

**FOR CANCELLATIONS ONLY,
CALL**

(516) 797 - 4198

April 2018 Computer Workshops

Monday	Tuesday	Wednesday	Thursday	Friday
2 Basic Computers Hicksville, 9:30-12:30 DD	3 Beginning Word Massapequa, 9:30-1:30 DD	4	5 Intermediate Word Massapequa, 9:30-4:30 DD	6 Advanced Word Massapequa, 9:30- 4:30 DD
9 Beginning Excel Hicksville, 9:30-1:30 DD Basic Computers Massapequa, 9:30-12:30 LB Posting your Resume to the Internet Job Sites Massapequa, 1:30-4:30 LB	10 Mastering LinkedIn Part 1 Hicksville, 9:30-12:30 KR	11 Power Point Massapequa, 9:30-4:30 DD	12	13 Intermediate Excel Hicksville, 9:30-4:30 DD
16 Advanced Excel Hicksville, 9:30-4:30 DD	17	18	19 The Basics of Email Massapequa, 9:30-11:30 KR Beginning Social Media Massapequa, 12:00-2:00 KR	20
23	24 Mastering LinkedIn Part 2 Hicksville, 9:30-12:30 KR Facebook for Job Seekers Hicksville, 1:00 -3:00 KR	25	26	27 Advanced Word Massapequa, 9:30- 4:30 DD
30	30			

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

March 27, 2018

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