

<b>Course Name:</b>	<i>Calendaring: A Legal Practitioner's Perspective</i>	<b>Class Description:</b>	<i>Deadlines drive litigation and good calendaring is an essential part of practice. Find out how good you really are. This course will cover the basics of calendaring in both state and federal court from answers through appeals and everything in</i>
<b>Class Date:</b>	Thursday, May 24, 2012		
<b>Class Time:</b>	10:30 AM - 11:30 AM		
<b>MCLE Credits:</b>	1.0		
<b>Cost</b>	\$30.00		
<b>Course Name:</b>	<i>Microsoft® WORD 2007 for Legal Professionals: Part A: Using the "Ribbon," Tools, &amp; More for Legal Documents &amp; Forms</i>	<b>Class Description:</b>	<i>Are you confused by the "New" Microsoft® Office Suite 2007!? This is the first course in a three-part computer training series in Microsoft® Word 2007. In this presentation you will learn how to use the "Ribbon," and Quick Launch Toolbar, and other</i>
<b>Class Date:</b>	Monday, June 4, 2012		
<b>Class Time:</b>	9:30 AM - 12:00 PM		
<b>MCLE Credits:</b>	2.5		
<b>Cost</b>	\$75.00		
<b>Course Name:</b>	<i>California Wills &amp; Trusts -- HotDocs Automated Forms</i>	<b>Class Description:</b>	<i>If you've recently switched over from CAPS or are looking for automated forms products for drafting California Wills &amp; Trusts, you don't want to miss this one-hour, hands-on course. You'll gain the information and skills needed to successfully</i>
<b>Class Date:</b>	Tuesday, June 5, 2012		
<b>Class Time:</b>	12:30 PM - 1:30 PM		
<b>MCLE Credits:</b>	1.0		
<b>Cost</b>	\$15.00		
<b>Course Name:</b>	<i>Legal Research on WestlawNext</i>	<b>Class Description:</b>	<i>In this course you will learn about the latest tools and resources available on WestlawNext. You will learn how to find the correct form, whether it is for a business or a lawsuit, and how to use research strategies to find the information you</i>
<b>Class Date:</b>	Wednesday, June 6, 2012		
<b>Class Time:</b>	12:00 PM - 1:00 PM		
<b>MCLE Credits:</b>	1.0		
<b>Cost</b>	\$15.00		
<b>Course Name:</b>	<i>Microsoft® WORD 2007 for Legal Professionals: Part B: Creating Tables, Formatting, Headings &amp; Styles, Mail Merge and i</i>	<b>Class Description:</b>	<i>Expanding on the concepts in the Sacramento County Public Law Library's beginning Word 2007 class, "Microsoft® WORD 2007 for Legal Professionals: Part A: Using the "Ribbon," Tools, &amp; More for Legal Documents &amp; Forms," instructor</i>
<b>Class Date:</b>	Monday, June 11, 2012		
<b>Class Time:</b>	9:30 AM - 12:00 PM		
<b>MCLE Credits:</b>	2.5		
<b>Cost</b>	\$75.00		