



Long Term Employment Solutions

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Solution Area	Curriculum	Series or Learning Path	Course Title	Course #	Estimated Duration (in hours)	NASBA Credit	PMI PDU
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NOTE: Click on a course number for a complete course description.

DESKTOP COMPUTER SKILLS

Adobe

Adobe PhotoShop CS4

Photoshop CS4: Getting Started [at pcsf a01 it enus](#) 2.00

Photoshop CS4: Beyond the Basics [at pcsf a02 it enus](#) 3.00

Adobe Illustrator CS4

Illustrator CS4: Getting Started [at icsf a01 it enus](#) 2.50

Illustrator CS4: Beyond the Basics [at icsf a02 it enus](#) 2.50

Adobe InDesign CS4

Adobe InDesign CS4: Fundamentals [at idcs a01 it enus](#) 2.00

Adobe Dreamweaver CS4

Setting up a Site and Adding Content in Dreamweaver CS4 [at dcsf a01 it enus](#) 2.50

Adding Links and Images in Dreamweaver CS4 [at dcsf a02 it enus](#) 1.50

Tables, Accessibility, and Standards in Dreamweaver CS4 [at dcsf a03 it enus](#) 1.50

Reusing Content in Dreamweaver CS4 [at dcsf a04 it enus](#) 2.00

Creating Interactive Web Pages in Dreamweaver CS4 [at dcsf a05 it enus](#) 2.50

Cascading Style Sheets in Dreamweaver CS4 [at dcsf a06 it enus](#) 2.50

Dreamweaver CS4 Site Maintenance and Advanced Concepts [at dcsf a07 it enus](#) 2.00

Adobe Flash CS4

Introduction to Adobe Flash CS4 Professional [at fcsf a01 it enus](#) 2.00

Drawing and Working with Images in Flash CS4 [at fcsf a02 it enus](#) 2.50

Using Flash CS4 Libraries, Text, and Components [at fcsf a03 it enus](#) 3.00

Animation in Flash CS4 [at fcsf a04 it enus](#) 2.50

ActionScript and Multimedia in Flash CS4 [at fcsf a05 it enus](#) 2.00

Workflow and Adobe Integration in Flash CS4 [at fcsf a06 it enus](#) 2.00

Creating Navigation and Publishing Movies in Flash CS4	at fcsf a07 it enus	1.50	
Adobe AIR for Flash Developers			
Adobe AIR for Flash Developers	at aafd a01 it enus	1.00	
Adobe Fireworks CS4			
Adobe Fireworks CS4: Fundamentals	at fwcs a01 it enus	2.00	
Adobe Reader 9			
Adobe Reader 9	at rean a01 dt enus	1.50	
Adobe Acrobat 9			
Adobe Acrobat 9: Fundamentals	at adan a01 it enus	2.00	
Adobe Reader 6.0			
Using Adobe Reader 6.0	221552 ENG	2.75	1.50
Adobe Flash CS3			
Introduction to the Features of Flash CS3	at fcst a01 it enus	2.00	
Drawing and Working with Symbols in Flash CS3	at fcst a02 it enus	2.50	
Using Text and Components in Flash CS3	at fcst a03 it enus	2.00	
Animation in Flash CS3	at fcst a04 it enus	1.50	
ActionScript, Sound, and Video in Flash CS3	at fcst a05 it enus	2.00	
Workflow and Program Integration in Flash CS3	at fcst a06 it enus	1.50	
Creating Navigation and Publishing Movies in Flash CS3	at fcst a07 it enus	1.50	
Adobe Dreamweaver CS3			
Setting up a Site and Adding Content in Dreamweaver CS3	at dcst a01 it enus	2.50	
Adding Links, Images, and Flash Objects in Dreamweaver CS3	at dcst a02 it enus	3.00	
Tables, Accessibility, and Standards in Dreamweaver CS3	at dcst a03 it enus	2.00	
Reusing Content in Dreamweaver CS3	at dcst a04 it enus	1.50	
Creating Interactive Web Pages in Dreamweaver CS3	at dcst a05 it enus	2.00	
Cascading Style Sheets in Dreamweaver CS3	at dcst a06 it enus	2.00	
Dreamweaver CS3 Site Maintenance and Advanced Concepts	at dcst a07 it enus	1.50	
Adobe Photoshop CS3			
Photoshop CS3 Basics	at pcst a01 it enus	3.00	
Selections and Layers in Photoshop CS3	at pcst a02 it enus	2.00	
Advanced Tools in Photoshop CS3	at pcst a03 it enus	2.50	
Photoshop CS3 Animation and Automation	at pcst a04 it enus	1.50	
Adobe Illustrator CS3			
Getting Started with Illustrator CS3	at icst a01 it enus	3.00	

