

# **INTERESTED IN IMPROVING YOUR SKILLS OR LEARNING A NEW PROGRAM?**



**Whether you are new to Microsoft Office or simply want to refresh or improve your skills, this program is for you.**

**The Atrium Learning Center offers an online, self-paced Microsoft Office training, which is available to you around the clock on your own computer.**

**You will have access to instructional lessons, which provide a mix of videos and interactive exercises, so you can practice what you learn.**

**Should you need assistance while learning these skills or to finish your assignments, the center has a tutor on hand who can assist you.**

**A certificate of completion will be issued to you once you finish the program.**



**For more information or to register, please email Judith Rockway at [jrockway@citytech.cuny.edu](mailto:jrockway@citytech.cuny.edu).**

**Please note registration is available year-round to registered City Tech students.**