

**FOR CANCELLATIONS ONLY,
CALL**

(516) 797 - 4198

May 2018 Computer Workshops

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Basic Computers Massapequa, 9:30-12:30 DD	2	3	4 Beginning Word Hicksville, 9:30-1:30 DD
7 Beginning Excel Massapequa, 9:30-1:30 DD	8 Mastering LinkedIn Part 1 Massapequa, 9:30-12:30 KR	9 Intermediate Excel Massapequa, 9:30-4:30 DD	10	11
14 Intermediate Word Hicksville, 9:30-4:30 DD	15 The Basics of Email Hicksville, 9:30-11:30 KR Beginning Social Media Hicksville, 12:00-2:00 KR	16	17	18
21	22 Mastering LinkedIn Part 2 Massapequa, 9:30-12:30 KR Facebook for Job Seekers Massapequa, 1:00 -3:00 KR	23 Advanced Excel Massapequa, 9:30-4:30 DD	24	25 Power Point Hicksville, 9:30-4:30 DD
28 BOTH OFFICES CLOSED 	29 Advanced Word Hicksville, 9:30- 4:30 DD	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

APRIL 12, 2018

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

Massapequa Career Center
977 Hicksville Rd
Massapequa, NY 11758

Westbury Location
141 Garden St
Westbury, NY 11590