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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SJ Ball

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Embracing the Track of Expression: An Emotional Symphony within Office Administration Final Exam Question Papers

In a global consumed by monitors and the ceaseless chatter of immediate conversation, the melodic splendor and psychological symphony produced by the prepared word frequently disappear into the background, eclipsed by the persistent noise and disturbances that permeate our lives. Nevertheless, located within the pages of **Office Administration Final Exam Question Papers** an enchanting fictional value overflowing with fresh thoughts, lies an immersive symphony waiting to be embraced. Crafted by an elegant composer of language, this interesting masterpiece conducts readers on a psychological trip, skillfully unraveling the concealed melodies and profound affect resonating within each carefully crafted phrase. Within the depths of this poignant review, we will explore the book is central harmonies, analyze their enthralling publishing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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