2017 IT Exam Series Study Classes Instructor: Sarah Lauser - Sarah@TonerTutoring.com

Monday, September 18th Tuesday, September 26th Sunday, October 1st

Sponsored by the Public Employees Federation

Special thanks to: Bill Moonan, Michael Blue, and Mario Chiarello

Some important resources:

CS.NY.GOV

NYSITS.ORG

CSEALEARNINGCENTER.ORG

PEF.ORG

NYSITS 2017

Sarah Lauser

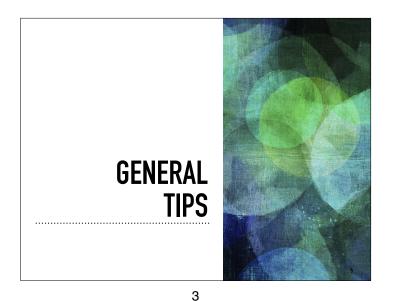
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AGENDA

- ► General Tips
- Logical Reasoning Using Flowcharts
- > Understanding & Interpreting a Manual
- > Preparing Written Material / Writing Skills for Managers
- Systems Analysis
- Understanding & Interpreting Tabular Material
- Project Management
- > Supervision / Administrative Supervision

2

2



WHAT TO STUDY

- Read the exam announcement!
- > Look at the Civil Service sample questions.
- ► Materials on NYSITS.org are a starting point.
 - CSEA csealearningcenter.org
 - Wikipedia (follow links to sources)

OTHER PREPARATION

- ➤ Get a good night's sleep.
- > Know where you're going and get there early.

4

WHAT TO BRING

- ➤ Admission notice
- ≻ Photo ID
- ► #2 pencils and good erasers
- ► Calculator
- ► Food and drinks

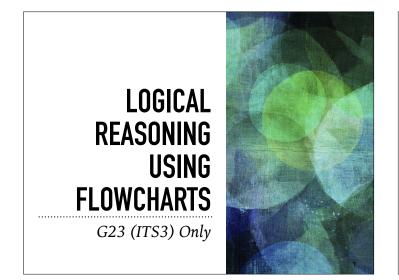
WHAT NOT TO BRING

- ➤ Cell phone / smart watch
- Any other papers



5

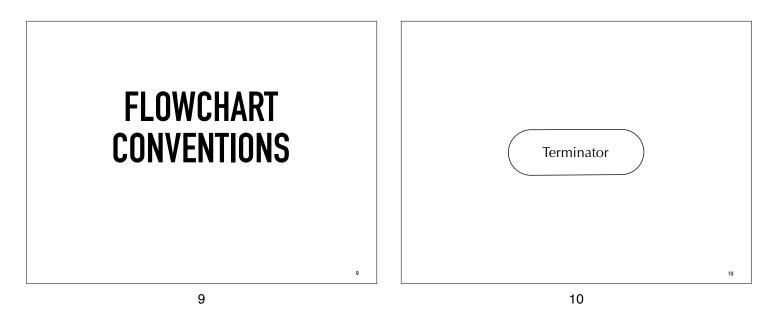
Answer all questions designated for your examination(s). At the test site, you will be given Candidate Directions that identify the Test Booklet(s) and question numbers to be completed for each examination. You are responsible for determining which questions you are to answer, for making sure you have the correct Test Booklet(s), and for completing all test material required for your examination(s).



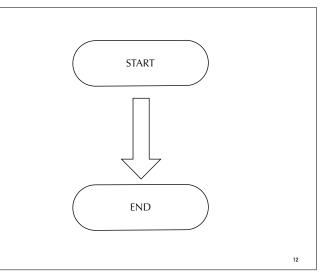
These questions test for ability to reason logically by solving problems involving given variables expressed in flowcharts and accompanying information. All information needed to answer the questions is included within the flowcharts and the accompanying information. Prior knowledge of flowchart conventions is necessary to answer these questions.

