

Become a Certified Microsoft Office Specialist

At WESTCHESTER COMMUNITY COLLEGE's Valhalla Campus

Funded by the New York State Education Department through a Perkins IV (CTEA) Allocation

Must be a Qualified Displaced Homemaker:

- > Single Parents*
 - > Widowed
 - > Divorced
 - > Separated
 - > Disabled Spouse
 - > Unemployed Spouse
- *Must have one or more dependents*

Prerequisites: Strong basic operational skills on a windows-based computer, including mouse and keyboarding skills, solid file management skills, and previous experience using computer applications. ***Must have a commitment to developing expertise in using Word and Excel. Must type at least 25 wpm. Must be unemployed or underemployed (work no more than 17 hours). Must sit for the Certification Exams.***

Gain Marketable Skills:

- ***Microsoft Office Specialist Training and Certification in Word and Excel*** — this certification program will prepare you to become a Microsoft Office Specialist in Word and Excel and enable you to broaden your employment opportunities by displaying advanced computer skills.

WHEN: October 31 — December 6, 2011

Monday —Friday
9:00 am—2:00 pm (hours may vary)

WHERE: WESTCHESTER COMMUNITY COLLEGE

75 Grasslands Road
Valhalla Campus

FEE: Certification Exam fee of \$170

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

PROJECT TRANSITION

A Center for Retraining
Classroom Bldg., Room 216
(914) 606-6825
(914) 606-6508 Fax
www.sunywcc.edu/Projecttransition



Westchester
Community College

State University of New York