

**ADMINISTRATIVE ASSISTANT**  
**Selection Process I.D. #**  
**5400//1223**

**EXAMINATION PLAN**

**WRITTEN EXAMINATION**

Multiple choice exam – 50 items  
Weight = 100%  
Pass = 70% or better  
Time Limit = 1.5 hours  
Hand-held calculator permitted.

<b>Content Area</b>	<b># of Items</b>	<b>Percentage</b>
Basic Accounting Concepts	5	10
Basic Computer Knowledge	11	22
Composing Correspondence from Rough Draft	5	10
Interpersonal Skills	6	12
Math Calculations and Data Interpretation	8	16
Principles of Time Management	3	06
Proofreading Information	5	10
Records Management	4	08
Report Writing and Presentation Concepts	3	06
<b>TOTAL</b>	<b>50</b>	<b>100%</b>

**Reference Sources:**

Fulton-Calkins, Patsy and Karin M. Stulz, *Procedures & Theory for Administrative Professionals*, 6<sup>th</sup> Ed., South-Western Cengage Learning, 2009.

Oliverio, Mary Ellen, William R. Pasewark, Bonnie R. White; *The Office - Procedures and Technology*, 5<sup>th</sup> Ed., South-Western Cengage Learning, 2007.

Sabin, William A. *The Gregg Reference Manual*. Tribute 11th Ed. New York: McGraw-Hill, 2011.

Strunk, William Jr. *Elements of Style*. Ithaca, N.Y.: Priv. print. [Geneva, N.Y.: Press of W.P. Humphrey], 1918; Bartleby.com, 1999. [www.bartleby.com/141/strunk5.html](http://www.bartleby.com/141/strunk5.html). 2009.

*The Gregg Reference Manual*. The McGraw-Hills Companies, Inc., 2011. Web. 28 June 2013.

[https://highered.mheducation.com/sites/dl/free/0073397105/799915/sab54613\\_AppD\\_1\\_27.pdf](https://highered.mheducation.com/sites/dl/free/0073397105/799915/sab54613_AppD_1_27.pdf).

Ventura Line Glossary. [www.ventureline.com](http://www.ventureline.com)

**This examination consists of 50 multiple choice questions. All questions are equally weighted.**