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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Albert A Gayle

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