

Microsoft Office 2016 Generalist Certificate Program

An online learning program for CSEA-represented NYS employees



Application period:
April 25, 2019 –
September 27, 2019



Courses available:
April 25, 2019 –
September 30, 2019

Begin the Journey

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

The **Microsoft Office 2016 Generalist Certificate Program** provides a learning opportunity for employees to enhance their knowledge and skills in the Microsoft Office 2016.

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



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

Microsoft Office 2016 Generalist Certificate Program

- An online learning program to help employees become more proficient in Microsoft Access, Excel, PowerPoint, Outlook, and Word 2016.
- Employees must complete 10 required courses while achieving a passing grade of 70% or higher for each course in order to earn the Microsoft Office Generalist 2016 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