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









Use this card to update the credit hours associated with each course. Click any course name to see a list of lessons in the course. You may click any of the lessons shown to open that lesson. Click the Credit Hours down-arrow for the course you want to change, and then click the hours you want to assign. Click the Update button to save your changes.

























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Digital Imaging	Duration	Credit Hours
<a href="#">COURSE - Working With Digital Pictures</a>	3	3
<a href="#">COURSE - Working With Digital Pictures Level 2</a>	4	4






IC3	Duration	Credit Hours
<a href="#">COURSE - Chapter 9 - Organizing Your E-mail</a>	1	1
<a href="#">COURSE - Chapter 1 - Identifying Risks Associated With Computer Use</a>	1	1
<a href="#">COURSE - Chapter 1 - Understanding Common Elements</a>	1	1
<a href="#">COURSE - Chapter 1 - Understanding Computer Types And Parts</a>	1	1
<a href="#">COURSE - Chapter 10 - Exploring E-mail Options And "Netiquette"</a>	1	1
<a href="#">COURSE - Chapter 10 - Inserting Pictures And Drawn Objects</a>	1	1
<a href="#">COURSE - Chapter 11 - Getting Ready To Print And Printing</a>	1	1
<a href="#">COURSE - Chapter 12 - Getting Started With Excel</a>	1	1
<a href="#">COURSE - Chapter 13 - Modifying Worksheet Data And Structure</a>	2	2
<a href="#">COURSE - Chapter 14 - Manipulating Data Using Sorts And Formulas</a>	1	1
<a href="#">COURSE - Chapter 15 - Using Functions</a>	1	1
<a href="#">COURSE - Chapter 16 - Formatting Worksheets</a>	1	1
<a href="#">COURSE - Chapter 17 - Using Advanced Formatting Features</a>	1	1
<a href="#">COURSE - Chapter 18 - Adding Charts And Pictures</a>	1	1
<a href="#">COURSE - Chapter 19 - Finalizing And Printing Worksheets</a>	1	1
<a href="#">COURSE - Chapter 2 - Getting Familiar With Networks</a>	1	1
<a href="#">COURSE - Chapter 2 - Opening, Closing, And Navigating Within Documents</a>	1	1
<a href="#">COURSE - Chapter 2 - Understanding How Computers Work</a>	1	1
<a href="#">COURSE - Chapter 3 - Examining The Internet</a>	1	1
<a href="#">COURSE - Chapter 3 - Exploring Various Sources Of Help And Resolving Problems</a>	1	1
<a href="#">COURSE - Chapter 3 - Identifying Software Types</a>	1	1
<a href="#">COURSE - Chapter 4 - Interacting With The Windows Desktop</a>	1	1
<a href="#">COURSE - Chapter 4 - Navigating The Web With Internet Explorer</a>	1	1
<a href="#">COURSE - Chapter 4 - Working With Documents And Text</a>	2	2
<a href="#">COURSE - Chapter 5 - Formatting Text</a>	1	1
<a href="#">COURSE - Chapter 5 - Managing Files And Folders</a>	1	1
<a href="#">COURSE - Chapter 5 - Saving Information From The Web</a>	1	1
<a href="#">COURSE - Chapter 6 - Customizing Microsoft Windows</a>	1	1
<a href="#">COURSE - Chapter 6 - Finding Specific Information On The Web</a>	1	1
<a href="#">COURSE - Chapter 6 - Formatting Paragraphs</a>	1	1
<a href="#">COURSE - Chapter 7 - Communicating Through E-mail</a>	1	1

















<u>COURSE - Chapter 7 - Using Automatic Formatting Tools</u>	1	1	
<u>COURSE - Chapter 8 - Improving Document Layout</u>	1	1	
<u>COURSE - Chapter 8 - Working With E-mail Attachments</u>	1	1	
<u>COURSE - Chapter 9 - Working With Tables</u>	1	1	
<u>TRACK - IC3 Overview</u>	1	1	





<b>IC3 2005</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Computing Fundamentals - 2005 Standard</u>	0	0	
<u>COURSE - Computing Fundamentals - 2005 Standard (Prescriptive Training)</u>	6	6	
<u>COURSE - IC3 Overview - 2005 Standard</u>	1	1	
<u>COURSE - Living Online - 2005 Standard</u>	0	0	
<u>COURSE - Living Online - 2005 Standard (Prescriptive Training)</u>	6	6	
<u>Key Applications - Common Elements - 2005 Standard</u>	3	3	
<u>Key Applications - Common Elements - 2005 Standard</u>	0	0	
<u>Key Applications - Presentation Skills - 2005 Standard</u>	0	0	
<u>Key Applications - Presentation Skills - 2005 Standard</u>	7	7	
<u>Key Applications - Spreadsheet Skills - 2005 Standard</u>	6	6	
<u>Key Applications - Spreadsheet Skills - 2005 Standard</u>	0	0	
<u>Key Applications - Word Processing Skills - 2005 Standard</u>	0	0	
<u>Key Applications - Word Processing Skills - 2005 Standard</u>	9	9	
<u>TRACK - IC3 Test Preparation - 2005 Standard</u>	1	1	









