

## Facebook Management for Professionals

This course is designed to teach students how to effectively use Facebook for professional use in this interactive presentation. This class will guide you through creating and managing a Facebook page, separating information from your business and personal contacts, and best practices for professionals on this social network. We will explore contact interaction, setting customized privacy, controlling who can see your posts/pictures/information, and how to maintain different groups within your Facebook contacts.

- Create/manage a “business” Facebook page
- Discuss best practices for professionals using Facebook

Prerequisites: Prior experience with Microsoft Windows

*Cost: \$29.00 per person (2 hour class)  
Class Materials Included*

For additional information, please contact  
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