration Test Questions Practice
  - User-Friendly Interface
4. Exploring eBook Recommendations from Office Administration Test Questions Practice
  - Personalized Recommendations
  - Office Administration Test Questions Practice User Reviews and Ratings
  - Office Administration Test Questions Practice and Bestseller Lists
5. Accessing Office Administration Test Questions Practice Free and Paid eBooks
  - Office Administration Test Questions Practice Public Domain eBooks
  - Office Administration Test Questions Practice eBook Subscription Services
  - Office Administration Test Questions Practice Budget-Friendly Options

6. Navigating Office Administration Test Questions Practice eBook Formats
  - ePub, PDF, MOBI, and More
  - Office Administration Test Questions Practice Compatibility with Devices
  - Office Administration Test Questions Practice Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Office Administration Test Questions Practice
  - Highlighting and Note-Taking Office Administration Test Questions Practice
  - Interactive Elements Office Administration Test Questions Practice
8. Staying Engaged with Office Administration Test Questions Practice
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Office Administration Test Questions Practice
9. Balancing eBooks and Physical Books Office Administration Test Questions Practice
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Office Administration Test Questions Practice
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Office Administration Test Questions Practice
  - Setting Reading Goals Office Administration Test Questions Practice
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Office Administration Test Questions Practice
  - Fact-Checking eBook Content of Office Administration Test Questions Practice
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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