

OFFICE SKILLS PROGRAM
At WESTCHESTER COMMUNITY COLLEGE'S
OSSINING EXTENSION CENTER
FREE TO THOSE WHO QUALIFY!

Funded by the New York State Department of Labor, Office of Workforce Development and the Office of Temporary and Disability Assistance.

Qualified Displaced Homemakers

Divorced
Widowed
Separated
Disabled Spouse
Unemployed Spouse
Single Parents

Prerequisites: High school diploma or GED, minimum typing speed 25 wpm, and proof of displaced homemaker eligibility is required.

Gain Marketable Skills

Microsoft Office 2007

- Word
- Excel
- PowerPoint
- Outlook
- File Management
- Internet Research

Job Search Skills:

- Skills Assessment
- Resume/Cover Letter Creation
- Job Search Strategies
- Interviewing Techniques
- Confidence Building
- Job Coaching

WHEN: November 4 – December 16, 2009

Monday-Friday

9:30 am—2:30 pm (Hours may vary)

WHERE: WESTCHESTER COMMUNITY COLLEGE

Ossining Extension Center, 22 Rockledge Avenue (off Route 9)
Arcadian Shopping Center (behind McDonald's)

For information and eligibility, please contact Project Transition at (914) 606-6825.

Westchester Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, gender, sexual orientation, or handicap, is excluded from, or is subject to discrimination in, any program or activity.



PROJECT TRANSITION

A Center for Retraining
Academic Arts Bldg., Rm. 107

(914) 606-6825

(914) 606-6508 Fax

www.sunywcc.edu/Projecttransition



Westchester
Community College

State University of New York