



Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

UNA's Microsoft Office Outlook 2010~ April 4 - 18 ~ Register Today!

Registration is still underway for UNA's Microsoft Outlook 2010 course offered by Continuing Studies and Outreach. You can register online at www.una.edu/continuing-studies (select Computer Workshops), or contact our office at 256-765-4862 to register by phone. We accept all major debit and credit cards. Please share this email with others who may be interested.

To view or print a complete listing of Personal Enrichment and Computer classes please visit our website at www.una.edu/continuing-studies (select the 2011 Catalog).

MICROSOFT OFFICE OUTLOOK 2010:

In this class you will learn to send and receive email in Microsoft Office Outlook 2010, maintain your Calendar, schedule meetings, and work with tasks and notes. You will also learn setup options, types of email accounts, using signatures, attaching files, creating folders and moving messages to personal folders.

Course Number: 11-CPT126

April 4 - 18 * 9 Hour Course * 3 Mondays

5:00 pm - 8:00 pm * Price: \$139 (includes textbook)

Instructor: Roger Scott

Location: UNA East Campus, Room 106 (Computer Lab)