

## **Office Administration (OADM) Entrance Assessments**

### **FREQUENTLY ASKED QUESTIONS**

**Q. Who would write an Office Administration (OADM) Entrance Assessment?**

- A. Students wanting to register in the Office Assistant certificate, Administrative Assistant certificate, Accounting/Bookkeeping Assistant certificate, Medical Administrative Assistant, or either of the two Legal Administrative Assistant certificates who have not met the entrance requirements.

**Q. If I have Grade 11 English, but not Grade 11 math, do I have to write both tests?**

- A. No, you would write only the section that you need (in this case, the math portion of the test).

**Q. Is there a keyboarding speed test?**

- A. It depends what certificate program you are registering for. If you are registering for either of the two Legal Administrative Assistant certificate or the Medical Administrative Assistant certificate, yes, you will be required to demonstrate a minimum of 35 net words per minute. Errors are subtracted from your gross speed, and you may attempt the five-minute timing twice.

If you are registering for any of the other certificates, no, you are not required to demonstrate your keyboarding skills and speed. However, it is **STRONGLY** recommended that you have a minimum keyboarding speed of 20 words per minute.

**Q. What is the minimum passing percentage? What if I do not make that minimum on one test, but I do on the other? Can I rewrite?**

- A. The minimum passing mark for all the OADM entrance exams is 70 percent. You may write the entrance assessment twice in one year. You need to rewrite only the parts that you do not pass the first time. If you do not pass the entrance assessment in two tries, we recommend you take some upgrading course(s) and then try the entrance assessment again the following year.

**Q. Does my mark determine my entrance placement into the program?**

- A. Applicants are accepted into the program in order of the date the application was received. Your mark on the entrance assessment does **NOT** affect your standing for admittance. However, you must pass all portions of the assessment before you can be admitted to the program.

**Q. What tests do I need to write if I am interested in the Office Assistant Certificate program?**

- A. Please see the chart below. It lists the certificate programs as well as possible tests, depending what you provide as prerequisites or work experience.

Program	English	Math	Computer	Keyboarding	Word Processing
<b>Accounting/Bookkeeping Assistant (ABC)</b>	Yes	Yes	No	No	No
<b>Administrative Assistant (ADAC)</b>	Yes	No	No	No	No
<b>Legal Administrative Assistant (LAA)</b>	Yes	No	Yes	Yes	Yes
<b>Office Assistant (OAC)</b>	Yes	No	No	No	No
<b>Medical Administrative Assistant (MAA)</b>	Yes	No	Yes	Yes	Yes

**Q. How do I arrange to write the tests I need?**

Contact the Department Chair, Brenda Ridgeley-Ketchell, at [oadm@okanagan.bc.ca](mailto:oadm@okanagan.bc.ca) to arrange for testing. It can be done from your home.

**Q. What kind of questions can I expect?**

Please see the sample questions on the following pages.

**COMPUTER ESSENTIALS**

If you do not have proof of a computer essentials course, you will be asked to write a 30-minute theory test answering questions mainly about file management and computer basics.

**ENGLISH**

An **English grammar** and reading comprehension assessment which is composed of multiple choice questions on reading comprehension, spelling, word meanings, capitalization, number usage, punctuation and possessives. You have 1 hour to complete. Here are a few sample questions:

Computers and robots are products of modern: a. nuclear power b. technology c. physics	Choose the correct replacement for the underlined text. This hat <u>doesnt</u> fit. a. the underlined text is correct b. doe'snt c. does'nt d. doesn't
Choose the correct replacement for the underlined text. Having missed the 8:05 <u>bus</u> Alice sat <u>down</u> , and waited for the next one. a. the underlined text is correct b. bus; Alice sat down, c. bus; Alice sat down d. bus, Alice sat down	Which of the underlined words in the following 4 statements is spelled <b>INCORRECTLY</b> ? a. just <u>plane</u> toast b. a string with a <u>knot</u> c. <u>chili</u> for dinner d. today's <u>lesson</u>
What is the correct form for the underlined possessive in the following sentence? Come back to see me <u>in 3 days time</u> . a. three days' time b. three day's time c. three days's time	Your digits refer to your: a. age b. fingers c. heart
Make the following singular nouns plural: a. child _____ b. mouse _____ c. moose _____	Make the following words possessive: a. company _____ b. companies _____ c. Ms. Smith _____
Change the verb to the indicated tense: a. bury (past) _____ b. hurry (future) _____ c. danced (present) _____	Correct any errors in the following sentence: I told James dog to lay down, but it didnt listen to I.

**MATH**

**The math** portion has 30 practical business math questions involving basic numeracy skills, adding, subtracting, multiplying, dividing, fractions and percents. You may use a calculator for the math test.

Here are a few sample questions:

$2 \div 5$ is equal to which of the following? a. 0.25 b. 0.4 c. 0.5 d. 0.75 e. None of the above are correct.	45% is the same as which decimal equivalent? a. 0.45 b. 4.5 c. 0.045 d. 45.00 e. None of the above are correct
3 is related to 30, and 7 is related to 70 in the same way that 2 is related to: a. 4 b. 20 c. 22 d. 8 e. None of the above are correct	$2 - \underline{\hspace{1cm}} = \frac{1}{2}$ $419 \times 17 = \underline{\hspace{1cm}}$ 2.63 divided by 0.5 = $\underline{\hspace{1cm}}$ Find the average: 43, 61, 43, 93 and 72
$229 + 2584 + 7258 + 58 =$	Subtract $9\frac{1}{4} - 7\frac{1}{2} =$

**KEYBOARDING**

You will be timed for **5 minutes** and may attempt the timing three times. You must be able to type 35 net words per minute; up to five errors are accepted per timing, and two words per minute are deducted per error. For example, if you keyboard 50 gross words per minute, but have 8 errors, that timing would not be allowed. But, if you keyboard 40 words per minute and have only 2 errors, your score would equal 36 net words per minute and would be allowed. To practice for this keyboarding test, go to <http://www.freotypinggame.net/free-typing-test.asp> and select timing #13 (All Keys) for five minutes.

**WORD PROCESSING**

If you do not have prior word processing experience or education, you may be asked to take a 2-hour word processing test. You will be asked to create, modify and save a number of documents, using the most common features in Microsoft Word. You will need to know correct business document formatting and style as well as how to use the Microsoft Word program to create each of the following:

1. Creating a table, entering information, and sorting
2. Editing the table, adding entries, and re-sorting
3. Preparing a traditional memo

4. Preparing two short reports (one page) for a file
5. Preparing a traditional full-block letter
6. Adding an envelope

You'll find the *Pitman Office Handbook* or a similar business reference book very helpful in learning or refreshing yourself on most of the above. You may not use this book during the challenge assessment. If you wish to take a course to learn about business document formatting, we do have online word processing courses available.