

# Microsoft Word 2010 Certificate Program

An online learning program for  
CSEA-represented NYS employees



**Application period: March 16, 2015 - April 16, 2015**

**Courses available: March 16, 2015 - September 30, 2015**

## **Begin the Journey**

The Partnership invites you to take advantage of an exciting career development opportunity.

The **Microsoft Word 2010 Certificate Program** will help CSEA-represented NYS employees improve their job skills and enhance their knowledge of Microsoft Word.

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

## About the **Microsoft Word 2010 Certificate Program**

- An online learning program that helps employees to be more proficient in Microsoft Word 2010
- Employees must complete 15 required courses while achieving a passing grade of 70% or higher for each course in order to earn a 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](mailto:OnlineLearningHelp@nyscseapartnership.org)

**For additional information and to learn how to register online,  
visit: [www.nyscseapartnership.org](http://www.nyscseapartnership.org)**