



# SUCCESSFUL BUSINESS WRITING

SLMS Code: P\_SBW25

An Online Learning Certificate Program

Open to CSEA-represented NYS Employees and Management/Confidential  
NYS Employees

**Application Period:** February 14, 2025 - February 12, 2026  
Complete all courses by February 13, 2026.



## Improve Your Writing Skills

- Gain a better understanding of grammar, sentence structure, and the writing process.
- Enhance your writing skills.
- Demonstrate your dedication to lifelong learning and professional development.
- Fulfill one of four mandatory training requirements for the state's **Administrative Assistant Traineeship**.

## Earn a Certificate, Gain a Competitive Edge

- Supervisory approval is not required for courses taken outside your normal workday.
- Complete all **12** required courses with a passing grade of 70% or more in each course to earn a certificate.



### Register Now

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

Take this certificate program any time during the one-year period.

### For Technical Support and Questions

Call: (800) 253-4332 or

Email: [OnlineLearningHelp@nyscseapartnership.org](mailto:OnlineLearningHelp@nyscseapartnership.org)