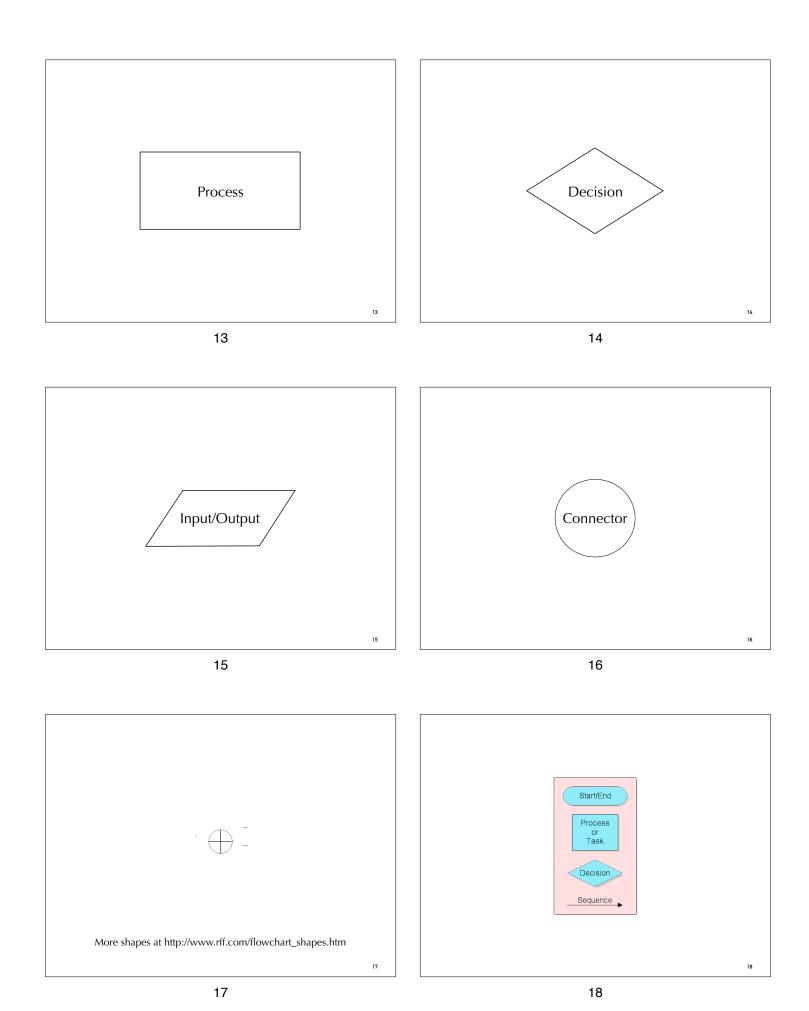
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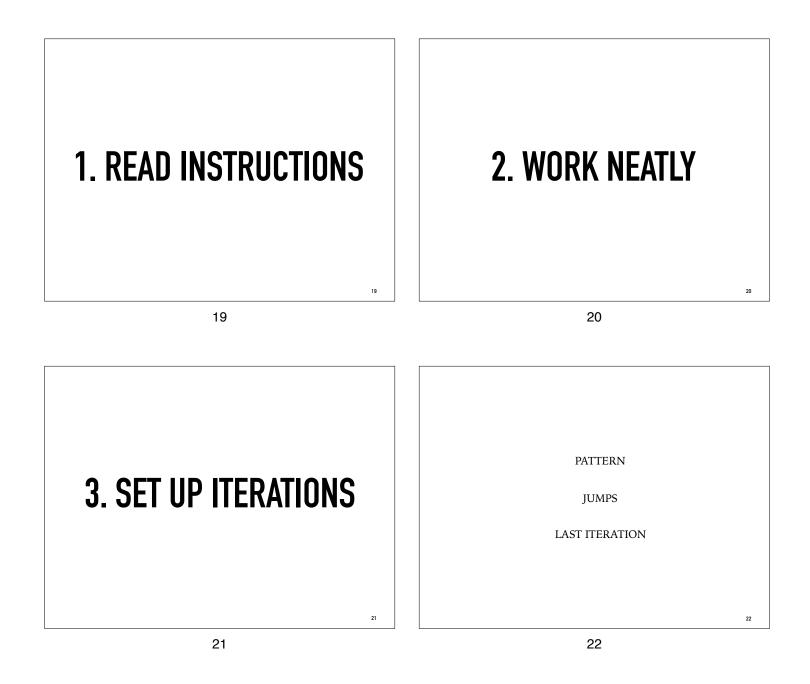
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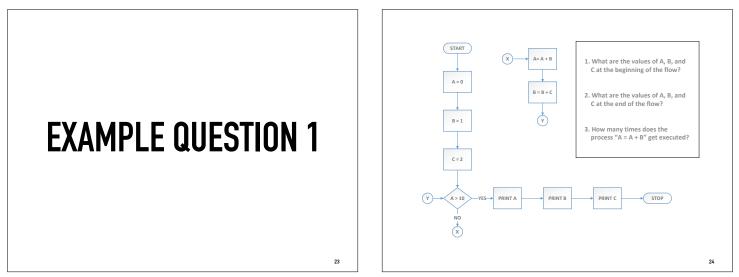


Flow Arrow









UNDERSTANDING & INTERPRETING A MANUAL

G23 (ITS3) Only



27

These questions test for the ability to comprehend a set of directions and apply them. Candidates will be provided with a procedural manual excerpt to read. This information will be used to answer questions about procedures and the way operations should be carried out. All of the information needed to answer the questions is provided in the set of directions. Candidates will not be required to have any special knowledge about the content area covered.

26

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26

TIPS

> Read the excerpt to get a **general overview** of the procedures.

25

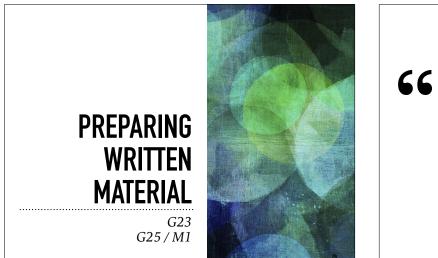
- ► Read each question carefully.
- > DON'T bring in outside knowledge or make assumptions!



