

Indicate the best / most correct answer. Each question is worth 1 mark, *unless otherwise indicated*.

1. Which is essential to being a successful Administrative Assistant?
 - a. Office technology skills
 - b. Human relations skills
 - c. Office procedures knowledge
 - d. All of the above
2. What can a career as an Administrative Assistant offer?
 - a. Professional development
 - b. Exciting opportunities for specialization
 - c. Opportunities for advancement
 - d. All of the above
3. Which is NOT typically a required skill of an Administrative Assistant?
 - a. Communication
 - b. Organizational skills
 - c. Advanced Accounting expertise
 - d. Technology / software skills
4. Why will there always be a demand for skilled office professionals?
 - a. Their skills are not portable
 - b. Their skills are transferable
 - c. They can be inflexible
 - d. None of the above
5. What will you likely be required to learn as an Administrative Assistant?
 - a. Reception skills
 - b. Production management
 - c. Strategic thinking
 - d. None of the above
6. Which of the following is NOT a violation of workplace ethics?
 - a. Falsifying information or documents
 - b. Exaggerating on expense claims
 - c. Wasting resources
 - d. None of the above

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Kaplan



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