<b>Integrating Technology In The Classroom</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Addressing Legal, Ethical, And Human Concerns</u>	1	1	
<u>COURSE - Aiding Students With Assistive Technology</u>	1	1	
<u>COURSE - Analyzing Data With Spreadsheets</u>	1	1	
<u>COURSE - Becoming Familiar With Internet Explorer</u>	1	1	
<u>COURSE - Communicating On The Web</u>	1	1	
<u>COURSE - Communicating With E-mail</u>	1	1	
<u>COURSE - Considering Challenges Of Technology Integration</u>	2	2	
<u>COURSE - Creating Class Materials</u>	1	1	
<u>COURSE - Designing Newsletters</u>	1	1	
<u>COURSE - Developing Electronic Classroom Presentations</u>	1	1	
<u>COURSE - Discovering Technology For Problem-Solving</u>	1	1	
<u>COURSE - Ensuring Internet And Computer Safety, Privacy, And Protection</u>	2	2	
<u>COURSE - Examining Resources For Both Teachers And Students</u>	1	1	
<u>COURSE - Examining The Internet And Web Browsers</u>	1	1	
<u>COURSE - Exploring Resources For Students</u>	1	1	
<u>COURSE - Fine-tuning Presentations For Delivery</u>	1	1	
<u>COURSE - Keeping Track With Databases</u>	1	1	
<u>COURSE - Preparing For Technology Integration</u>	1	1	
<u>COURSE - Saving Information From The Internet</u>	1	1	
<u>COURSE - Searching The Internet</u>	1	1	
<u>COURSE - Understanding Technology Integration In The Classroom</u>	1	1	
<u>COURSE - Using Educational Resources On The Web</u>	1	1	
<u>COURSE - Using Spreadsheets In The Classroom</u>	1	1	
<u>COURSE - Using Technology In Language Arts</u>	1	1	

<u>COURSE - Using Technology In Math</u>	1	1	
<u>COURSE - Using Technology In Science</u>	1	1	
<u>COURSE - Using Technology In Social Studies</u>	1	1	
<u>COURSE - Using Word Processing Applications To Create Web Pages</u>	1	1	

<b>Internet</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Introduction To Internet Explorer 6</u>	3	3	
<u>COURSE - Introduction To Netscape 7</u>	3	3	
<u>COURSE - Navigating And Exploring The Internet</u>	1	1	
<u>COURSE - Navigating And Exploring The Internet 2002</u>	1	1	
<u>COURSE - Utilizing The Internet</u>	3	3	

<b>ISTE NETS</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>Acquiring Information From The Internet And Other Resources (Prescriptive Training)</u>	0	0	
<u>Applying Current Research On Teaching And Learning With Technology (Prescriptive Training)</u>	0	0	
<u>Applying Technology In Assessing Student Learning (Prescriptive Training)</u>	0	0	
<u>Applying Technology That Helps Learners Who Have Diverse Backgrounds Prescriptive Training</u>	0	0	
<u>Applying Technology To Develop Higher Order Skills And Creativity (Prescriptive Training)</u>	0	0	
<u>Boosting Productivity With Databases (Prescriptive Training)</u>	0	0	
<u>Collaborating Using Networks And The Internet (Prescriptive Training)</u>	0	0	
<u>Collaborating Using Word Processors (Prescriptive Training)</u>	0	0	
<u>Collaborating With Word Processing Documents (Prescriptive Training)</u>	0	0	
<u>Communicating Ideas And Information In Documents (Prescriptive Training)</u>	0	0	
<u>Communicating Ideas And Information In Electronic Presentations (Prescriptive Training)</u>	0	0	
<u>Communicating Ideas And Information In Spreadsheets (Prescriptive Training)</u>	0	0	
<u>Communicating Via The Internet And Digital Images (Prescriptive Training)</u>	0	0	
<u>COURSE - Acquiring Information From The Internet And Other Resources</u>	3	3	
<u>COURSE - Applying Current Research On Teaching And Learning With Technology</u>	2	2	
<u>COURSE - Applying Technology In Assessing Student Learning</u>	1	1	
<u>COURSE - Applying Technology That Helps Learners Who Have Diverse Backgrounds And Abilities</u>	1	1	
<u>COURSE - Applying Technology To Develop Higher Order Skills And Creativity</u>	3	3	
<u>COURSE - Boosting Productivity With Databases</u>	1	1	
<u>COURSE - Collaborating Using Networks And The Internet</u>	2	2	
<u>COURSE - Collaborating Using Word Processors</u>	1	1	
<u>COURSE - Collaborating With Word Processing Documents</u>	2	2	
<u>COURSE - Communicating Ideas And Information In Documents</u>	2	2	
<u>COURSE - Communicating Ideas And Information In Electronic Presentations</u>	2	2	
<u>COURSE - Communicating Ideas And Information In Spreadsheets</u>	2	2	
<u>COURSE - Communicating Via The Internet And Digital Images</u>	2	2	
<u>COURSE - Demonstrating Growth In Technology Knowledge And Skills</u>	2	2	
<u>COURSE - Designing Learning Opportunities Using Technology-enhanced Strategies</u>	2	2	
<u>COURSE - Enhancing Productivity With General Computer Practices</u>	1	1	
<u>COURSE - Evaluating And Making Decisions Regarding The Use Of Technology</u>	1	1	
<u>COURSE - Evaluating Students' Appropriate Use Of Technology</u>	1	1	