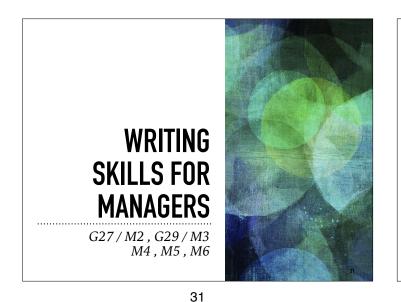
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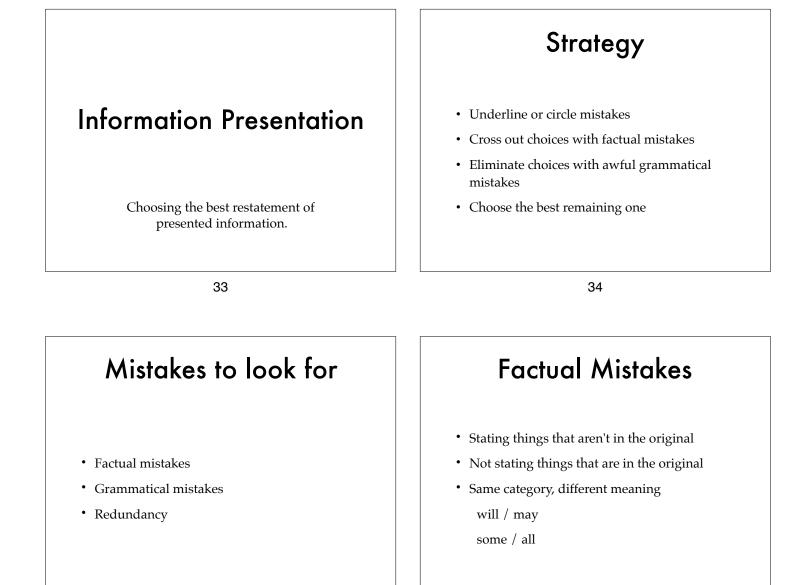


C These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.



These questions test for the writing skills that managers use in composing their own reports and correspondence as well as in reviewing documents produced by others. Both sentence skills and paragraph skills are addressed. The specific points tested include grammar, usage, punctuation, sentence structure, appropriate and correct content, editing, and organizing sentences into well-constructed paragraphs.

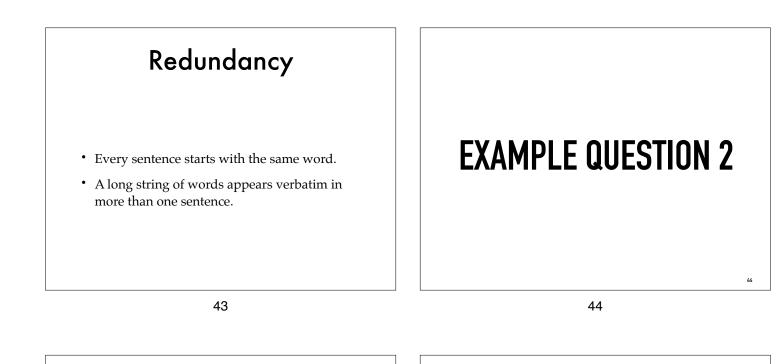
32





- When a student is late, you he should apologize.
- Eliminate ambiguity
 - Fred visited Bob after his Fred's graduation.

head, shoot at it.



1. Select the paragraph that best expresses the ideas contained in the sentences above it. (Example © CSEA Booklet #17 - Preparing Written Material ©2006 p. 13 #21; used with permission)

- 1. Snowboarding has become an increasingly popular alternative to traditional skiing.
- From the beginning, snowboarders were perceived as a little wilder, a little more adventurous than skiers.
- This image of the snowboarder as a free spirit has made the sport particularly popular among young people.
- a. In recent years, snowboarding has actually become more popular than traditional skiing. The image of the reckless, carefree snowboarder has made the sport especially popular among young people, who are more inclined to take risks.
- b. Snowboarding has become increasingly popular over the years. Snowboarding is seen by many as a more adventurous sport than skiing. Snowboarding has become popular for this reason among young people.
- c. Snowboarding has become an increasingly popular sport, particularly among young people. The image of the snowboarder as a carefree adventurer seems to have an especially strong appeal to the young.
- d. Adventure and risk-taking, to some degree, is the main appeal of snowboarding. This combination of features makes snowboarding especially appealing to young people.

45

Paragraph Organization Strategies

Choosing the correct order for sentences in order to form a coherent paragraph

46

Basic Strategies Find the topic sentence Identify the "question marks" in sentences Underline key words and phrases Look for strong connectors

EXAMPLE QUESTION 3

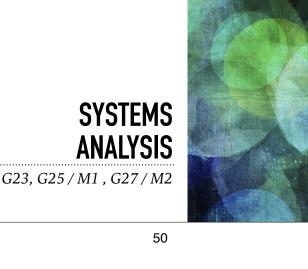
Put these sentences about the Empire Plaza in the best order.

