


**FOR CANCELLATIONS ONLY,  
CALL**

**(516) 797 - 4198**

# May 2017 Computer Workshops

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Basic Computers Hicksville, 9:15-12:15 ANNA	3 Beginning Excel Hicksville, 9:15-1:15 RZ	4	5
8 Beginning Word Massapequa, 9:15-1:15 ANNA	9	10	11	12 Beginning LinkedIn Hicksville, 10:30-12:30 RZ
15	16	17	18	19 Facebook and Social Media in the Workforce Hicksville, 10:30-12:30 RZ
22 PowerPoint Massapequa, 9:30-12:30 ANNA	23 LinkedIn Follow Up Hicksville, 10:00-12:00 RZ	24 The Basics of Email Hicksville, 9:30-11:30 RZ	25	26
29 <b>CLOSED</b>  Memorial DAY	30	31		

**Workshop Policy:** Workshops will begin on time; therefore if you are more than 15 minutes late for a workshop you may be refused entry to that workshop. Please cancel if you are unable to attend. If you do not show you will need to meet with a counselor before taking any future workshops. Some workshops require the completion of prerequisites prior to enrollment. Please check with staff.

Visit us at: [www.thewp.org](http://www.thewp.org)

April 18, 2017

Hicksville Career Center  
301 W. Old Country Rd  
Hicksville, NY 11801

Westbury Location  
141 Garden St  
Westbury, NY 11590

Massapequa Career Center  
977 Hicksville Rd  
Massapequa, NY 11758