

## **ADMINISTRATIVE ASSISTANT**

### **STUDY GUIDE**

A written examination for the class of **ADMINISTRATIVE ASSISTANT** to be administered in your jurisdiction will consist of approximately 120 multiple-choice questions covering the following subject areas:

#### **SUBJECT MATTER/CONTENT**

<b><u>SECTION</u></b>	<b><u>PERCENT OF EXAM</u></b>
* Filing	14%
* English Grammar, Word Usage, Punctuation, and Letter Forms	25%
* Resource Materials	8%
* Mathematics	5%
* Office Practices and Procedures	7%
* Reading Comprehension	8%
* Following Written Directions	8%
* Public Relations	8%
* Proofreading	17%
<b>TOTAL PERCENT</b>	<b>100%</b>

#### **SAMPLE** **ADMINISTRATIVE ASSISTANT** **EXAMINATION**

##### **FILING:**

**In this type of question you are to select the name which would be filed LAST if the name were in correct alphabetical order.**

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Erma T. Jones
4. Ernest G. James

The correct answer in this sample would be 1 because Ernie P. Jones would be filed last.

# Administrative Assistant Study Guide

**National Learning Corporation**

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## **Administrative Assistant Study Guide:**

**CMAA Study Guide 2019 & 2020** Points Exam Prep Team,2019-07-23 This book is a concise study guide for the Medical Administrative Assistant Certification Exam **CMAA Study Guide 2017** Key Points Exam Prep Team,2017-04-16 CMAA Study Guide 2017 is an exam study guide for the Certified Medical Administrative Assistant Certification test

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This book delves into Administrative Assistant Study Guide. Administrative Assistant Study Guide is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Administrative Assistant Study Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
  - Chapter 1: Introduction to Administrative Assistant Study Guide
  - Chapter 2: Essential Elements of Administrative Assistant Study Guide
  - Chapter 3: Administrative Assistant Study Guide in Everyday Life
  - Chapter 4: Administrative Assistant Study Guide in Specific Contexts
  - Chapter 5: Conclusion
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3. In chapter 2, this book will delve into the foundational concepts of Administrative Assistant Study Guide. The second chapter will elucidate the essential principles that must be understood to grasp Administrative Assistant Study Guide in its entirety.
4. In chapter 3, the author will examine the practical applications of Administrative Assistant Study Guide in daily life. This chapter will showcase real-world examples of how Administrative Assistant Study Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Administrative Assistant Study Guide in specific contexts. The fourth chapter will explore how Administrative Assistant Study Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Administrative Assistant Study Guide. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Administrative Assistant Study Guide.

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