Coloring Objects and Using Brushes in Illustrator CS3	at icst a02 it enus	2.50	
Manipulating Objects in Illustrator CS3	at icst a03 it enus	2.50	
Using Type and Symbols in Illustrator CS3	at icst a04 it enus	2.50	
Importing and Tracing Images, and Applying Effects in Illustrator CS3	at icst a05 it enus	2.50	
Exporting and Printing Artwork in Illustrator CS3	at icst a06 it enus	2.50	

Adobe Acrobat 8.0

Creating and Working with PDFs in Adobe Acrobat 8	at adab a01 dt enus	2.50	
Editing and Reviewing in Adobe Acrobat 8	at adab a02 dt enus	1.10	
Forms and Document Security in Adobe Acrobat 8	at adab a03 dt enus	1.40	
Advanced Features of Adobe Acrobat 8	at adab a04 dt enus	1.90	

Adobe Reader 8.0

Using Adobe Reader 8	at adar a01 dt enus	2.50	
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DESKTOP COMPUTER SKILLS**Best Practices for Desktop Users****Information Security Best Practices for Business Users**

Introduction to information security	216913_ENG	1.75	2.00
Operational information security	217983_ENG	1.50	1.50
Malicious code and information security	217043_ENG	1.75	1.50
Information security and the Internet	216960_ENG	1.50	2.00

DESKTOP COMPUTER SKILLS**Microsoft Office 2007****Microsoft Office 2007: New Features**

New Features for End Users in Microsoft Office 2007	239866_ENG	1.50	1.50
Microsoft Office Excel, PowerPoint, and Outlook 2007	239874_ENG	1.50	1.50
Microsoft Access 2007 and Microsoft Publisher 2007	239976_ENG	1.00	1.00
Sharing and Collaboration in Microsoft Office Enterprise 2007	240019_ENG	2.00	2.50

Microsoft Office 2007: Beginning Word

Getting Started with Word 2007	mo bgwd a01 dt enus	1.00	
Working with Text and Paragraphs in Word 2007	mo bgwd a02 dt enus	2.00	
Structuring, Editing, Saving, and Opening Documents in Word 2007	mo bgwd a03 dt enus	2.00	

