College of Staten Island
The City University of New York

BECOME AN ADMINISTRATIVE PROFESSIONAL

Reserve Your Seat Today!

In three months, learn the essential computer skills needed to be successful in an office environment.

You'll receive training on the most popular Microsoft Office 2016 programs, including Word, Excel, Access, PowerPoint, Outlook and computer foundations including file management.

Microsoft Office 2016

- Tuesday and Thursday
- October 23—February 19
- 6:00 PM—9:00 PM
- 30 Sessions—90 hours
- No class on November 22, December 25, December 27, January 1, and February 12
- Tuition: $1,120

718.982.2182 ● continuing_ed@csi.cuny.edu ● 130 Merrill Ave

WORKFORCE DEVELOPMENT AND INNOVATION