<u>COURSE - Evaluating Technologies For Specific Needs</u>	2	2	
<u>COURSE - Examining Legal And Ethical Practices Related To Technology Use</u>	1	1	
<u>COURSE - Examining Network And Internet Basics</u>	1	1	
<u>COURSE - Examining The Internet, Web Pages, And E-mail</u>	3	3	
<u>COURSE - Examining The Positive Impact Of Technology</u>	2	2	
<u>COURSE - Examining Various Ways of Communicating And Collaborating</u>	2	2	
<u>COURSE - Facilitating Equitable Access To Technology Resources</u>	1	1	
<u>COURSE - Finding Operating System And Applications Help</u>	1	1	
<u>COURSE - Identifying Technology Resources That Affirm Diversity</u>	1	1	
<u>COURSE - Identifying, Locating, And Evaluating Technology Resources</u>	1	1	
<u>COURSE - Improving Productivity With Spreadsheets</u>	2	2	
<u>COURSE - Increasing Productivity With Electronic Presentations</u>	1	1	
<u>COURSE - Increasing Productivity With Word Processors</u>	2	2	
<u>COURSE - Learning About The Internet</u>	2	2	
<u>COURSE - Learning Electronic Presentation Basics</u>	1	1	
<u>COURSE - Learning General Computer And Software Skills</u>	2	2	
<u>COURSE - Learning Spreadsheet Basics</u>	3	3	
<u>COURSE - Learning Word Processing Basics</u>	2	2	
<u>COURSE - Managing Learning Activities That Use Technology</u>	3	3	
<u>COURSE - Managing Student Use Of The Internet</u>	1	1	
<u>COURSE - Planning Classroom Activities That Use Technology</u>	3	3	
<u>COURSE - Planning For Classroom Use Of The Internet</u>	2	2	
<u>COURSE - Planning For The Management Of Technology Resources</u>	2	2	
<u>COURSE - Practicing Responsible Use Of Technology</u>	2	2	
<u>COURSE - Preparing For Integrating Technology</u>	2	2	
<u>COURSE - Processing And Reporting Data Using Databases</u>	1	1	
<u>COURSE - Processing And Reporting Information In Word Processing Documents</u>	2	2	
<u>COURSE - Processing Data And Reporting Results In Spreadsheets</u>	3	3	
<u>COURSE - Promoting Safe And Healthy Use Of Technology</u>	2	2	
<u>COURSE - Reporting Information With Electronic Presentations</u>	2	2	
<u>COURSE - Sharing And Finding Information In Software Applications</u>	2	2	
<u>COURSE - Solving Problems Using Electronic Spreadsheets</u>	2	2	
<u>COURSE - Solving Real-life Problems With Electronic Spreadsheets</u>	1	1	
<u>COURSE - Understanding Computer Basics</u>	2	2	
<u>COURSE - Understanding Computer Basics</u>	4	4	
<u>COURSE - Understanding Ethical And Human Issues Relating To Technology</u>	2	2	
<u>COURSE - Understanding Presentation, Database, And Graphics Applications</u>	3	3	
<u>COURSE - Understanding Software Basics</u>	2	2	
<u>COURSE - Understanding Spreadsheet Applications</u>	3	3	
<u>COURSE - Understanding Word Processors</u>	3	3	
<u>COURSE - Use Technology For Ongoing Professional Development</u>	1	1	
<u>COURSE - Using Collaborative Tools In Electronic Spreadsheets</u>	2	2	
<u>COURSE - Using E-mail To Collaborate</u>	1	1	
<u>COURSE - Using E-mail To Communicate</u>	1	1	
<u>COURSE - Using Software To Increase Productivity</u>	3	3	











<u>COURSE - Using Technology To Address Content And Technology Standards</u>	3	3	
<u>COURSE - Using Technology To Collect, Analyze, And Present Data</u>	3	3	
<u>COURSE - Using Technology To Communicate Information</u>	2	2	
<u>COURSE - Using Technology To Enhance Learning And Increase Productivity</u>	1	1	
<u>COURSE - Using Technology To Help Promote Creativity</u>	2	2	
<u>COURSE - Using Technology To Solve Real-life Problems</u>	2	2	
<u>COURSE - Using Technology To Support Learner-Centered Strategies</u>	2	2	
<u>COURSE - Using The Internet To Make Informed Decisions</u>	2	2	
<u>COURSE - Using The Internet To Solve Real-life Problems</u>	2	2	
<u>Demonstrating Growth In Technology Knowledge And Skills (Prescriptive Training)</u>	0	0	
<u>Designing Learning Opportunities Using Technology-enhanced Strategies (Prescriptive Training)</u>	0	0	
<u>Enhancing Productivity With General Computer Practices (Prescriptive Training)</u>	0	0	
<u>Evaluating And Making Decisions Regarding The Use Of Technology (Prescriptive Training)</u>	0	0	
<u>Evaluating Students' Appropriate Use Of Technology (Prescriptive Training)</u>	0	0	
<u>Evaluating Technologies For Specific Needs (Prescriptive Training)</u>	0	0	
<u>Examining Legal And Ethical Practices Related To Technology Use (Prescriptive Training)</u>	0	0	
<u>Examining Network And Internet Basics (Prescriptive Training)</u>	0	0	
<u>Examining The Internet, Web Pages, And E-mail (Prescriptive Training)</u>	0	0	
<u>Examining The Positive Impact Of Technology (Prescriptive Training)</u>	0	0	
<u>Examining Various Ways of Communicating And Collaborating (Prescriptive Training)</u>	0	0	
<u>Facilitating Equitable Access To Technology Resources (Prescriptive Training)</u>	0	0	
<u>Finding Operating System And Applications Help (Prescriptive Training)</u>	0	0	
<u>Identifying Technology Resources That Affirm Diversity (Prescriptive Training)</u>	0	0	
<u>Identifying, Locating, And Evaluating Technology Resources (Prescriptive Training)</u>	0	0	
<u>Improving Productivity With Spreadsheets (Prescriptive Training)</u>	0	0	
<u>Increasing Productivity With Electronic Presentations (Prescriptive Training)</u>	0	0	
<u>Increasing Productivity With Word Processors (Prescriptive Training)</u>	0	0	
<u>Learning About The Internet (Prescriptive Training)</u>	0	0	
<u>Learning Electronic Presentation Basics (Prescriptive Training)</u>	0	0	
<u>Learning General Computer And Software Skills (Prescriptive Training)</u>	0	0	
<u>Learning Spreadsheet Basics (Prescriptive Training)</u>	0	0	
<u>Learning Word Processing Basics (Prescriptive Training)</u>	0	0	
<u>Managing Learning Activities That Use Technology (Prescriptive Training)</u>	0	0	
<u>Managing Student Use Of The Internet (Prescriptive Training)</u>	0	0	
<u>Planning Classroom Activities That Use Technology (Prescriptive Training)</u>	0	0	
<u>Planning For Classroom Use Of The Internet (Prescriptive Training)</u>	0	0	
<u>Planning For The Management Of Technology Resources (Prescriptive Training)</u>	0	0	
<u>Practicing Responsible Use Of Technology (Prescriptive Training)</u>	0	0	
<u>Preparing For Integrating Technology (Prescriptive Training)</u>	0	0	
<u>Processing And Reporting Data Using Databases (Prescriptive Training)</u>	0	0	
<u>Processing And Reporting Information In Word Processing Documents (Prescriptive Training)</u>	0	0	
<u>Processing Data And Reporting Results In Spreadsheets (Prescriptive Training)</u>	0	0	