Printing, Help, and Automated Formatting in Word 2007	mo_bgwd_a04_dt_enus	2.00	
Working with Documents in Word 2007	mo_bgwd_a05_dt_enus	2.00	
Microsoft Office 2007: Advanced Word			
Advanced Formatting in Word 2007	mo_adwd_a01_dt_enus	1.50	
Advanced Document Navigation and Document Reviews in Word 2007	mo_adwd_a02_dt_enus	2.50	
Using Tables, Charts, and Graphics in Word 2007	mo_adwd_a03_dt_enus	2.50	
Microsoft Office 2007: Word for the Power User			
Advanced Data Manipulation Features in Word 2007	mo_wdpu_a01_dt_enus	1.00	
Advanced Document Features in Word 2007	mo_wdpu_a02_dt_enus	1.00	
Collaborative Features in Word 2007	mo_wdpu_a03_dt_enus	2.00	
Microsoft Office 2007: Beginning Excel			
Getting Started with Excel 2007	mo_bgex_a01_dt_enus	2.00	2.00
Manipulating and Formatting Data and Worksheets	mo_bgex_a02_dt_enus	3.50	3.00
Reviewing and Printing in Excel 2007	mo_bgex_a03_dt_enus	1.50	1.50
Excel 2007 Formulas and Functions	mo_bgex_a04_dt_enus	2.00	2.50
Excel 2007 Charts, Pictures, Themes, and Styles	mo_bgex_a06_dt_enus	1.50	2.50
Microsoft Office 2007: Advanced Excel			
Advanced Formatting in Excel 2007	mo_adex_a01_dt_enus	2.00	3.50
Advanced Data Management in Excel 2007	mo_adex_a02_dt_enus	1.50	2.50
Advanced Customization in Excel 2007	mo_adex_a03_dt_enus	2.00	3.00
Microsoft Office 2007: Excel for the Power User			
Analyzing Data in Excel 2007	mo_expu_a01_dt_enus	3.50	4.50
Protecting and Sharing Excel 2007 Workbooks	mo_expu_a02_dt_enus	2.00	2.50
Exchanging Data with Excel 2007	mo_expu_a03_dt_enus	3.00	3.00
Microsoft Office 2007: Beginning PowerPoint			
Getting Started with PowerPoint 2007	mo_bgpp_a01_dt_enus	1.50	
Adding Graphics to Presentations in PowerPoint 2007	mo_bgpp_a02_dt_enus	1.50	
Adding Multimedia and Animations to	mo_bgpp_a03_dt_enus	1.00	

Presentations in PowerPoint 2007			
Microsoft Office 2007: Advanced PowerPoint			
Creating Custom Slide Shows in PowerPoint 2007	mo_adpp_a01_dt_enus	1.00	
Distributing Presentations in PowerPoint 2007	mo_adpp_a02_dt_enus	1.00	
Microsoft Office 2007: Beginning Outlook			
Getting Started with Outlook 2007	mo_bgol_a01_dt_enus	1.50	1.50
Formatting and Managing E-mail in Outlook 2007	mo_bgol_a02_dt_enus	3.00	3.00
Using the Calendar in Outlook 2007	mo_bgol_a03_dt_enus	3.00	
Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	mo_bgol_a04_dt_enus	3.00	
Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	mo_bgol_a05_dt_enus	2.00	
Microsoft Office 2007: Advanced Outlook			
Customizing Outlook 2007 and Using the Journal	mo_adol_a01_dt_enus	2.00	
Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	mo_adol_a02_dt_enus	1.50	
Working with SharePoint, Calendars, and Forms in Outlook 2007	mo_adol_a03_dt_enus	2.50	
Microsoft Office 2007: Outlook for the Power User			
Data Security, Archiving, and Working Offline in Outlook 2007	mo_olpu_a01_dt_enus	3.00	
Instant, Text, and Unified Messaging in Outlook 2007	mo_olpu_a02_dt_enus	1.00	
Business Contact Manager with Outlook 2007	mo_olpu_a03_dt_enus	3.00	
Microsoft Office 2007: Beginning Access			
Getting Started with Access 2007	mo_bgac_a01_dt_enus	1.50	2.50
Basic Access 2007 Tables	mo_bgac_a02_dt_enus	2.50	3.00
Basic Access 2007 Forms	mo_bgac_a03_dt_enus	2.00	3.00
Queries and Reports in Access 2007	mo_bgac_a04_dt_enus	2.50	3.00
Microsoft Office 2007: Advanced Access			
Importing and Exporting Data and Data Presentation in Access 2007	mo_adax_a01_dt_enus	2.00	3.00
Advanced Data Management in Access 2007	mo_adax_a02_dt_enus	3.50	4.00

Microsoft Office 2007: Access for the Power User

Programmability and Administration in Access 2007	mo_acpu_a01_dt_enus	1.50	2.00
Database Administration in Access 2007	mo_acpu_a02_dt_enus	3.00	3.00

Microsoft Office 2007: Beginning Visio

Creating Visio 2007 Diagrams	mo_bgvs_a01_dt_enus	2.50	
Enhancing and Customizing Diagrams in Visio 2007	mo_bgvs_a02_dt_enus	3.50	
Collaborating and Using Visio 2007 With Other Programs	mo_bgvs_a03_dt_enus	1.50	

