



# ONLINE LEARNING CERTIFICATE PROGRAMS

EARN A CERTIFICATE, GAIN A COMPETITIVE EDGE

## Take self-paced courses online

Earning a certificate is a great way to show employers you're serious about your professional development. This can prepare you to advance your career or gain the extra knowledge you need to stay competitive in your current position.

*All learning takes place in the Statewide Learning Management System (SLMS).*

The following four programs fulfill the mandatory training requirements for the state's Administrative Assistant Traineeship.



### Customer Service

SLMS Code: P\_CS23

Get useful tips and strategies for working effectively with customers.



### Microsoft Word 2016 Basics

SLMS Code: P\_MWBASICS23

Enhance your knowledge in this popular computer application.



### Diversity, Equity, and Inclusion

SLMS Code: P\_DEI\_2023

Develop your knowledge in diversity, equity, and inclusion.



### Successful Business Writing

SLMS Code: P\_SBW23

Gain the skills you need to produce well-written documents.



### The Organized Office Worker

SLMS Code: P\_OOW23

Discover strategies to better manage and take control of your time.



### Microsoft Excel 2016 Essentials

SLMS Code: P\_MEES16\_2023

Enhance your knowledge in this popular computer application.

## CSEA-represented NYS Employees

You must first apply for and receive a Partnership Online Learning License (SLMS Code: P\_OL\_Program) before you can register for a certificate program.

## NYS Management/Confidential Employees

You must have access to an Empire KnowledgeBank license in SLMS to participate in a certificate program. **Contact your agency training officer for more information on how to obtain an EKB license.**



## Register Now

Visit our website for complete details, including start and end dates for each certificate program.

[www.nyscseapartnership.org](http://www.nyscseapartnership.org)