



**March 2012 Schedule of Classes**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>March 2012</b>	<b>Schedule subject to change without notice</b>	<b>Call or Email to enroll in classes or webinars</b>  <b>949-548-9595</b>	Online trainings are noted as <b>WEB</b> . All others are classroom trainings.  Webinars are 1 hr, 15 min	<b>1</b> <b>Beg Access 2007 @ UCLA</b> <b>UCLA Staff Only</b>	<b>2</b> <b>Not Available</b>	<b>3</b> <b>By Appointment Only</b>
<b>4</b>	<b>5</b> <b>Excel Skills Brush-Up - WEB</b> 10:00am-11:30pm, \$19	<b>6</b> <b>Int Excel 2003@ UCLA</b> <b>UCLA Staff Only</b>	<b>7</b> <b>Beg Excel 2007 @ UCLA</b> <b>UCLA Staff Only</b>	<b>8</b> <b>Computer Basics and Email, 9:00am-Noon, \$49</b> <b>Microsoft Word Basics 1:30pm-5:00, \$79</b>	<b>9</b> <b>QuickBooks in 2 Sessions, #1 9:00am-Noon, \$159 for both</b> <b>Computer Basics and Email, 1:30pm-4:00, 59</b>	<b>10</b> <b>Excel Basics 2007/10</b> 8:30am – 12:30pm, \$79
<b>11</b>	<b>12</b> <b>Int Word, 9:00am-Noon, \$79</b>  <b>Excel Int/Adv 2007/10</b> 1:30pm-5:30, \$79	<b>13</b> <b>Excel Basics 2007/10</b> 8:30am-12:30, \$79  <b>Int PowerPoint</b> 5:00pm-7:30, \$69	<b>14</b> <b>Int Access 2007 @ UCLA</b> <b>UCLA Staff Only</b>	<b>15</b> <b>Excel Basics 2007/10</b> 8:30am-12:30pm, \$79 <b>Int Excel Database Features</b> 1:30pm-5:00pm, \$79	<b>16</b> <b>QuickBooks in 2 Sessions, #2 9:00am-Noon, \$159 for both</b>	<b>17</b> <b>Intermediate Word</b> 9:00am-Noon, \$79
<b>18</b>	<b>19</b> <b>PowerPoint 2007/10</b> 9:00am -Noon \$79  <b>Facebook</b> 5:00pm-7:00, \$49	<b>20</b> <b>Int Excel 2007@ UCLA</b> <b>UCLA Staff Only</b>	<b>21</b> <b>Microsoft Word for Users Who Never Got Training, 8:30am-Noon, \$79</b>  <b>QuickBooks Basics</b> 1:30pm -5:30, \$89	<b>22</b> <b>Beg Excel 2007 @ UCLA</b> <b>UCLA Staff Only</b>	<b>23</b> <b>Excel Basics 2007/10</b> 8:30am-12:30pm, \$79  <b>Int Microsoft Word,</b> 1:30pm 4:00, \$79	<b>24</b> <b>Microsoft Word for Users Who Never Got Training, 8:30am-Noon, \$79</b>
<b>25</b>	<b>26</b> <b>Int Excel Database Features</b> 1:30pm-5:00pm, \$79	<b>27</b> <b>Excel Basics, 9:00am-noon, \$79</b>  <b>Outlook 2007</b> 2:00pm-5:00, \$69	<b>28</b> <b>Adv Excel 2007 @ UCLA</b> <b>UCLA Staff Only</b>	<b>29</b> <b>Computer Basics and Email, 1:00pm-4:00, \$59</b>	<b>30</b> <b>QuickBooks 5-Session Series #5</b> 9:00am-Noon, \$279 for all 5	<b>31</b> <b>Int Excel – Database features v2007/10</b> 9:00am-12:30
	<b>Follow us on Twitter:</b> Twitter.com/MelissaTutors	<b>www.ComputerTutorNews.com</b> 3189 Airway Ave, B, Costa Mesa, CA 92626			<b>Friend us on Facebook:</b> Facebook.com/ComputerTutor	<b>Connect on LinkedIn:</b> LinkedIn.com/in/MelissaGuzzetta