



**Fast Forward New Mexico in partnership with the Zuni Public Library is offering free computer trainings to the community.**

## **2012 Training Class Schedule - Zuni Public Library**

**\*\*Each training topic has 3 sessions to pick from.**

### **BASIC COMPUTER SKILLS**

- Wednesday, February 1st AND Thursday, February 2nd, 9:00 am – 12:00 noon
- Wednesday, February 1st AND Thursday, February 2nd, 2:00pm - 5:00 pm
- Friday, February 3rd, 9:00 am - 12:00 noon AND 1:00 pm - 4:00 pm

### **INTRODUCTION TO INTERNET**

- Wednesday, February 8th AND Thursday, February 9th, 9:00 am – 12:00 noon
- Wednesday, February 8th AND Thursday, February 9th, 2:00pm - 5:00 pm
- Friday, February 10th, 9:00 am - 12:00 noon AND 1:00 pm - 4:00 pm

### **SELECTING, INSTALLING, AND MAINTAINING A COMPUTER**

- Wednesday, February 15th AND Thursday, February 16th, 9:00 am – 12:00 noon
- Wednesday, February 15th AND Thursday, February 16th, 2:00pm - 5:00 pm
- Friday, February 17th, 9:00 am - 12:00 noon AND 1:00 pm - 4:00 pm

### **HOW TO TAKE AN ONLINE COURSE**

- Wednesday, February 22nd AND Thursday, February 23rd , 9:00 am – 12:00 noon
- Wednesday, February 22nd AND Thursday, February 23rd , 2:00pm - 5:00 pm
- Friday, February 24th , 9:00 am - 12:00 noon AND 1:00 pm - 4:00 pm

### **INTERNET TOOLS FOR BUSINESS: REDUCING COSTS**

- Wednesday, February 29th AND Thursday, March 1st, 9:00 am – 12:00 noon
- Wednesday, February 29th AND Thursday, March 1st, 2:00pm - 5:00 pm
- Friday, March 2nd, 9:00 am - 12:00 noon AND 1:00 pm - 4:00 pm

### **INTERNET TOOLS FOR BUSINESS: INCREASING SALES**

- Wednesday, March 7th AND Thursday, March 8th, 9:00 am – 12:00 noon
- Wednesday, March 7th AND Thursday, March 8th, 2:00pm - 5:00 pm
- Friday, March 9th, 9:00 am - 12:00 noon AND 1:00 pm - 4:00 pm

### **SOCIAL MEDIA FOR MARKETING: CHOOSING THE RIGHT TOOLS**

- Wednesday, March 14th AND Thursday, March 15th, 9:00 am – 12:00 noon
- Wednesday, March 14th AND Thursday, March 15th, 2:00pm - 5:00 pm
- Friday, March 16th, 9:00 am - 12:00 noon AND 1:00 pm - 4:00 pm

### **SOCIAL MEDIA FOR MARKETING: PROMOTING YOUR BUSINESS**

- Wednesday, March 21st AND Thursday, March 22nd, 9:00 am – 12:00 noon
- Wednesday, March 21st AND Thursday, March 22nd, 2:00pm - 5:00 pm
- Friday, March 23rd, 9:00 am - 12:00 noon AND 1:00 pm - 4:00 pm

**To sign up for the trainings or for more information, call the Zuni Public Library at 782-4575 or stop by; or go to the Fast Forward New Mexico website at [www.FastForwardNM.org](http://www.FastForwardNM.org).**