

Successful Business Writing

*An online learning program for
CSEA-represented NYS employees*

Application Period:

February 3, 2021 - February 3, 2022



@nyscseapartnership



@NYSCSEA

www.nyscseapartnership.org

Successful Business Writing

*An online learning program for
CSEA-represented NYS employees*



Begin the Journey to Developing your Career

Many people find it difficult to express their thoughts in writing. This program shows you ways to spend less time on each document, but still produce professional business documents. This online program helps busy people identify techniques to write more clearly and with confidence.



About the Successful Business Writing Certificate Program

This Online Certificate Program will help you understand grammar, sentence structure, and the writing process. This program is also a great way to build your skills in the *Verbal and Written Communication workforce competency*. Participants must complete 12 courses with a passing score of 70% or higher to earn a certificate. *Additionally, this program fulfills one of the four mandatory training requirements for the Administrative Assistant Traineeship.*



Application Period:
February 3, 2021 -
February 3, 2022

Courses must be completed by February 4, 2022