Microsoft Office 2007: Beginning Project

Creating and Designing a Project with Project Server 2007	mo_bgpr_a01_dt_enus	3.50	
Specifying and Assigning Resources in Project 2007	mo_bgpr_a02_dt_enus	2.50	
Tracking and Reporting Progress with Project Server 2007	mo_bgpr_a03_dt_enus	3.00	

Microsoft Office 2007: Advanced Project

Advanced Customization with MS Project 2007	mo_adpr_a01_dt_enus	2.00	
Project Data Management and Performance with MS Project 2007	mo_adpr_a02_dt_enus	3.50	

Microsoft Office 2007: Publisher

Creating Customized Publications with Publisher 2007	mo_pblr_a01_dt_enus	3.00	
Extending Publisher 2007 Beyond Publications	mo_pblr_a02_dt_enus	2.00	

Microsoft Office SharePoint Server 2007 End User

SharePoint 2007 Essentials	250450_ENG	3.00	
Creating and Managing Personal Sites and Searches in SharePoint 2007	250463_ENG	2.50	

Microsoft Office 2007: Collaborating, Communicating, and Sharing Information

Microsoft Office 2007: Collaborating with Groove and Communicator	mo_ncmg_a01_dt_enus	2.50	
Microsoft Office 2007: Sharing Information with OneNote 2007	mo_ncmg_a02_dt_enus	1.00	

Microsoft Office Project Server 2007: Managing Projects

Initiating Projects with Project Server 2007	mo_psmg_a01_dt_enus	2.50	
Planning Projects with Project Server 2007	mo_psmg_a02_dt_enus	2.00	

Managing Resource Capacity in Project Server 2007	mo_psmo_a03_dt_enus	2.50	
Executing Projects with Project Server 2007	mo_psmo_a04_dt_enus	2.00	
Monitoring, Controlling, and Closing Projects with Project Server 2007	mo_psmo_a05_dt_enus	2.50	

Microsoft Office 2007: Outlook Web Access

Using Outlook Web Access 2007	mo_otwa_a01_dt_enus	2.00	
Outlook Web Access 2007 Advanced Features	mo_otwa_a02_dt_enus	1.00	

Microsoft Office Live Meeting 2007 for End Users

Attending a Microsoft Office 2007 Live Meeting	mo_lmeu_a01_dt_enus	1.00	
Hosting a Microsoft Office 2007 Live Meeting	mo_lmeu_a02_dt_enus	1.50	

DESKTOP COMPUTER SKILLS

Microsoft Office XP

Microsoft Office XP - Advanced Access 2002

Advanced Database Design in Access 2002	116022_ENG	6.00	3.50
Advanced Database Features in Access 2002	116051_ENG	6.00	5.00

Microsoft Office XP: Advanced Excel 2002

Advanced Data Management in Excel 2002	114461_ENG	4.75	5.00
Advanced Data Manipulation and Analysis in Excel 2002	114635_ENG	4.00	4.00

Microsoft Office XP: Advanced FrontPage 2002

Building and Modifying Web Sites in FrontPage 2002	115955_ENG	5.00	
Enhancing and Publishing Web Sites in FrontPage 2002	115977_ENG	5.00	

Microsoft Office XP: Advanced Outlook 2002

Managing Outlook 2002	114389_ENG	4.75	3.00
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Microsoft Office XP: Advanced PowerPoint 2002

Customizing, Running, and Broadcasting PowerPoint 2002 Presentations	116195_ENG	3.00	2.00
PowerPoint 2002 Customization and Office XP Integration	116211_ENG	2.00	1.00

Microsoft Office XP: Advanced Word 2002

Advanced Formatting and Navigation in Word 2002	114968_ENG	3.00	2.50
Advanced Document Features in Word 2002	114983_ENG	4.00	4.00
Collaborative Features in Word 2002	115008_ENG	3.00	3.00

**Microsoft Office XP: Beginning
FrontPage 2002**

FrontPage 2002 Basics	114938_ENG	4.00	
Enhancing and Managing Web Sites with FrontPage 2002	114955_ENG	3.00	

