
CCBMA ADMINISTRATIVE EXAM SAMPLE TEST

1. When preparing envelopes, one should use

- A. light type on light background
- B. a script or italic font
- C. lower case with punctuation
- D. capital letters in block format:

Answer D. capital letters in block format

2. Telephone calls should be answered no later than the

- A. first ring
- B. second ring
- C. third ring
- D. fourth ring:

Answer C. third ring

3. A patient fails to keep an appointment. The medical assistant should make a note on the

- A. patient's financial record
- B. patient's chart
- C. office calendar
- D. telephone log:

Answer B. patient's chart

4. A backup tape for a computer is used to

- A. check on patient's information
- B. record financial transactions
- C. copy hard drive information
- D. defend against computer fraud:

Answer C. copy hard drive information

Sample Maths Questions For Administrative Assistant Test

Lingsheng Yao



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Indianapolis Monthly ,2002-11 Indianapolis Monthly is the Circle City s essential chronicle and guide an indispensable authority on what s new and what s news Through coverage of politics crime dining style business sports and arts and entertainment each issue offers compelling narrative stories and lively urbane coverage of Indy s cultural landscape **How to Teach Maths** Steve Chinn,2020-11-23 How to Teach Maths challenges everything you thought you knew about how maths is taught in classrooms Award winning author Steve Chinn casts a critical eye over many of the long established methods and beliefs of maths teaching Drawing from decades of classroom experience and research he shows how mathematics teaching across the whole ability range can be radically improved by learning from the successful methods and principles used for the bottom quartile of achievers the outliers Chinn guides readers through re adjusting the presentation of maths to learners considering learners needs first and explains the importance of securing early learning to create a conceptual foundation for later success This highly accessible book uses clear diagrams and examples to support maths teachers through many critical issues including the following The context of maths education today Topics that cause students the most difficulty Effective communication in the mathematics classroom Addressing maths anxiety The perfect resource for maths teachers at all levels this book is especially useful for those wanting to teach the foundations of mathematics in a developmental way to learners of all ages and abilities It has the potential to change the way maths is taught forever **Reading Bernstein, Researching Bernstein** Brian Davies,Ana Morais,Johan Muller,2004-06-24 Basil Bernstein is arguably one of the most important educational theorists of the late 20th century Whilst most academics and students in sociology of education know of Bernstein few can claim to fully understand the scope and power of his work which simply cannot be matched by any of his contemporaries This book written by a team of international contributors

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