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**The Administrative
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**Passbook prepares
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exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to: office management; supervision;

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**preparing written
material;**

**understanding and
interpreting**

written material;

**and other related
areas.**

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Prep is a bank of

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questions similar

to those that

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**would be seen on
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analyst; Current
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***exams in the
subjects you need
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to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to: administrative analysis; budgeting; understanding and

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to study. It
provides hundreds
of questions and
answers in the
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likely be covered
on your upcoming
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but not limited to:***

***Analysis,
development,
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control of manual
or automated
systems and
management
processes;
Supervision;
Preparing,
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and interpreting
written material;***

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exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to:

budgeting;

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*administrative
analysis;*

supervision;

*understanding and
interpreting written
and tabular*

*material; preparing
written material;*

and more.

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that will likely be*

*covered on your
upcoming exam,*

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including but not limited to:

Management and methods;

Organization and structures; Methods, tools, and techniques involved in

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administration;

Budgeting and fiscal control;

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*Administrative
supervision; and
more.*

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questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to:

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- supervision;*
- understanding and interpreting written*

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*and tabular
material; and more.*

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that will likely be covered on your upcoming exam, including but not limited to: office management; supervision; preparing written material; understanding and interpreting written material; and other related areas.

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planning and evaluation
in an education
environment,
comprehension and
interpretation of
complex pertinent
written materials
including technical data;
and more.

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Examinations

The Senior

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answers in the
areas that will
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*upcoming exam,
including but
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analysis,
development,
installation and
control of
manual or
automated
systems and
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processes;
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preparing,*

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*understanding
and interpreting
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material; and
more.*

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including but
not limited to:
preparing,
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*and interpreting
written and
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material;
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analysis;
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more.*

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covered on your
upcoming exam,
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managerial
judgment;
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and
sensitivity;
reading*

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*comprehension;
written*

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skills; and
more.*

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principles
aren't simply
named or
described in
passing, but
are explained
in detail. The
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to prepare you
for what to
expect on the
actual exam.*

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*tests and
achieve their
education and
career goals.
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standards for
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coverage that
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for Portfolio
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and the PfMP®
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(ECO), 2013.*

*The book
consists of*

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*five sections,
each of which
corresponds to
one of the five
domains
described in
the ECO. Each
section
includes study
hints, a list
of major topics
that may be
encountered on*

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*the exam, and
20 multiple-
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and answer key
with the
rationale for*

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each correct answer and references to the Standard. Supporting references are also listed at the end of the book for each of the domains covered on the exam. Written by Dr. Ginger

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author of best-
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guides, the
book includes
two complete
practice tests,
each consisting
of 170
questions that
follow the
blueprint of*

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*the actual
PfMP® exam as
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percent of the
questions
relate to
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Alignment 20
percent relate
to Governance
25 percent*

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*relate to
Portfolio*

*Performance 15
percent relate
to Portfolio
Risk Management
15 percent
relate to
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proprietary
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algorithm to
help you
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Moderately
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Proficient in
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analyze data;
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arithmetic
reasoning;
management
analyses, including
the ability to plan,
organize and
control a
coordinated group
effort to attain

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structure and function of city government, including various departmental functions; city administrative processes and procedures such as purchasing, budgeting methods, including development and tracking; contracting, and personnel; data collection polities and

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methods; data
analysis techniques
and presentations;
and more.

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management; and
more.*

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provides hundreds of
questions and
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vocabulary that*

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passing your exam. Concepts and principles aren't simply named or described in passing, but are explained in detail. The Mometrix CMAA study guide is laid out in a logical and organized

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*fashion so that
one section*

*naturally flows
from the one
preceding it.*

*Because it's
written with an
eye for both
technical
accuracy and
accessibility, you
will not have to
worry about*

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*getting lost in
dense academic
language. Any test
prep guide is only
as good as its
practice
questions and
answer
explanations, and
that's another
area where our
guide stands out.
The Mometrix test*

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prep team has provided plenty of CMAA practice test questions to prepare you for what to expect on the actual exam. Each answer is explained in depth, in order to make the principles and reasoning behind

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*it crystal
clear. We've
helped hundreds
of thousands of
people pass
standardized
tests and achieve
their education
and career goals.
We've done this
by setting high
standards for
Mometrix Test*

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Preparation guides, and our CMAA Exam Secrets Study Guide is no exception. It's an excellent investment in your future. Get the CMAA review you need to be successful on your exam.

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*The Principal
Transit*

*Management
Analyst*

Passbook(R)

*prepares you for
your test by*

*allowing you to
take practice*

exams in the

*subjects you need
to study. It*

provides

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hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to: administration and management; analytical math; critical thinking;

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data analysis and interpretation; situational judgment; and more.

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