

# Project Transition

## Office Technology Training Program

The Professional Development Center  
at Westchester Community College

**April 3 - May 26, 2017**

9:00 am to 3:00 pm daily

**WHERE:** Westchester Community College, 75 Grasslands Road, Valhalla  
75 Grasslands Road, Valhalla, NY



- **Computer Skills**  
Microsoft Word, Excel, PowerPoint, Outlook, QuickBooks
- **Career Counseling**  
Group and Individual
- **Job Search Skills**  
Résumé Writing, Interviewing Skills,  
Job Search Instruction - including Online and Social Media

This intensive program will provide you with the opportunity to learn current, marketable skills to return to the workforce after being dependent on federal assistance or the income of another family member.

No cost to participants.

- Must be unemployed or underemployed.
- Must provide proof of Displaced Homemaker status, according to New York State Department of Labor guidelines.

**Qualified Displaced Homemakers can be:**

**Single Parents • Widowed • Disabled Spouse • Divorced  
Separated • Unemployed Spouse**

This program, formerly known as Project Transition at Westchester Community College, is funded through a grant from the New York State Department of Labor.

Call for information and eligibility:

914-606-5628

Go to: [www.sunywcc.edu](http://www.sunywcc.edu) (Search: *Project Transition*)



Westchester  
Community College

State University of New York