

Successful Business Writing Online Certificate Program

An Online Learning Program for CSEA-represented NYS Employees

Supervisory approval is not required for courses taken outside the normal workday.

Application Period:

February 9, 2023 to
February 8, 2024

Courses must be completed by February 9, 2024.



Improve Your Writing Skills

Many people find it difficult to express their thoughts in writing.

This online program will help you:

- Spend less time on each document, but still produce professional business documents.
- Identify techniques to write more clearly and with confidence.



Earn a Certificate, Gain a Competitive Edge

This online program will help you understand grammar, sentence structure, and the writing process. It's also a great way to build your skills in the [Verbal and Written Communication workforce development competency](#).

Participants must complete 12 courses with a 70% or higher passing score to earn a certificate. This program fulfills one of the four mandatory training requirements for the [Administrative Assistant Traineeship](#).



Register Now!

For technical support and questions, call
(800) 253-4332 or email
OnlineLearningHelp@nyscseapartnership.org