**Microsoft Office XP: Beginning
Outlook 2002**

Introducing Outlook 2002	115146_ENG	4.00	4.50
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**Microsoft Office XP: Beginning
PowerPoint 2002**

Creating Presentations using PowerPoint 2002	115027_ENG	5.00	2.50
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**Microsoft Office XP: Beginning
Word 2002**

Creating Documents in Word 2002	114325_ENG	2.75	3.00
Working with Documents in Word 2002	114346_ENG	2.00	1.50

**Microsoft Office XP: Common
Features Across Office
Applications**

Common Features in Microsoft Office XP	115172_ENG	3.00	
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**Microsoft Office XP: New Features
for Advanced Users**

Office XP for the Advanced User	116275_ENG	3.00	
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**Microsoft Office XP: Beginning
Visio 2002**

Creating Diagrams in Visio 2002	117077_ENG	3.00	3.00
Working with Diagrams in Visio 2002	117090_ENG	2.00	2.00

**Microsoft Office XP: New Office-
wide Features**

New Features Review of Microsoft Office XP	116084_ENG	2.00	
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**Microsoft Office XP: New Features
for End-Users**

New and Enhanced Features for End-Users in Office XP	116224_ENG	4.00	
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**Microsoft Office XP: Beginning
Access 2002**

Introduction to Access 2002	117147_ENG	4.50	6.00
Intermediate Access 2002	117172_ENG	3.75	3.50

**Microsoft Office XP: Beginning
Excel 2002**

Basic Features of Excel 2002	115096_ENG	3.00	2.50
Optimizing Excel 2002	115117_ENG	4.00	3.00

DESKTOP COMPUTER SKILLS
Microsoft Windows 7
**Microsoft Windows 7: First Look
for End Users**

Microsoft Windows 7: First Look for End Users	mw_mwfe_a01_dt_enus	2.00	
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DESKTOP COMPUTER SKILLS
Microsoft Windows XP for End Users

Microsoft Windows XP: Getting Started

Introducing Windows XP	112615_ENG	1.25	
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Microsoft Windows XP - New Features

Windows XP: Fundamentals	112553_ENG	3.50	
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Windows XP: Advanced	112554_ENG	4.50	
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Microsoft Windows XP for Beginners

Getting Started with Microsoft Windows XP	112949_ENG	4.50	
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Up and Running with Microsoft Windows XP	112954_ENG	4.00	
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DESKTOP COMPUTER SKILLS**Microsoft Office 2003****Microsoft Office 2003: New Features**

Microsoft Office 2003: New Features for End Users	117529_ENG	2.00	3.00
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Microsoft Office 2003: New Features for Outlook Users	126060_ENG	2.00	2.50
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Microsoft Office 2003: New Applications	117531_ENG	1.00	1.00
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Microsoft Office 2003: New Features for Advanced Users	117530_ENG	4.00	2.50
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Microsoft Office 2003: Getting Started

Introduction to Microsoft Office 2003	121587_ENG	3.00	
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Formatting and printing files in Office 2003	121643_ENG	3.00	
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Microsoft Office 2003: Beginning Word

Getting Started with Word 2003	112997_ENG	1.00	1.00
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Working with text and paragraphs in Word 2003	124981_ENG	2.00	1.50
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Structuring, editing, saving, and opening documents in Word 2003	123383_ENG	2.00	2.00
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Printing, Help, and Automated Formatting in Word 2003	116299_ENG	3.00	2.50
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Working with Documents in Word 2003	112998_ENG	2.00	2.00
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Working with Tables and Media Features in Word 2003	116894_ENG	4.00	3.00
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Microsoft Office 2003: Advanced Word

