

Successful Business Writing

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

*Application Period:
February 3, 2020 - February 1, 2021*



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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 Skills workplace competency*. Participants must complete 13 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.*



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Courses must be completed by February 2, 2021