- The massive undertaking used 232,000 tons of steel, 900,000 cubic yards of concrete, and 40,000 tons of marble, and expended 1.7 billion in 1970s dollars, leading to the popular joke that the governor had an "edifice complex", though not all commentators were so waggish.
- As the governor remarked: "There's no question that the city did not look as I think the Princess thought it was going to."
- Governor Nelson A. Rockefeller formulated his plans to build what is now the Empire Plaza in the wake of a diplomatic visit by Princess Beatrix of the Netherlands that highlighted the dilapidated condition of much of the city.
- 4. One biographer wrote: "In a deeper sense, art and architecture have a much more intimate relationship. For him, art and architecture often blurred, and there is no doubt that on one plane of consciousness, Rockefeller perceived the outer shell of buildings as sculpture. The Mall here in Albany, for instance, can be characterized as a group of forms on a platform sculpture on a pedestal, if you will."
- His attempt to improve the city's looks, however, met with a great deal of criticism due in large part to the effort's gargantuan scope and budget.

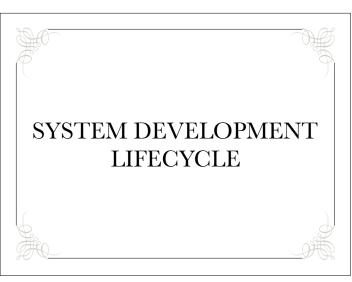
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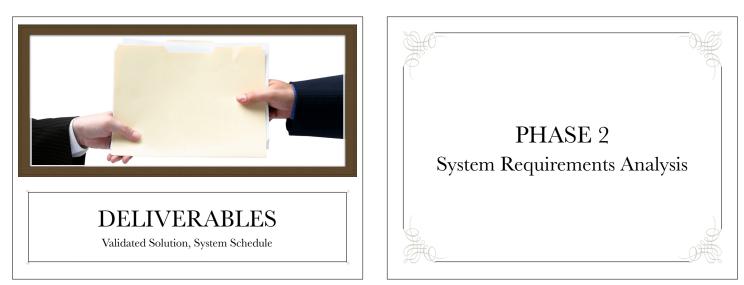
These questions test for techniques and concepts of computer systems analysis. They cover such subjects as feasibility and applications studies, systems development tools and software, the systems life cycle, types of systems (e.g., client/ server, Web-based), controls, and systems documentation, testing, and implementation.



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DELIVERABLES

Refined System Standards, Unit/Integration/System Test Results, User and Training Materials, Documentation

61



62



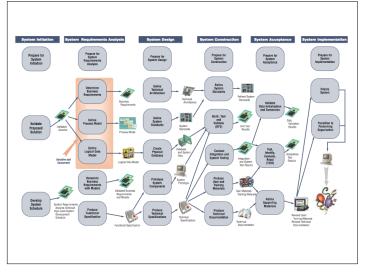
DELIVERABLES

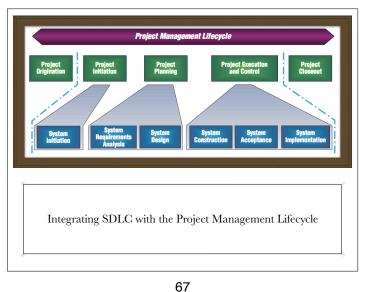
Data Validation Results, Acceptance Test Results, Refined Training Materials and Documentation

63

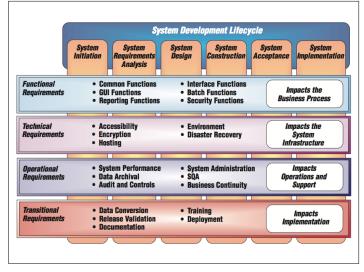


Process	Measurements of Success	Yes	No
Prepare for System Implementation	Has anyone verified that every Consumer has the right level of system access and security?		
	Is there a checklist of all system components that can be used to verify that all the right versions of all components of the system are in the production environment?		
	Do the managers of Technical Services and Technical Support agree with your estimate of extra work for their units associated with new system deployment?		
Deploy System	Do your team members agree that their part of the effort as outlined in the Project implementation and Transition Plan is reasonable and achievable?		
	Do the training evaluation forms filled out by Consumers and Customers being trained in the new system reflect scores equal or higher to those anticipated in the Project Implementation and Transition Plan?		
	Have you had to "freeze" or "fall back" in system deployment activities no more than originally anticipated in the deployment plan?		
	Is the volume of support calls within the range originally anticipated in the deployment plan?		
Transition to Performing Organization	Has the Performing Organization agreed to transition all of the remaining defects along with the system itself?		



