

Accountant / Auditor Exams

Prepare for the January 10, 2009 Civil Service Exam(s)

Civil Service Test Preparation Classes

Winter Session 2008



Practice Review:

December 9, 13, 16, January 5

Civil Service Test Taking Classes:

December 15, January 6, 8

Weekdays, 5:30 p.m. - 8:30 p.m.

Saturdays, 9 a.m. - 12 p.m.

Cost: \$55 for 7 classes

Begin with an overview of exam sections, civil service job titles, and test-taking strategies. Remaining classes will focus on skills needed by individual class members.

Sample skills to be practiced: Administrative Supervision, Administration, General Accounting, General Auditing, Governmental Accounting, preparing written material, understanding and interpreting tabular material and other skills needed by class participants.

Practice books/videos are available for a small fee. Bring a calculator to class.

If you buy one, get a Casio fx-260.

Classes may be cancelled due to low enrollment.

Call 888-7088 Ext. 111

for information or to register

Work Place Literacy Center - Room 200

160 Edward Street, Buffalo, New York 14201



Buffalo Public Schools

ADULT EDUCATION

DIVISION

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