

Acquire Your Coursework for the **Administrative Assistant Traineeship**



The NYS & CSEA Partnership for Education and Training offers several **FREE** opportunities for you to acquire the necessary coursework to meet the training requirements for the Administrative Assistant I job title.



Scan or click the QR code to view more about the Administrative Assistant Traineeship on the Partnership's website.



2 Ways to Fulfill Your Mandatory and Elective Course Requirements

Online Learning Certificates

With our Online Learning Certificate Program, complete mandatory classes, in your free time and at your own pace. Choose areas of computer training, interpersonal communication, work management, and writing skills.



Skills For Success Classes

The Partnership's Skills for Success catalog offers more mandatory and elective classes required for the traineeship. These in-person, online, and webinar classes run during our Spring and Fall Semesters.



Keyboarding Resources

Now is the time to improve, speed up, or refresh your keyboarding skills! Click or scan the QR code to view free online tutorials, lessons, helpful tips, and job aids with keyboarding functions and shortcuts.



Contact the Partnership for more information.

(518) 487-7814

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