

OFFICE SKILLS PROGRAM
At WESTCHESTER COMMUNITY COLLEGE'S
VALHALLA CAMPUS
FREE TO THOSE WHO QUALIFY!

Funded by the Office of Temporary and Disability Assistance

Qualified Displaced Homemakers

Single Parents*

Divorced*

Widowed*

Separated*

Disabled Spouse*

Unemployed Spouse*

**Must have one or more dependents*

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

Gain Marketable Skills

Microsoft Office 2010

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

Job Search Skills:

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

WHEN: November 1 - December 2, 2011

Monday-Friday

9:00 am—2:30 pm (Hours may vary)

WHERE: WESTCHESTER COMMUNITY COLLEGE

75 Grasslands Road

Valhalla, NY 10595

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
Classroom Building, Rm. 216

(914) 606-6825

(914) 606-6508 Fax

www.sunywcc.edu/Projecttransition



Westchester
Community College

State University of New York