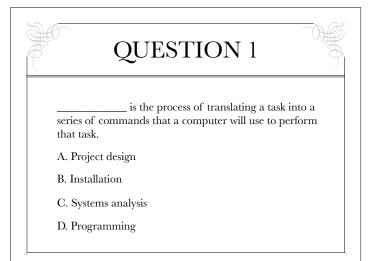


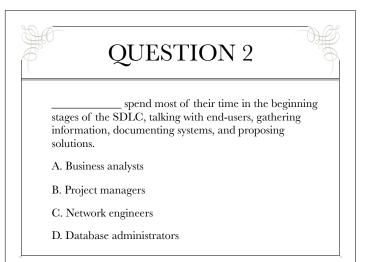


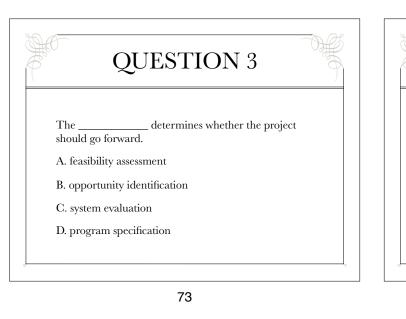


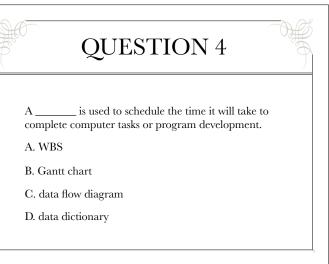




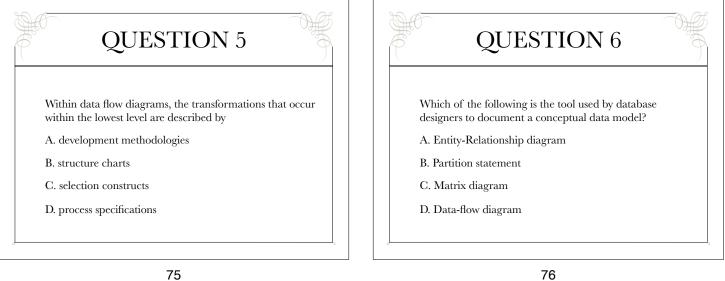












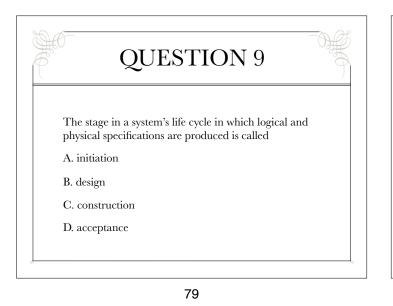
QUESTION 7

Technical writers generally provide the _____ for

the new system. A. programs B. network C. analysis

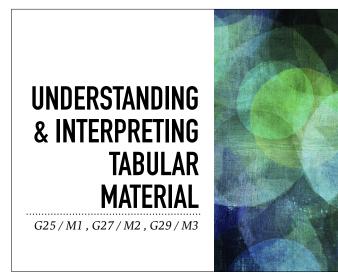
D. documentation

J.	QUESTION 8
	In a systems development process, users are made active members of development project teams. This is an example of
	A. RAD
	B. JAD
	C. Waterfall
	D. documentation



QUESTION 10 In most organizations, the entire system-building effort is driven by A. availability of packaged applications B. existing hardware C. user training requirements D. user information requirements

80

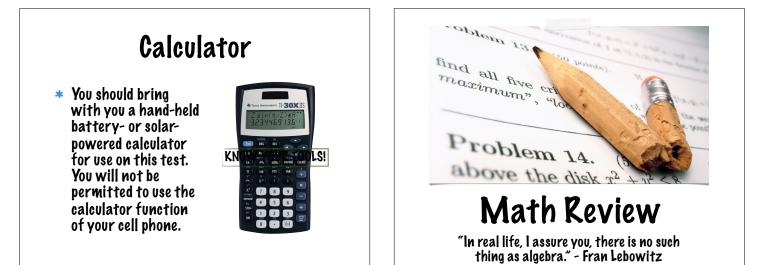


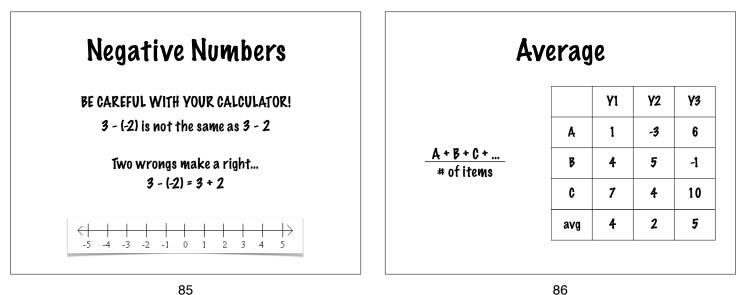
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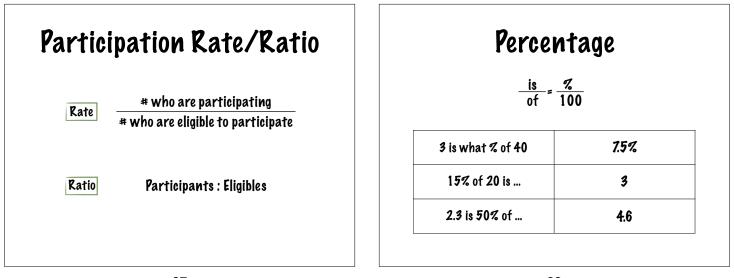
These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form.

