

Highly Effective Office Assistant Certificate Program

An online learning program for CSEA-represented NYS employees



Application period:
July 26, 2019 –
January 30, 2020



Courses available:
July 26, 2019 –
January 31, 2020



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

Begin the Journey

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

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

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

About the Highly Effective Office Assistant Certificate Program

- An online learning program to help employees enhance their administrative and clerical office skills.
- Employees must complete 18 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

For additional information and to learn how to register online, visit:
www.nyscseapartnership.org