

**FOR CANCELLATIONS ONLY,  
CALL**

**(516) 797 - 4198**

# March 2018 Computer Workshops

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Basic Computers <b>Massapequa, 9:30-12:30 LB</b>  Posting Your Resume to the Internet Job Sites <b>Massapequa, 1:30-4:30 LB</b>	6	7	8	9
12	13	14 Beginning Excel <b>Hicksville, 9:30-1:30 DD</b>	15 Mastering LinkedIn Part 1 <b>Massapequa, 9:30-12:30 KR</b>  Beginning Social Media <b>Massapequa, 1:00-3:00 KR</b>	16 Beginning Word <b>Hicksville, 12:45-4:45 DD</b>
19 Power Point <b>Massapequa, 9:30-4:30 DD</b>	20 Intermediate Excel <b>Massapequa, 9:30- 4:30 DD</b>  The Basics of Email <b>Hicksville, 9:30—11:30 KR</b>	21	22 Intermediate Word <b>Massapequa, 9:30- 4:30 DD</b>	23
26 Advanced Excel <b>Massapequa, 9:30—4:30 DD</b>	27 Mastering LinkedIn Part 2 <b>Massapequa, 9:30-12:30 KR</b>  Facebook for Job Seekers <b>Massapequa, 1:00 -3:00 KR</b>	28 Advanced Word <b>Massapequa, 9:30- 4:30 DD</b>	29	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](http://www.thewp.org)**

**March 12, 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