

**Course Location:****LEARNSOFT TECHNOLOGY TRAINING CENTER**

Torrey Pines Bank Building, 4350 Executive Drive, Suite 100

858-558-7444 | 858-731-8155 (Education Department)

www.agcsd.org

Contact: Becca Schaffer Education Marketing Manager - bschaffer@agcsd.org

**Please note the 7 day Cancellation Policy Below**

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**MICROSOFT OUTLOOK® 2007/2010/2013 INTRODUCTION**

Use outlook to organize your day! Boost your communication skills and increase your productivity in the workplace. Starting with the fundamentals this course lets individuals of any technical level learn hands-on exactly what they need to know with a live Instructor. Learn to use Outlook Mail as your email editor, Track and group your messages to organize your mail. Learn to use your calendar to schedule and view events. Prioritize and delegate tasks to manage your time and manage contact records for quick access to addresses.

**Date: March 9, 2017****May 18, 2017****Time: 8:00 am - 4:00 pm****Course Tuition: AGC Members \$275 | Non Members \$325**

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**OUTLOOK® 2007/2010/2013 ADVANCED**

This course is intended for people who have a basic understanding of Microsoft® Windows® and Microsoft Office Outlook 2010 and want or need to know how to perform more advanced tasks in Outlook. Use Outlook to manage items; Address books and message features; Working with personal distribution lists; Accessing the internet and accessing contacts directly; Managing tasks and scheduling meetings; Working with templates; Utilizing and creating forms. This is a hands-on training class with a live instructor.

**Date: April 20, 2017****June 30, 2017****Time: 8:00 am - 4:00 pm****Course Tuition: AGC Members \$275 | Non Members \$325****INSTRUCTOR: TONY WASHINGTON****PREREQUISITE:** Basic knowledge of the windows environment, basic keyboard skills.**COURSE NOTES:** Students will use 2013 version in class. Laptop computers and software provided. Breakfast and lunch are not provided.**LOCATION: LEARNSOFT TECHNOLOGY TRAINING CENTER**

Torrey Pines Bank Building, 4350 Executive Drive, Suite 100, San Diego, CA 92121

**Registration:** Online Registration Must be completed **WWW.AGCSD.ORG**

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**SPECIAL Cancellations and/or Changes Policy:** In partnership with Learnsoft Technologies all Cancellation notification must be received in writing no later than **7 business days** prior to the scheduled course date. Substitute registrants can be named at any time. A full refund - minus a 5% processing fee if paid by credit card - will be given if notification is received by AGC San Diego **7 business days** prior to the course start date. If a cancellation is received within the **7 business day** time frame, or if registrant(s) elects not to attend, attendee will forfeit the entire course fee. Those participants using using AGC Journeyman Trust funds must adhere to the cancellation policy. If a late cancellation or NO SHOW occurs the participating COMPANY and not the AGC Apprenticeship Trust is liable for the tuition.**Payment:** Payment can be made online by credit card or PayPal. Master Card, Visa, Discover and American Express are accepted. Checks to be made payable to AGC San Diego. Invoice option is only available for AGC San Diego Chapter members. Full course payment must accompany each registration for all attendees at least seven days prior to the course start date. Contact Inna Alizade in Accounting for payment confirmations, refunds or receipts. inna@agcsd.org