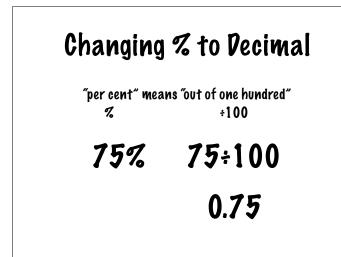
You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets.

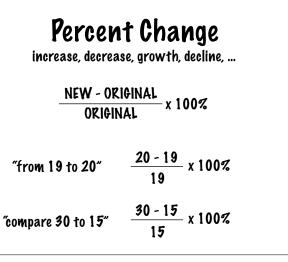
The concepts of rate, ratio, and proportion are tested.

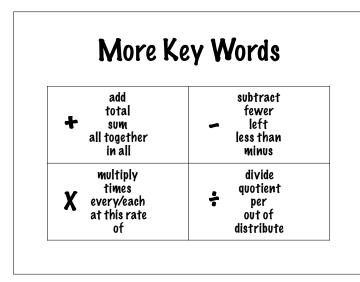












EXAMPLE QUESTION 4

93

Reading a Table

- * How many tables are there?
- * Read the row and column headings.
- * Are there any subtotals or totals?
- * What are the units for the numbers?
- * Use a piece of scrap paper to keep focused.

92

TOP IO LIST FOR	Cable Network TV - United States			Week of Aug. 21, 201
RANK	PROGRAM	NETWORK	RATING	VIEWERS (000)
1	GAME OF THRONES	HBO PRIME	6.4	12,072
2	BREAK	HBO PRIME	3.6	6,690
3	PRES ADDRESS-AFGHANISTAN	FOX NEWS CHANNEL	3.3	5,117
4	HANNITY	FOX NEWS CHANNEL	2.9	4,582
5	PRES ADDRESS/ANALYSIS	FOX NEWS CHANNEL	2.8	4,443
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8	PRES ADDRESS CVG	FOX NEWS CHANNEL	2.3	3,468
9	WWE ENTERTAINMENT (WWE RAW)	USA NETWORK	2.1	3,588
10	RACHEL MADDOW SHOW	MSNBC	2.1	3,129

94



93

These questions test for the ability to conduct and supervise the activities necessary to achieve the goals and deadlines of a specific project. The questions cover such topics as setting up the project, developing the work plan for the project, assigning and reviewing work, evaluating performance and progress, coordinating phases of the project, handling problems as they arise, and meeting deadlines.





98

G27/M2

97

These questions test for knowledge of the techniques and concepts of project management. They may cover terminology and concepts; project scheduling and control techniques (e.g., CPM); creating and evaluating bids; monitoring project progress; controlling a project timeline; and evaluating the project.

99

PROJECT MANAGEMENT G29/M3 M4 , M5 , M6



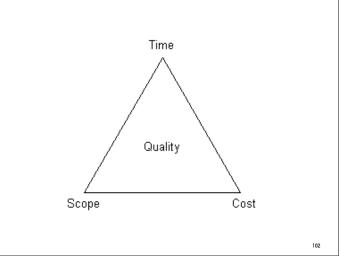
100

These questions test for the primary project management knowledge areas across all phases of the project management life cycle. The major project management knowledge areas are: Integration Management, Scope Management, Time Management, Cost Management, Quality Management, Human Resources Management, Communications Management, Risk Management, and Procurement Management. The phases of the project management life cycle are: Origination, Initiation, Planning, Execution and Control, and Closeout. These questions may also include activity definition and sequencing, cost estimating and tracking, schedule tracking, change control, stakeholder identification and management, quality planning, communications planning, risk identification, and risk

101

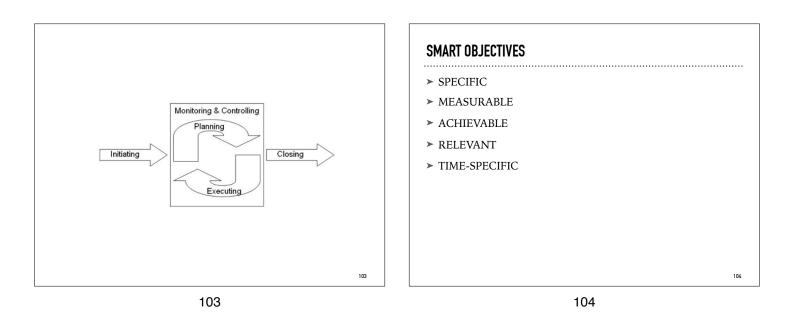
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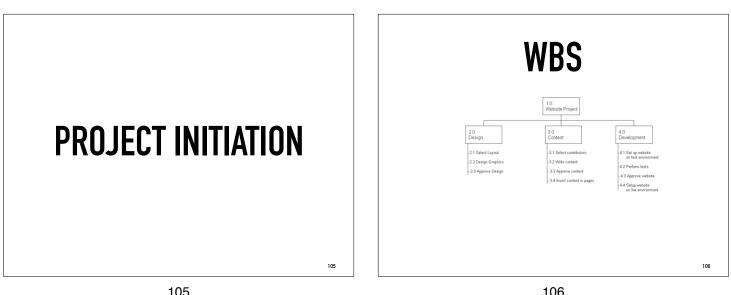
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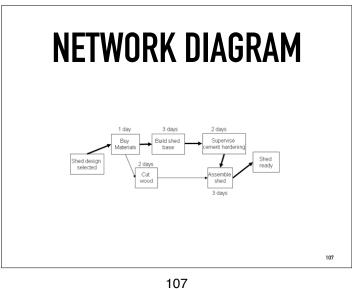