Promoting Safe And Healthy Use Of Technology (Prescriptive Training)	0	0	
Reporting Information With Electronic Presentations (Prescriptive Training)	0	0	
Sharing And Finding Information In Software Applications (Prescriptive Training)	0	0	
Solving Problems Using Electronic Spreadsheets (Prescriptive Training)	0	0	
Solving Real-life Problems With Electronic Spreadsheets (Prescriptive Training)	0	0	
Understanding Computer Basics (Prescriptive Training)	0	0	
Understanding Computer Basics (Prescriptive Training)	0	0	
Understanding Ethical And Human Issues Relating To Technology (Prescriptive Training)	0	0	
Understanding Presentation, Database, And Graphics Applications (Prescriptive Training)	0	0	
Understanding Software Basics (Prescriptive Training)	0	0	
Understanding Spreadsheet Applications (Prescriptive Training)	0	0	
Understanding Word Processors (Prescriptive Training)	0	0	
Use Technology For Ongoing Professional Development (Prescriptive Training)	0	0	
Using Collaborative Tools In Electronic Spreadsheets (Prescriptive Training)	0	0	
Using E-mail To Collaborate (Prescriptive Training)	0	0	
Using E-mail To Communicate (Prescriptive Training)	0	0	
Using Software To Increase Productivity (Prescriptive Training)	0	0	
Using Technology To Address Content And Technology Standards (Prescriptive Training)	0	0	
Using Technology To Collect, Analyze, And Present Data (Prescriptive Training)	0	0	
Using Technology To Communicate Information (Prescriptive Training)	0	0	
Using Technology To Enhance Learning And Increase Productivity (Prescriptive Training)	0	0	
Using Technology To Help Promote Creativity (Prescriptive Training)	0	0	
Using Technology To Solve Real-life Problems (Prescriptive Training)	0	0	
Using Technology To Support Learner-Centered Strategies (Prescriptive Training)	0	0	
Using The Internet To Make Informed Decisions (Prescriptive Training)	0	0	
Using The Internet To Solve Real-life Problems (Prescriptive Training)	0	0	

























<b>Lotus Notes</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Lotus Notes 5.0 Level 1	6	6	
COURSE - Lotus Notes 5.0 Level 2	4	4	















<b>Microsoft Office 2003</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office 2003 New Features	5	5	

<b>Microsoft Office Access 2000</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Building And Modifying Forms	1	1	
COURSE - Building And Modifying Forms II	1	1	
COURSE - Building And Modifying Tables	2	2	
COURSE - Building And Modifying Tables II	1	1	
COURSE - Data Integration	1	1	
COURSE - Defining Relationships	1	1	
COURSE - Defining Relationships II	1	1	
COURSE - Integrating With Other Applications	1	1	
COURSE - Microsoft Office Access 2000 Expert	5	5	
COURSE - Microsoft Office Access 2000 Expert (Microsoft Office Specialist Prescriptive Training)	5	5	






<u>COURSE - Microsoft Office Access 2000 Level 1</u>	4	4	
<u>COURSE - Microsoft Office Access 2000 Level 1 (Prescriptive Training)</u>	4	4	
<u>COURSE - Microsoft Office Access 2000 Level 2</u>	3	3	
<u>COURSE - Microsoft Office Access 2000 Level 2 (Prescriptive Training)</u>	3	3	
<u>COURSE - Microsoft Office Access 2000 Level 3</u>	5	5	
<u>COURSE - Microsoft Office Access 2000 Level 3 (Prescriptive Training)</u>	5	5	
<u>COURSE - Microsoft Office Access 2000 Proficient</u>	6	6	
<u>COURSE - Microsoft Office Access 2000 Proficient (Microsoft Office Specialist Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Access 2000 Testing (Level 1-2-3)</u>	1	1	
<u>COURSE - Microsoft Office Access 2000 Testing (Microsoft Office Specialist)</u>	1	1	
<u>COURSE - Planning And Designing Databases</u>	1	1	
<u>COURSE - Producing Reports</u>	2	2	
<u>COURSE - Producing Reports II</u>	1	1	
<u>COURSE - Refining Queries</u>	2	2	
<u>COURSE - Using Access Tools</u>	2	2	
<u>COURSE - Using Access Tools II</u>	1	1	
<u>COURSE - Utilizing Web Capabilities</u>	1	1	
<u>COURSE - Viewing And Organizing Information</u>	3	3	
<u>COURSE - Working With Access</u>	2	2	





