

# Highly Effective Office Assistant Certificate Program

An online learning program for CSEA-represented NYS employees



**Application period: October 2, 2017 - March 29, 2018**

**Courses available: October 2, 2017 - March 30, 2018**

## Begin the Journey

The Partnership invites you to take advantage of an exciting career development opportunity.

The **Highly Effective Office Assistant Certificate Program** will help you identify strategies to take control of your daily work schedule and projects.

Register today and begin taking courses any time you wish during this six-month program.

**NYS  
& CSEA  
Partnership**  
*for Education and Training*

## About the Highly Effective Office Worker Certificate Program

- An online learning program to help employees enhance their administrative and clerical office skills
- Employees must complete 16 required courses while achieving a passing grade of 70% or higher for each course in order to earn a certificate
- Supervisory approval is not required for courses taken at home
- For technical support and questions, contact the Partnership at: (518) 486-7814 or (800) 253-4332 or email: [OnlineLearningHelp@nyscseapartnership.org](mailto:OnlineLearningHelp@nyscseapartnership.org).

**For additional information and to learn how to register online, visit: [www.nyscseapartnership.org](http://www.nyscseapartnership.org)**