

ONLINE LEARNING CERTIFICATE PROGRAMS

EARN A CERTIFICATE, GAIN A COMPETITIVE EDGE

Take the Partnership's online, self-paced courses

Earning a certificate is a great way to show employers you're serious about your professional development. Advance your career and gain the knowledge needed to stay competitive in your position.

You'll take all classes online through the Statewide Learning Management System (SLMS).

These four programs fulfill the mandatory training requirements for the state's Administrative Assistant Traineeship and must be completed by February 11, 2027.



Customer Service

SLMS Code: P_CS26

Get useful tips and strategies for working effectively with customers.



Microsoft Word Basics

SLMS Code: P_MWBASICS26

Enhance your knowledge of this popular computer application.

These two programs must be completed by March 15, 2026.



Building Conflict Resolution Skills

SLMS Code: P_BCRS25

Build strategies to support a positive work environment and manage conflict.



Successful Business Writing

SLMS Code: P_SBW26

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



The Organized Office Worker

SLMS Code: P_OOW26

Discover strategies to better manage your time.



Microsoft Excel 365 Basics

SLMS Code: P_MEB25

Learn tools to manage and format data, spreadsheets, and tables in Excel 365.

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 details, including start and end dates for each certificate program.

nycseapartnership.org