

# Partnership Certificate Programs for Microsoft Office 2007

An online learning program for  
CSEA-represented NYS employees.



***You're invited** to take advantage of an exciting online learning training and career development opportunity. The Partnership Certificate Programs for Microsoft Office 2007 consist of one generalist program and four specialist programs.*

*These five certificate programs are for CSEA-represented NYS employees who wish to enhance their knowledge and improve their job skills in the Microsoft Office 2007 suite of applications.*

## CERTIFICATE PROGRAMS AT A GLANCE

Registration begins on October 15, 2012 and closes on January 15, 2013.

Programs are available on October 15, 2012 and conclude on October 31, 2013.

- Microsoft Office 2007 Generalist Certificate
- Microsoft Excel 2007 Specialist Certificate
- Microsoft Outlook 2007 Specialist Certificate
- Microsoft Word 2007 Specialist Certificate
- Microsoft Access 2007 Specialist Certificate

## About the Microsoft Office Certificate Programs

- Five online learning certificate programs are available. Each program begins on October 15, 2012 and ends on October 31, 2013.
- To earn a certificate, employees are required to complete a series of courses over a 12-month period.
- You may participate in more than one certificate program, however, you will need to set aside more time to complete all required course work before the October 31, 2013 deadline.
- Courses can be taken at home or at work with supervisory approval.
- For technical support and questions, contact the Partnership at:  
518-486-7814 or 800-253-4332 (for areas outside the Capital Region)  
or email: [OnlineLearningHelp@nyscseapartnership.org](mailto:OnlineLearningHelp@nyscseapartnership.org).

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

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