Advanced Formatting in Word 2003	113095_ENG	2.00	2.00
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Advanced Document Navigation in Word 2003	126778_ENG	1.00	1.00
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Advanced Data Manipulation Features in Word 2003	113114_ENG	2.00	1.50
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Using Tables, Charts, and Graphs in Word 2003	126789_ENG	2.00	1.00
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Advanced Document Features in Word 2003	121072_ENG	2.00	2.00
Collaborative Features in Word 2003	113139_ENG	4.00	3.00
Microsoft Office 2003: Beginning Excel			
Basic Features of Excel 2003	113187_ENG	3.00	3.00
Printing and Collaborating in Excel 2003	122518_ENG	2.00	2.00
Excel 2003 Formulas and Functions	113221_ENG	3.00	2.00
Formatting Data in Excel 2003	119827_ENG	2.00	2.00
Excel 2003 Chart and Multimedia Features	119828_ENG	3.00	3.00
Microsoft Office 2003: Advanced Excel			
Advanced Customization in Excel 2003	119829_ENG	2.75	1.50
Advanced formatting in Excel 2003	125656_ENG	2.00	1.50
Advanced Data Management in Excel 2003	113262_ENG	2.25	2.00
Advanced Data Analysis in Excel 2003	113309_ENG	3.00	2.50
Advanced Validation and Collaboration in Excel 2003	121344_ENG	3.00	2.00
Advanced Data Exchange in Excel 2003	119748_ENG	4.00	3.00
Microsoft Office 2003: Beginning PowerPoint			
Creating Basic Presentations using PowerPoint 2003	121838_ENG	2.75	1.50
Slide Layout and Design in PowerPoint 2003	123164_ENG	1.50	1.00
Using Visuals in PowerPoint 2003 Presentations	125933_ENG	2.00	1.50
Finalizing PowerPoint 2003 presentations	123167_ENG	2.00	1.50
Microsoft Office 2003: Advanced PowerPoint			
Customizing PowerPoint 2003 Presentations	121956_ENG	2.00	2.00
Preparing PowerPoint 2003 Presentations for Effective Delivery	125830_ENG	1.75	2.00
Running, Broadcasting, and Reviewing PowerPoint 2003 Presentations	124997_ENG	2.75	3.50
Settings, Customization, and Office 2003 Integration with PowerPoint 2003	121957_ENG	2.00	2.00
Microsoft Office 2003: Beginning Access			
Getting Started with Access 2003	125937_ENG	3.00	2.00
Basic Access 2003 Tables	125947_ENG	3.00	2.50

Basic Access 2003 Forms	125956 ENG	2.00	2.50
Using Queries and Reports in Access 2003	125964 ENG	3.00	3.50
Personalizing and Maintaining Access 2003	125984 ENG	1.00	1.00
Microsoft Office 2003: Advanced Access			
Enhancing Tables, Forms, and Reports in Access 2003	126934 ENG	2.25	2.00
Advanced Querying in Access 2003	126944 ENG	1.75	1.50
Working with Data and Presentation in Access 2003	126950 ENG	2.00	1.50
Access 2003 and the Web	126959 ENG	1.25	1.00
Access 2003 Programmability	126965 ENG	1.25	1.00
Database Administration in Access 2003	126973 ENG	2.00	1.50
Microsoft Office 2003: Beginning Outlook			
Sending and Receiving Messages in Outlook 2003	113430 ENG	3.00	2.00
Formatting and Managing Messages in Outlook 2003	128879 ENG	3.00	2.00
Scheduling events, Appointments, and meetings in Outlook 2003	128880 ENG	3.00	2.50
Using Task Lists, Contact Lists, and Notes in Outlook 2003	128881 ENG	2.00	2.00
Microsoft Office 2003: Advanced Outlook			
Customizing E-mail, Views, Navigation, and E-mail Accounts in Outlook 2003	131326 ENG	3.25	3.00
Tracking, Categorizing, Searching, and Printing in Outlook 2003	131341 ENG	3.00	3.50
Configuring Rules, Alerts, and Junk Mail Settings in Outlook 2003	113469 ENG	2.00	1.50
Sharing Folders, Schedules, and Contacts and Using SharePoint Data in Outlook 2003	129976 ENG	3.00	3.50
Microsoft Office 2003: Outlook for the Power User			
Data Security in Outlook 2003	132613 ENG	2.50	
Archiving and Storing Data, and Using IRM in Outlook 2003	206606 ENG	1.25	
Working in Outlook 2003 from Multiple Locations	132614 ENG	3.25	
Newsreaders, Online Meetings, Instant Messaging, and Faxing Information in Outlook 2003	132615 ENG	2.50	
Customizing Toolbars and Commands and Creating Forms in Outlook 2003	132616 ENG	3.25	