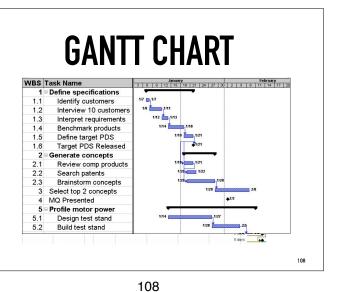
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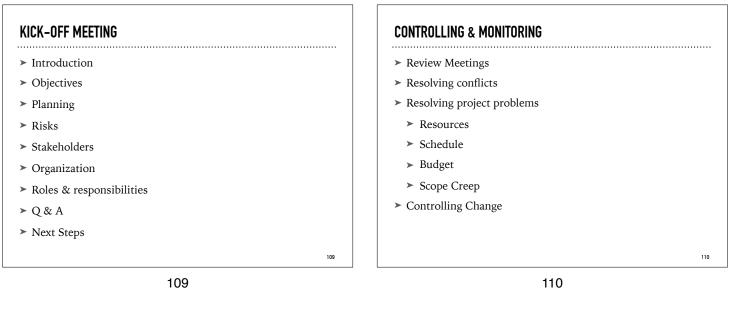
monitoring.

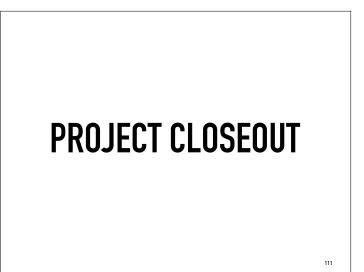










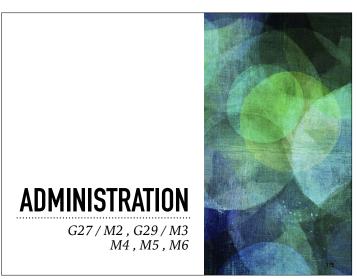




112



These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.



These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning, including succession planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

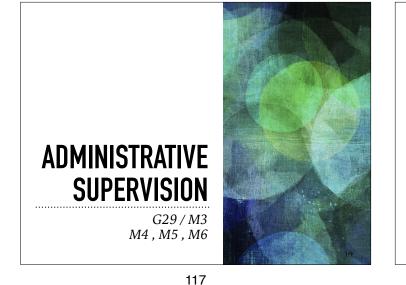
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116



These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

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MANAGEMENT ACTIVITIES - PODSCORB Planning Organizing Directing

- ➤ Staffing
- Coordinating / Communicating
- ► Reporting
- ► Budgeting

SARAH'S SUPERVISION QUESTION TIPS

- Underline or circle tricky wording (e.g. <u>least</u>). Maybe label T/ F choices.
- "Does it disrupt work?"
- > Take all grievances seriously.
- > Delegate work! (But never delegate discipline!)
- > In most cases, more direct approaches are better.
- Be wary of words that are too strong for the situation (e.g. frank, forceful).
- Remember the same questions are given across the state, for people in different jobs at different agencies.

REVIEW QUESTION 1

Which criteria would be best for a supervisor to use when assigning work?

A) assign the most tiring and repetitive tasks to new employees

B) assign all unimportant work to slower employees

C) assign tasks based on your employees' abilities

D) let employees choose their own tasks based on what they do best

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REVIEW QUESTION 2

Which statement <u>least</u> represents a basic principle of the employee appraisal process?

A) appraisals should be based mostly on objective observations

B) the supervisor's value judgements can affect the appraisal

C) appraisal of future potential should be based on subjective judgment

D) employee strengths should be emphasized rather than weaknesses

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REVIEW QUESTION 3

Which factor is <u>least</u> important when setting up vacation schedules?

A) the competence of each employee

B) how essential each employee's services will be

C) the vacation preferences of your employees

D) your unit's anticipated workload

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REVIEW QUESTION 4

121

123

In trying to reduce your employee turnover rate, which of the following initial steps would be <u>least</u> appropriate?

