

**FOR CANCELLATIONS ONLY,  
CALL**

**(516) 797 - 4198**

# January 2019 Computer Workshops

Monday	Tuesday	Wednesday	Thursday	Friday
	1 <b>CLOSED</b>	2 Basic Computers <b>Hicksville, 9:30-12:30 DD</b>	3 Beginning Word <b>Massapequa, 9:30-1:30 DD</b>	4
7	8	9	10	11
14 Beginning Excel <b>Massapequa, 9:30-1:30 DD</b>	15 Mastering LinkedIn Part 2 <b>Hicksville, 9:30-12:30 KR</b> Mastering LinkedIn Part 1 <b>Hicksville, 1:00-4:00 KR</b>	16 Intermediate Word <b>Massapequa, 9:30-4:30 DD</b>	17 Intermediate Excel <b>Massapequa, 9:30-4:30 DD</b>	18
21 <b>CLOSED</b>	22	23 Introduction to QuickBooks <b>Massapequa, 9:30-1:30 DD</b>	24 Mastering LinkedIn Part 2 <b>Massapequa, 9:30-12:30 KR</b> Mastering LinkedIn Part 1 <b>Massapequa, 1:00-4:00 KR</b>	25
28	29 Advanced Excel <b>Massapequa, 9:30-4:30 DD</b>	30 Advanced Word <b>Massapequa, 9:30- 4:30 DD</b>	31 Power Point <b>Hicksville, 9:30-4:30 DD</b>	

**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)**

**December 13, 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