Outlook 2003 and Business Contact Manager	132617 ENG	3.50		
Microsoft Office 2003: Beginning Project Professional				
Creating and Defining a Project	132490 ENG	4.00	3.00	4.00
Specifying and Assigning Resources	132510 ENG	2.75	2.50	2.75
Tracking and Reporting Progress using Project Professional 2003	132504 ENG	3.25	3.50	3.25
Microsoft Office 2003: Advanced Project Professional				
Advanced Customization	132661 ENG	2.25	2.00	2.25
Sharing Project Data and Working with Macros	132659 ENG	2.00	2.00	2.00
Organizing and Managing Project Information	205433 ENG	3.00	3.00	3.00
Working Collaboratively	201354 ENG	2.25	3.00	2.25
Enterprise Project Management	201357 ENG	2.00	2.00	2.00
Advanced Analysis of your Project	206372 ENG	2.75	2.50	2.75
Microsoft Office 2003: Visio for Beginners				
Creating Diagrams with Visio 2003	132531 ENG	3.25	4.00	
Developing Diagrams with Visio 2003	132532 ENG	3.75	3.50	
Visio 2003 and Other Programs	132533 ENG	2.00	2.00	
Microsoft Office 2003: Beginning FrontPage				
Getting Started with FrontPage 2003	121449 ENG	2.00		
Working with graphics, hyperlinks and tables in FrontPage 2003	131714 ENG	3.00		
Working with Web Sites in FrontPage 2003	122475 ENG	2.00		
Organizing Content Using Templates and Frames in FrontPage 2003	122481 ENG	2.00		
Structuring and Publishing Web Sites in FrontPage 2003	122092 ENG	2.00		
Microsoft Office 2003: Advanced FrontPage				
Working with Code in FrontPage 2003	122120 ENG	2.25		
Importing and Working with Data in FrontPage 2003	121653 ENG	4.25		
Enhancing Web Sites with Advanced FrontPage 2003 Features	122099 ENG	3.00		
Administering Web Sites in FrontPage 2003	122100 ENG	1.75		
Using Windows SharePoint Services and FrontPage 2003	131456 ENG	2.25		
Microsoft Office 2003: Publisher				

Getting Started with Publisher 2003	204924_ENG	2.25	
Working with Text Boxes, Text, and Tables in Publisher 2003	207503_ENG	2.00	
Printing and Working with Graphics and Objects in Publisher 2003	204925_ENG	2.75	
Working with E-mail and Web Sites in Publisher 2003	204927_ENG	2.75	
Working with Mail and Catalog Merges in Publisher 2003	207309_ENG	1.00	
Advanced Design Techniques and Printing with Publisher 2003	204928_ENG	3.25	

DESKTOP COMPUTER SKILLS**Microsoft Project 2002****Microsoft Project 2002: Beginners**

Getting Started with Project 2002	117545_ENG	1.75	1.75
Up and Running with Project 2002	117554_ENG	2.00	
Tracking and Reporting with Project 2002	117565_ENG	1.75	1.75

Microsoft Project 2002: Advanced

Data Sources, Templates, and Customization in Project 2002	117348_ENG	3.00	3.25
Workgroup, Collaboration, and Advanced Reporting Options in Project 2002	117361_ENG	3.00	3.00

DESKTOP COMPUTER SKILLS**Home User: Home and Personal Finance****QuickBooks Pro 2009 Fundamentals**

QuickBooks Pro 2009: Getting Started	hp iqbs a01 dt enus	3.00	
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DESKTOP COMPUTER SKILLS**Home and Personal****Home Networking with Microsoft Windows XP**

Home Networking with Microsoft Windows XP	66335_ENG	1.00	
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Home and Personal - Contains No Assessments**DESKTOP COMPUTER SKILLS****Lotus Notes 8****Lotus Notes 8: New Features for End Users**

Lotus Notes 8: New Features for End Users	ia lnnf a01 dt enus	2.00	
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Lotus Notes 8: End User

