

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, hover over the **Course Menus** link on the top navigation menu.
- To learn about professional IT classes, scroll down to Courses for IT Professionals and click on any course. These include ChatGPT, Cisco, CompTIA and ITIL.
- To learn about labs for professional IT classes, scroll down to Courses for IT Professionals and click on any course. These include Cisco, CompTIA and ITIL.
- To learn about the end-user application training and workplace skills courses, click on *Professional Development. The end-user application training includes courses on Google applications, Microsoft Office, Visio, and project management. The workplace skills courses include courses on leadership skills, management skills and communication skills.
- Classes are accessible on campus and 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 an e-mail to ITR.Workshops@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 send an e-mail from your Lehman College email account to ITR.Workshops@lehman.cuny.edu for further information.

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