#### OFFICE ADMINISTRATION

#### Spring-Summer 21

#### Final Exam-

#### Marked out of: 77

Value: 40%

Time: 120 min.

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

- Which is essential to being a successful Administrative Assistant?
  - Office technology skills.
  - b. Human relations skills
  - Office procedures knowledge
  - d. All of the above
- What can a career as an Administrative Assistant offer?
  - a. Professional development.
  - Exciting opportunities for specialization
  - Opportunities for advancement
  - All of the above
- Which is NOT typically a required skill of an Administrative Assistant?
  - Communication
  - b. Organizational skills
  - Advanced Accounting expertise
  - d. Technology/software skills
- 4. Why will there always be a demand for skilled office professionals?
  - Their skills are not portable.
  - Their skills are transferable
  - They can be inflexible.
  - d. None of the above.
- 5. What will you likely be required to learn as an Administrative Assistant?

  - Reception skills
     Production management
  - Strategic thicking.
  - 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
  - Wasting resources
  - d. None of the above.

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