

# Civil Service Test Preparation

Feb. 8, 2018 from 6 – 9 p.m.

Mar. 3, 2018 from 9 a.m. – 12 p.m.

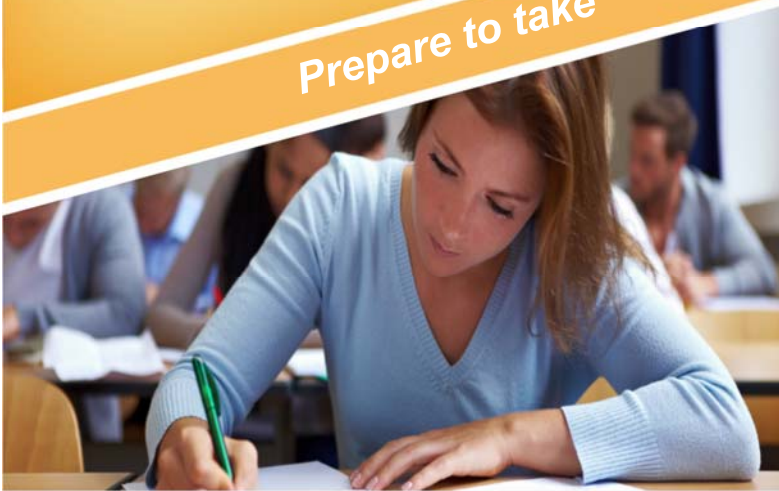
JCC Jamestown Campus

Carnahan Center (CARN) room 123

Cost \$49

a civil service exam

Prepare to take



## About the Course:

Would you like to be better prepared for a civil service examination that is being offered? Are you currently employed, but your job requires you to take a civil service exam? If you answered yes to either question, take this workshop where participants will familiarize themselves with effective strategies to perform well on civil service examinations. Topics covered include: format of civil service exams, test taking techniques, and anxiety management.

## Your Instructor:

**Kaye Young** has over 30 years of experience as a facilitator of workshops on test-taking and learning strategies. Using an interactive approach, participants will develop an individualized plan to maximize their performance in testing situations.

## TO CANCEL:

**No shows and cancellations fewer than three days prior to the class are subject to the full registration fee.** Substitutions are accepted anytime. JCC reserves the right to postpone or cancel courses due to insufficient enrollment.

Please register me for:

February 8 (TH)      6-9 p.m.       CRN 3944

March 3 (SAT)      9 a.m.-12 p.m.       CRN 3945

Cost: \$49 (payment must accompany all registrations)

*\*required for registration*

\*First \_\_\_\_\_ \*MI \_\_\_\_\_

\*Last \_\_\_\_\_


\*Address \_\_\_\_\_  
\_\_\_\_\_


\*DOB \_\_\_\_\_ \*Phone \_\_\_\_\_


\*Email \_\_\_\_\_

For personal security purposes, JCC has adopted a policy that we will no longer accept credit card payments via fax or mail. You are welcome to call (716) 338-1005 or stop by our office if you are paying with a credit card. Thank you for understanding.

## Three Ways to Register...

 **By Phone:**  
Call the Continuing Education Office at 716.338.1005 if using a credit card.

 **By Mail:**  
Use the attached form and mail form and check to:  
JCC, Center for Continuing Education, CARN Building  
525 Falconer Street, Jamestown, NY 14702-0020

 **In Person:**  
Come into the Center for Continuing Education (Carnahan Building) to register in person. The office is open from 8 a.m. to 5 p.m., Monday through Friday.

**JCC**  
JAMESTOWN  
COMMUNITY  
COLLEGE

S U N Y

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[www.sunycc.edu/ce](http://www.sunycc.edu/ce)