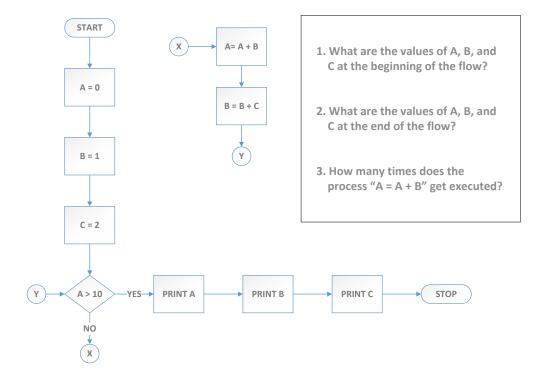
A) Review training procedures to see if they can be improved.

B) Ask a few trusted employees for their insights.

C) Be more lenient about performance standards and time off to increase morale in your unit.

D) Review records of past employees to look for underlying causes.

Example Question 1.



Х

Example Question 2.

- 1. Select the paragraph that best expresses the ideas contained in the sentences above it. (Example © CSEA Booklet #17 - Preparing Written Material ©2006 p. 13 #21; used with permission)
 - 1. Snowboarding has become an increasingly popular alternative to traditional skiing.
 - 2. From the beginning, snowboarders were perceived as a little wilder, a little more adventurous than skiers.
 - 3. This image of the snowboarder as a free spirit has made the sport particularly popular among young people.
 - a. In recent years, snowboarding has actually become more popular than traditional skiing. The image of the reckless, carefree snowboarder has made the sport especially popular among young people, who are more inclined to take risks.
 - b. Snowboarding has become increasingly popular over the years. Snowboarding is seen by many as a more adventurous sport than skiing. Snowboarding has become popular for this reason among young people.
 - c. Snowboarding has become an increasingly popular sport, particularly among young people. The image of the snowboarder as a carefree adventurer seems to have an especially strong appeal to the young.
 - d. Adventure and risk-taking, to some degree, is the main appeal of snowboarding. This combination of features makes snowboarding especially appealing to young people.

Example Question 3.

Put these sentences about the Empire Plaza in the best order.

- 1. The massive undertaking used 232,000 tons of steel, 900,000 cubic yards of concrete, and 40,000 tons of marble, and expended 1.7 billion in 1970s dollars, leading to the popular joke that the governor had an "edifice complex", though not all commentators were so waggish.
- 2. As the governor remarked: "There's no question that the city did not look as I think the Princess thought it was going to."
- 3. Governor Nelson A. Rockefeller formulated his plans to build what is now the Empire Plaza in the wake of a diplomatic visit by Princess Beatrix of the Netherlands that highlighted the dilapidated condition of much of the city.
- 4. One biographer wrote: "In a deeper sense, art and architecture have a much more intimate relationship. For him, art and architecture often blurred, and there is no doubt that on one plane of consciousness, Rockefeller perceived the outer shell of buildings as sculpture. The Mall here in Albany, for instance, can be characterized as a group of forms on a platform sculpture on a pedestal, if you will."
- 5. His attempt to improve the city's looks, however, met with a great deal of criticism due in large part to the effort's gargantuan scope and budget.

Put these sentences about the Empire Plaza in the best order.

- 1. This name comes from the structure's distinctive curvilinear concrete shell with a half-spherical half-prolate oval horizontal cross section.
- 2. The shell's vast interior houses two amphitheaters with a combined seating capacity of 1,432, more than enough for the Ellen Sinopoli Dance Company, which has called it home for more than ten years.
- 3. In 2004, the latter wrote a song entitled "The Egg" about the venue.
- 4. The New York City Ballet, Henry Rollins, and They Might Be Giants, have also performed there.
- 5. One of the most striking and distinctive features of Empire Plaza is a concert hall commonly known as 'The Egg'.

Example Question 4.

Nielsen TV Ratings						
TOP IO LIST FOR	Cable Network TV - United States		w	leek of Aug. 21, 2017		
RANK	PROGRAM	NETWORK	RATING	VIEWERS (000)		
1	GAME OF THRONES	HBO PRIME	6.4	12,072		
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9	WWE ENTERTAINMENT (WWE RAW)	USA NETWORK	2.1	3,588		
10	RACHEL MADDOW SHOW	MSNBC	2.1	3,129		
	Source: Nielsen. Total Day Cable Programs. Viewing estimates on this page include Live viewing and DVR playback on the Same Day, defined as 3am-3am. Ratings are the percentage of TV homes in the U.S. tuned into television.					

In the week of August 14th, Game of Thrones had 10.24 million viewers. What is the percentage increase in viewers for the week of August 21st?

What is the ratio of people who watched Game of Thrones to people who watched the Giants/Browns pre-season game?

If there are 5,000 people in the arena for the live show, how does that compare to the number of people who watched WWE RAW on TV?

Thanks in advance for your feedback!

What day is it today? [] Monday, Sept 18th	[] Tuesday, Sept 26th	[] Sunday, Oct 1st
Comments about the time/date:		
What do you think of	this location?	
[] I don't like it.		[] I like it.
Comments about the location:		
\A/b at alid you think of		
What did you think of [] I didn't like it.	•	[] I liked it.
What were the strengths of this tra	ining?	
What should be improved for next	time?	
Optional: What's you	r contact info?	
Name: Email:	Phone Number:	