The Division of Information Technology is pleased to announce the availability of online classes from **Skillsets Online**. This service is available to faculty, staff and students.

Topics include applications such as Adobe and Microsoft products, and professional IT subjects such as virtualization and server operating systems which prepare the participant for IT-industry certifications. Courses are also available on basic workplace skills such as business etiquette, effective presentations, and interpersonal communication.

To learn about the program, please visit http://skillsetsonline.com:

- To display the course offerings, click the **MENU OF ONLINE COURSES** link on the left navigation of the main site page (or visit http://skillsetsonline.com/online-courses/). This page lists all available professional IT classes by category.

- To learn about the **End User Courses** or **Business Courses**, click on the link found on the upper right of this page.

- Each topic under a main course category (e.g. Adobe Acrobat DC or Business Grammar Essentials) constitutes a separate class and will take approximately four hours to complete.

- Classes are accessible from off campus and are available 24 hours a day.

- If you are interested in learning more about the program, or would like to register for a class, please send email to skillsets.online@lehman.cuny.edu from your Lehman College email account. Provide the full class title and the date when you would like to begin the class. Classes must be completed within a 14-day period. Please select a start date that will allow you to complete the class within the allotted time.

- If you are interested in making this service available to students in your class, please contact Safiul Roni (safiul.roni@lehman.cuny.edu) for further information.

We hope you will take advantage of this opportunity and look forward to your feedback.