**Microsoft Office Access 2002**

	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Automating Database Tasks</u>	1	1	
<u>COURSE - Creating Advanced Forms</u>	1	1	
<u>COURSE - Creating Advanced Queries</u>	1	1	
<u>COURSE - Creating And Modifying Queries</u>	1	1	
<u>COURSE - Creating Databases</u>	1	1	
<u>COURSE - Creating Relationships</u>	1	1	
<u>COURSE - Customizing Field Properties</u>	1	1	
<u>COURSE - Customizing Reports</u>	1	1	
<u>COURSE - Defining Relationships</u>	1	1	
<u>COURSE - Establishing Database Security</u>	1	1	
<u>COURSE - Filtering Data</u>	1	1	
<u>COURSE - Importing And Exporting Microsoft Access Data</u>	1	1	
<u>COURSE - Integrating Access With Different Technologies</u>	1	1	
<u>COURSE - Integrating Access With The Web</u>	1	1	
<u>COURSE - Managing Databases</u>	1	1	
<u>COURSE - Microsoft Office Access 2002 Core</u>	6	6	
<u>COURSE - Microsoft Office Access 2002 Core (Microsoft Office Specialist Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Access 2002 Expert</u>	5	5	
<u>COURSE - Microsoft Office Access 2002 Expert (Microsoft Office Specialist Prescriptive Training)</u>	5	5	
<u>COURSE - Microsoft Office Access 2002 Level 1</u>	6	6	
<u>COURSE - Microsoft Office Access 2002 Level 1 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Access 2002 Level 2</u>	5	5	
<u>COURSE - Microsoft Office Access 2002 Level 2 (Prescriptive Training)</u>	5	5	
<u>COURSE - Microsoft Office Access 2002 Level 3</u>	6	6	

























<u>COURSE - Microsoft Office Access 2002 Level 3 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Access 2002 Testing (Level 1-2-3)</u>	1	1	
<u>COURSE - Microsoft Office Access 2002 Testing (Microsoft Office Specialist)</u>	1	1	
<u>COURSE - Modifying Forms</u>	1	1	
<u>COURSE - Modifying Table Field Properties</u>	1	1	
<u>COURSE - Modifying Table Structure</u>	1	1	
<u>COURSE - Producing Reports</u>	1	1	
<u>COURSE - Running Queries</u>	1	1	
<u>COURSE - Using Database Maintenance Tools</u>	1	1	
<u>COURSE - Using Forms</u>	1	1	
<u>COURSE - Using The Lookup Wizard And Input Mask Wizard</u>	1	1	
<u>COURSE - Working With Data</u>	1	1	
<u>COURSE - Working With Reports</u>	1	1	
<u>COURSE - Working With Tables</u>	1	1	

	<b>Duration</b>	<b>Credit Hours</b>	
<b>Microsoft Office Access 2003</b>			
<u>COURSE - Microsoft Office Access 2003</u>	13	13	
<u>COURSE - Microsoft Office Access 2003 (Microsoft Office Specialist Prescriptive Training)</u>	13	13	
<u>COURSE - Microsoft Office Access 2003 Level 1</u>	6	6	
<u>COURSE - Microsoft Office Access 2003 Level 1 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Access 2003 Level 2</u>	6	6	
<u>COURSE - Microsoft Office Access 2003 Level 2 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Access 2003 Level 3</u>	6	6	
<u>COURSE - Microsoft Office Access 2003 Level 3 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Access 2003 Testing (Level 1-2-3)</u>	1	1	
<u>COURSE - Microsoft Office Access 2003 Testing (Microsoft Office Specialist)</u>	1	1	

	<b>Duration</b>	<b>Credit Hours</b>	
<b>Microsoft Office Access 2007</b>			
<u>COURSE - Microsoft Office Access 2007 Level 1</u>	6	6	
<u>COURSE - Microsoft Office Access 2007 Level 1 (Prescriptive Training)</u>	0	6	
<u>COURSE - Microsoft Office Access 2007 Level 2</u>	6	6	
<u>COURSE - Microsoft Office Access 2007 Level 2 (Prescriptive Training)</u>	0	6	
<u>COURSE - Microsoft Office Access 2007 Testing (Level 1-2)</u>	0	0	

	<b>Duration</b>	<b>Credit Hours</b>	
<b>Microsoft Office Access 97</b>			
<u>COURSE - Microsoft Office Access 97 (Level 1-2-3 Testing)</u>	1	1	
<u>COURSE - Microsoft Office Access 97 Level 1</u>	6	6	
<u>COURSE - Microsoft Office Access 97 Level 2</u>	5	5	
<u>COURSE - Microsoft Office Access 97 Level 3</u>	5	5	

	<b>Duration</b>	<b>Credit Hours</b>	
<b>Microsoft Office Excel 2000</b>			
<u>COURSE - Auditing A Worksheet</u>	1	1	
<u>COURSE - Collaborating With Workgroups (Excel)</u>	1	1	
<u>COURSE - Displaying And Formatting Data</u>	2	2	
<u>COURSE - Formatting Numbers</u>	1	1	
<u>COURSE - Formatting Worksheets</u>	2	2	
<u>COURSE - Importing And Exporting Data</u>	1	1	
<u>COURSE - Microsoft Office Excel 2000 Expert</u>	6	6	

<u>COURSE - Microsoft Office Excel 2000 Expert (Microsoft Office Specialist Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Excel 2000 Level 1</u>	5	5	
<u>COURSE - Microsoft Office Excel 2000 Level 1 (Prescriptive Training)</u>	5	5	
<u>COURSE - Microsoft Office Excel 2000 Level 2</u>	4	4	
<u>COURSE - Microsoft Office Excel 2000 Level 2 (Prescriptive Training)</u>	4	4	
<u>COURSE - Microsoft Office Excel 2000 Level 3</u>	6	6	
<u>COURSE - Microsoft Office Excel 2000 Level 3 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Excel 2000 Proficient</u>	7	7	
<u>COURSE - Microsoft Office Excel 2000 Proficient (Microsoft Office Specialist Prescriptive Training)</u>	7	7	
<u>COURSE - Microsoft Office Excel 2000 Testing (Level 1-2-3)</u>	1	1	
<u>COURSE - Microsoft Office Excel 2000 Testing (Microsoft Office Specialist)</u>	1	1	
<u>COURSE - Page Setup And Printing</u>	1	1	
<u>COURSE - Printing Workbooks</u>	1	1	
<u>COURSE - Using Analysis Tools</u>	2	2	
<u>COURSE - Using Charts And Objects</u>	1	1	
<u>COURSE - Using Macros</u>	1	1	
<u>COURSE - Using Multiple Workbooks</u>	1	1	
<u>COURSE - Using Templates</u>	1	1	
<u>COURSE - Working With Cells</u>	2	2	
<u>COURSE - Working With Files</u>	1	1	
<u>COURSE - Working With Formulas And Functions</u>	2	2	
<u>COURSE - Working With Named Ranges</u>	1	1	
<u>COURSE - Working With Toolbars</u>	1	1	
<u>COURSE - Working With Worksheets &amp; Workbooks</u>	2	2	