Getting Started with Lotus Notes 8 and Using Mail	ia lteu a01 dt enus	0.50	
Scheduling Events and Managing Applications	ia lteu a02 dt enus	1.00	
Working with Instant Messaging, Contacts, and Blogs	ia lteu a03 dt enus	2.50	

Using Productivity Tools and Accessing Lotus Notes 8 Remotely	ia lteu a04 dt enus	2.50	
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DESKTOP COMPUTER SKILLS**Lotus Notes 7****Lotus Notes 7: End User**

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Managing Mail, Instant Messaging, and Contacts in Lotus Notes 7	233490_ENG	2.75	2.50
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Moving on with Internet Explorer 6	117260_ENG	2.75	

DESKTOP COMPUTER SKILLS**Microsoft Internet Explorer 5.5****Internet Explorer 5.5: Getting Started**

Getting Started with Internet Explorer 5.5	31706_ENG	2.00	
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Reporting Basics with Crystal Reports XI	234748_ENG	3.00	2.50
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Windows Vista User Experience	242954_ENG	2.00	3.00
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Windows Vista Security and Performance Improvements	242964_ENG	1.75	2.00
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Microsoft Windows Vista for the End User

Getting Started with Windows Vista	mv_wveu_a01_it_enus	1.50	
Work with Files, Programs, and Printing in Windows Vista	mv_wveu_a02_it_enus	1.80	
Navigating the Web and System Maintenance with Windows Vista	mv_wveu_a03_it_enus	1.70	

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Mentoring Assets

Mentoring Assets

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Mentoring Excel 2000	mntex2000c		
Mentoring Access 2000	mntac2000c		
Mentoring Outlook 2000	mntol2000c		
Mentoring PowerPoint 2000	mntpp2000c		
Mentoring Excel 2000 Expert	mntex2000e		
Mentoring Word 2000 Expert	mntwd2000e		
Mentoring Word 2002	mntwd2002c		
Mentoring Excel 2002	mntex2002c		
Mentoring Access 2002	mntac2002c		
Mentoring Outlook 2002	mntol2002c		
Mentoring PowerPoint 2002	mntpp2002c		
Mentoring Word 2002 Expert	mntwd2002e		
Mentoring Excel 2002 Expert	mntex2002e		
Mentoring Word 2003	mntwd2003c		
Mentoring Microsoft Project 2000 Core	mntpr2000c		
Mentoring Microsoft Project 2002 Comprehensive	mntpr2002c		
Mentoring Word 2003 Expert	mntwd2003e		
Mentoring Excel 2003 Expert	mntex2003e		
Mentoring Excel 2003	mntex2003c		
Mentoring Access 2003	mntac2003c		
Mentoring PowerPoint 2003	mntpp2003c		
Mentoring Outlook 2003	mntol2003c		
Mentoring Using Word 2007	mntwd2007		
Mentoring Using Excel 2007	mntex2007		
Mentoring Using PowerPoint 2007	mntpp2007		
Mentoring Using Outlook 2007	mntol2007		
Mentoring Using Access 2007	mntac2007		

Mentoring 70-632 TS: [mnt70632](#)
 Microsoft Office Project
 2007, Managing Projects

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Test Preps

Test Preps

TestPrep Using Word 2007	TPWD2007_ENG
TestPrep Using Excel 2007	TPEX2007_ENG
TestPrep Using PowerPoint 2007	TPPP2007_ENG
TestPrep Using Outlook 2007	TPOL2007_ENG
TestPrep Using Access 2007	TPAC2007_ENG
TestPrep 70-632 TS: Microsoft Office Project 2007, Managing Projects	TP70632_ENG

New Releases

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Adobe

Adobe InDesign CS4

Adobe InDesign CS4: Fundamentals	at_idcs_a01_it_enus	2.00
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Adobe AIR for Flash Developers

Adobe AIR for Flash Developers	at_aafd_a01_it_enus	1.00
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Adobe Reader 9

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Adobe Acrobat 9

Adobe Acrobat 9: Fundamentals	at_adan_a01_it_enus	2.00
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