

Civil Service Exam Prep Course

- Clerk II
- Clerk Typist II
- Office Clerk
- Administrative Assistant
- Account Clerk
- School Secretary/
Operations Assistant

In this 20-hour course, students will learn how to complete the civil service application and how to prepare for the test.

Cost \$99.

Topics covered include...

- Operations with letters and numbers
- Spelling & grammar
- Alphabetizing
- Preparing written material
- Understanding & interpreting written material
- Office management & working with records
- Supervision
- Arithmetic computations with a calculator
- Arithmetic reasoning
- Keyboard practice
- Math & ELA review
- Professional Skills