**Microsoft Office Excel 2002****Duration Credit Hours**

<u>COURSE - Auditing And Analyzing Worksheets</u>	1	1	
<u>COURSE - Customizing Excel</u>	1	1	
<u>COURSE - Customizing Workbooks</u>	1	1	
<u>COURSE - Exploring Cell References And Formulas</u>	1	1	
<u>COURSE - Exploring Functions</u>	1	1	
<u>COURSE - Exploring Printing</u>	1	1	
<u>COURSE - Formatting Cells</u>	1	1	
<u>COURSE - Formatting Cells And Cell Contents</u>	1	1	
<u>COURSE - Formatting Microsoft Excel 2002 Worksheets</u>	1	1	
<u>COURSE - Getting Started With Excel</u>	2	2	
<u>COURSE - Importing And Exporting Data</u>	1	1	
<u>COURSE - Managing Workbooks</u>	1	1	
<u>COURSE - Microsoft Office Excel 2002 Core</u>	9	9	
<u>COURSE - Microsoft Office Excel 2002 Core (Microsoft Office Specialist Prescriptive Training)</u>	9	9	
<u>COURSE - Microsoft Office Excel 2002 Expert</u>	5	5	
<u>COURSE - Microsoft Office Excel 2002 Expert (Microsoft Office Specialist Prescriptive Training)</u>	5	5	
<u>COURSE - Microsoft Office Excel 2002 Level 1</u>	7	7	
<u>COURSE - Microsoft Office Excel 2002 Level 1 (Prescriptive Training)</u>	7	7	
<u>COURSE - Microsoft Office Excel 2002 Level 2</u>	6	6	





COURSE - Microsoft Office Excel 2002 Level 2 (Prescriptive Training)	6	6	
COURSE - Microsoft Office Excel 2002 Level 3	5	5	
COURSE - Microsoft Office Excel 2002 Level 3 (Prescriptive Training)	5	5	
COURSE - Microsoft Office Excel 2002 Testing (Level 1-2-3)	1	1	
COURSE - Microsoft Office Excel 2002 Testing (Microsoft Office Specialist)	1	1	
COURSE - Moving And Copying Data	1	1	
COURSE - Summarizing Data	1	1	
COURSE - Using 3-D References	1	1	
COURSE - Using Excel With The Web	1	1	
COURSE - Using Lists	1	1	
COURSE - Using Microsoft Excel Templates	1	1	
COURSE - Using PivotTables And PivotCharts	1	1	
COURSE - Using Templates	1	1	
COURSE - Working With Cells, Rows, And Columns	1	1	
COURSE - Working With Charts	1	1	
COURSE - Working With Functions	1	1	
COURSE - Working With Named Ranges	1	1	
COURSE - Working With Objects	1	1	




<b>Microsoft Office Excel 2003</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office Excel 2003	11	11	
COURSE - Microsoft Office Excel 2003 (Microsoft Office Specialist Prescriptive Training)	11	11	
COURSE - Microsoft Office Excel 2003 Expert	6	6	
COURSE - Microsoft Office Excel 2003 Expert (Microsoft Office Specialist Prescriptive Training)	6	6	
COURSE - Microsoft Office Excel 2003 Level 1	7	7	
COURSE - Microsoft Office Excel 2003 Level 1 (Prescriptive Training)	7	7	
COURSE - Microsoft Office Excel 2003 Level 2	6	6	
COURSE - Microsoft Office Excel 2003 Level 2 (Prescriptive Training)	6	6	
COURSE - Microsoft Office Excel 2003 Level 3	6	6	
COURSE - Microsoft Office Excel 2003 Level 3 (Prescriptive Training)	6	6	
COURSE - Microsoft Office Excel 2003 Testing (Level 1-2-3)	1	1	
COURSE - Microsoft Office Excel 2003 Testing (Microsoft Office Specialist)	1	1	




<b>Microsoft Office Excel 2007</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office Excel 2007 Level 1	7	7	
COURSE - Microsoft Office Excel 2007 Level 1 (Prescriptive Training)	0	7	
COURSE - Microsoft Office Excel 2007 Level 2	6	6	
COURSE - Microsoft Office Excel 2007 Level 2 (Prescriptive Training)	0	6	
COURSE - Microsoft Office Excel 2007 Testing (Level 1-2)	0	0	



<b>Microsoft Office Excel 97</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office Excel 97 (Level 1-2-3 Testing)	1	1	
COURSE - Microsoft Office Excel 97 Level 1	5	5	
COURSE - Microsoft Office Excel 97 Level 2	3	3	
COURSE - Microsoft Office Excel 97 Level 3	5	5	











<b>Microsoft Office FrontPage 2000</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office FrontPage 2000 Level 1	4	4	


























COURSE - Microsoft Office FrontPage 2000 Level 1 (Prescriptive Training)	4	4	
COURSE - Microsoft Office FrontPage 2000 Level 2	4	4	
COURSE - Microsoft Office FrontPage 2000 Level 2 (Prescriptive Training)	4	4	
COURSE - Microsoft Office FrontPage 2000 Testing (Level 1-2)	1	1	







