

## Studying for a Civil Service Exam?

**Be Prepared with Help from CSEA!  
Get Trusted Civil Service Test Preparation  
from New York's Leading Union.**

# Members-Only FREE ONLINE TRAINING!

**Courses Available NOW at: [www.csealearningcenter.org](http://www.csealearningcenter.org)**

- General Test Taking Tips and Strategies
- Alphabetizing and Name and Number Checking
- Arithmetic Reasoning
- Coding Information
- Custodial Series Higher Level (**NEW**)
- Educating and Interacting with the Public
- Fundamentals of Accounting & Bookkeeping
- Grammar, Usage and Punctuation
- Keeping Simple Inventory Records
- Keyboarding Practices
- Office Practices
- Office Record Keeping
- Preparing Written Material
- Reading
- Scheduling
- Spelling
- Supervision
- Understanding and Interpreting Tabular Material
- Understanding and Interpreting Written Material
- Verbal Analysis/Evaluating Conclusions in the Light of Known Facts