



MICROSOFT EXCEL 2016 ESSENTIALS

An Online Learning Certificate Program for CSEA-represented NYS Employees

Application Period: July 10, 2023 to January 30, 2024 Courses must be completed by January 30, 2024



Enhance Your Knowledge and Skills

- Develop and improve your Microsoft Excel 2016 skills.
- Prepare to take the optional Microsoft Office Specialist (MOS) Microsoft Excel 2016 Exam.
- Demonstrate your dedication to lifelong learning and professional development.

Earn a Certificate, Get a Competitive Edge

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



Register Now!

www.nyscseapartnership.org

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

For Technical Support and Questions

Call: (800) 253-4332 or Email: OnlineLearningHelp@nyscseapartnership.org