<b>Microsoft Office FrontPage 2002</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Adding FrontPage Elements	1	1	
COURSE - Designing Frames	1	1	
COURSE - Examining FrontPage	1	1	
COURSE - Getting Started With FrontPage	1	1	
COURSE - Incorporating Graphics	1	1	
COURSE - Integrating Databases With Webs	1	1	
COURSE - Linking Graphics	1	1	
COURSE - Managing Web Security	1	1	
COURSE - Managing Webs	2	2	
COURSE - Microsoft Office FrontPage 2002 Core (1024x768)	5	5	
COURSE - Microsoft Office FrontPage 2002 Core (800x600)	5	5	
COURSE - Microsoft Office FrontPage 2002 Core (Microsoft Office Specialist Prescriptive Training)	7	7	
COURSE - Microsoft Office FrontPage 2002 Expert	4	4	
COURSE - Microsoft Office FrontPage 2002 Expert (Microsoft Office Specialist Prescriptive Training)	4	4	
COURSE - Microsoft Office FrontPage 2002 Level 1 (1024x768)	7	7	
COURSE - Microsoft Office FrontPage 2002 Level 1 (800x600)	7	7	
COURSE - Microsoft Office FrontPage 2002 Level 1 (Prescriptive Training)	7	7	
COURSE - Microsoft Office FrontPage 2002 Level 2	6	6	
COURSE - Microsoft Office FrontPage 2002 Level 2 (Prescriptive Training)	6	6	
COURSE - Microsoft Office FrontPage 2002 Testing (Level 1)	1	1	
COURSE - Microsoft Office FrontPage 2002 Testing (Level 2)	1	1	
COURSE - Microsoft Office FrontPage 2002 Testing (Microsoft Office Specialist)	1	1	
COURSE - Organizing And Customizing Web Pages	1	1	
COURSE - Publishing Web Sites	1	1	
COURSE - Structuring Webs	1	1	
COURSE - Using Hyperlinks	1	1	
COURSE - Working With Forms	1	1	
COURSE - Working With Reports In FrontPage	1	1	
COURSE - Working With Tables	1	1	
COURSE - Working With Text	2	2	
COURSE - Working With Web Tables	1	1	

<b>Microsoft Office FrontPage 2003</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office FrontPage 2003 Level 1	6	6	
COURSE - Microsoft Office FrontPage 2003 Level 1 (Prescriptive Training)	6	6	
COURSE - Microsoft Office FrontPage 2003 Testing (Level 1)	1	1	






<b>Microsoft Office Outlook 2000</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Integrate Office applications and other applications with Outlook 2000 components	1	1	
COURSE - Microsoft Office Outlook 2000 Level 1	4	4	



COURSE - Microsoft Office Outlook 2000 Level 2	4	4	
COURSE - Microsoft Office Outlook 2000 Proficient	7	7	
COURSE - Microsoft Office Outlook 2000 Testing (Level 1-2)	1	1	
COURSE - Navigate and use Outlook 2000 effectively	2	2	
COURSE - Use Contacts	2	2	
COURSE - Use Notes	1	1	
COURSE - Use Outlook 2000 Mail to communicate with others inside and outside your company	2	2	
COURSE - Use Outlook 2000 to manage messages	1	1	
COURSE - Use Tasks	1	1	
COURSE - Use the Outlook 2000 calendar	2	2	
































<b>Microsoft Office Outlook 2002</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Addressing Messages	1	1	
COURSE - Examining Tasks	1	1	
COURSE - Exploring Contacts And The Journal	1	1	
COURSE - Exploring Outlook	1	1	
COURSE - Integrating Outlook With External Applications	1	1	
COURSE - Managing Time With The Calendar	2	2	
COURSE - Microsoft Office Outlook 2002 Core	9	9	
COURSE - Microsoft Office Outlook 2002 Core (Microsoft Office Specialist Prescriptive Training)	9	9	
COURSE - Microsoft Office Outlook 2002 Level 1	9	9	
COURSE - Microsoft Office Outlook 2002 Level 1 (Prescriptive Training)	9	9	
COURSE - Microsoft Office Outlook 2002 Level 2	5	5	
COURSE - Microsoft Office Outlook 2002 Level 2 (Prescriptive Training)	5	5	
COURSE - Microsoft Office Outlook 2002 Testing (Level 1-2)	1	1	
COURSE - Microsoft Office Outlook 2002 Testing (Microsoft Office Specialist)	1	1	
COURSE - Organizing Items	1	1	
COURSE - Preparing Mail Messages	1	1	
COURSE - Time Management Using Microsoft Outlook 2002	4	4	
COURSE - Using Help	1	1	
COURSE - Using Mail Features	1	1	
COURSE - Using Mail Management Tools	2	2	
COURSE - Using Notes	1	1	
COURSE - Using Tasks	2	2	
COURSE - Using The Calendar	1	1	
COURSE - Working With Contacts	1	1	
COURSE - Working With E-mail	2	2	



<b>Microsoft Office Outlook 2003</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office Outlook 2003	8	8	
COURSE - Microsoft Office Outlook 2003 Level 1	7	7	
COURSE - Microsoft Office Outlook 2003 Level 1 (Prescriptive Training)	7	7	
COURSE - Microsoft Office Outlook 2003 Level 2	5	5	
COURSE - Microsoft Office Outlook 2003 Level 2 (Prescriptive Training)	5	5	
COURSE - Microsoft Office Outlook 2003 Testing (Level 1-2)	1	1	

**Microsoft Office Outlook 2007****Duration Credit Hours**

<u>COURSE - Microsoft Office Outlook 2007 Level 1</u>	6	6	
<u>COURSE - Microsoft Office Outlook 2007 Level 1 (Prescriptive Training)</u>	0	6	
<u>COURSE - Microsoft Office Outlook 2007 Level 2</u>	6	6	
<u>COURSE - Microsoft Office Outlook 2007 Level 2 (Prescriptive Training)</u>	0	6	
<u>COURSE - Microsoft Office Outlook 2007 Testing (Level 1-2)</u>	0	0	






<b>Microsoft Office Outlook 98</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Microsoft Office Outlook 98 Level 1</u>	5	5	
<u>COURSE - Microsoft Office Outlook 98 Testing</u>	1	1	






<b>Microsoft Office PowerPoint 2000</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Collaborating With Workgroups (PowerPoint)</u>	1	1	
<u>COURSE - Creating A Presentation</u>	2	2	
<u>COURSE - Creating A Presentation II</u>	1	1	
<u>COURSE - Creating Output</u>	1	1	
<u>COURSE - Creating Output II</u>	1	1	
<u>COURSE - Customizing A Presentation</u>	1	1	
<u>COURSE - Delivering A Presentation</u>	1	1	
<u>COURSE - Delivering A Presentation II</u>	1	1	
<u>COURSE - Managing Files (PowerPoint)</u>	1	1	
<u>COURSE - Managing Files II (PowerPoint)</u>	1	1	
<u>COURSE - Microsoft Office PowerPoint 2000 Expert</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2000 Expert (Microsoft Office Specialist Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2000 Level 1</u>	4	4	
<u>COURSE - Microsoft Office PowerPoint 2000 Level 1 (Prescriptive Training)</u>	4	4	
<u>COURSE - Microsoft Office PowerPoint 2000 Level 2</u>	4	4	
<u>COURSE - Microsoft Office PowerPoint 2000 Level 2 (Prescriptive Training)</u>	4	4	
<u>COURSE - Microsoft Office PowerPoint 2000 Level 3</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2000 Level 3 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2000 Proficient</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2000 Proficient (Microsoft Office Specialist Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2000 Testing (Level 1-2-3)</u>	1	1	
<u>COURSE - Microsoft Office PowerPoint 2000 Testing (Microsoft Office Specialist)</u>	1	1	
<u>COURSE - Modifying A Presentation</u>	1	1	
<u>COURSE - Modifying A Presentation II</u>	2	2	
<u>COURSE - Using Data From Other Sources</u>	1	1	
<u>COURSE - Working With Charts And Tables</u>	1	1	
<u>COURSE - Working With PowerPoint</u>	1	1	
<u>COURSE - Working With Text (PowerPoint)</u>	2	2	
<u>COURSE - Working With Visual Elements</u>	1	1	
<u>COURSE - Working With Visual Elements II</u>	1	1	
<u>GENERAL - Microsoft Office PowerPoint 2000 Prerequisites</u>	2	2	





<b>Microsoft Office PowerPoint 2002</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Apply Animation Effects</u>	1	1	
<u>COURSE - Applying Advanced Visual Effects</u>	1	1	
<u>COURSE - Changing Presentation Settings</u>	1	1	




<u>COURSE - Collaborating On Presentations</u>	1	1	
<u>COURSE - Combining And Modifying Presentations</u>	1	1	
<u>COURSE - Creating Presentations</u>	1	1	
<u>COURSE - Customizing Clip Art</u>	1	1	
<u>COURSE - Customizing Presentations</u>	1	1	
<u>COURSE - Customizing Toolbars</u>	1	1	
<u>COURSE - Editing A Presentation</u>	1	1	
<u>COURSE - Exploring PowerPoint</u>	1	1	
<u>COURSE - Importing And Exporting Data</u>	1	1	
<u>COURSE - Incorporating Visual Elements</u>	1	1	
<u>COURSE - Microsoft Office PowerPoint 2002 Comprehensive</u>	11	11	
<u>COURSE - Microsoft Office PowerPoint 2002 Comprehensive (Microsoft Office Specialist Prescriptive Training)</u>	11	11	
<u>COURSE - Microsoft Office PowerPoint 2002 Level 1</u>	7	7	
<u>COURSE - Microsoft Office PowerPoint 2002 Level 1 (Prescriptive Training)</u>	7	7	
<u>COURSE - Microsoft Office PowerPoint 2002 Level 2</u>	5	5	
<u>COURSE - Microsoft Office PowerPoint 2002 Level 2 (Prescriptive Training)</u>	5	5	
<u>COURSE - Microsoft Office PowerPoint 2002 Level 3</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2002 Level 3 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2002 Testing (Level 1-2-3)</u>	1	1	
<u>COURSE - Microsoft Office PowerPoint 2002 Testing (Microsoft Office Specialist)</u>	1	1	
<u>COURSE - Modifying Existing Presentations</u>	2	2	
<u>COURSE - Modifying Slide Masters</u>	1	1	
<u>COURSE - Preparing Presentations For Delivery</u>	1	1	
<u>COURSE - Presentation Skills Using Microsoft PowerPoint</u>	4	4	
<u>COURSE - Reorganizing Slides And Text</u>	1	1	
<u>COURSE - Setting PowerPoint Options</u>	1	1	
<u>COURSE - Setting Up Presentations For Delivery</u>	1	1	
<u>COURSE - Using PowerPoint On The Web</u>	1	1	
<u>COURSE - Viewing A Presentation</u>	1	1	
<u>COURSE - Working With Charts And Tables</u>	1	1	
<u>COURSE - Working With Slide Masters</u>	1	1	
<u>COURSE - Working With WordArt And AutoShapes</u>	1	1	

	<b>Duration</b>	<b>Credit Hours</b>	
<b>Microsoft Office PowerPoint 2003</b>			
<u>COURSE - Microsoft Office PowerPoint 2003</u>	14	14	
<u>COURSE - Microsoft Office PowerPoint 2003 (Microsoft Office Specialist Prescriptive Training)</u>	14	14	
<u>COURSE - Microsoft Office PowerPoint 2003 Level 1</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2003 Level 1 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2003 Level 2</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2003 Level 2 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2003 Level 3</u>	5	5	
<u>COURSE - Microsoft Office PowerPoint 2003 Level 3 (Prescriptive Training)</u>	5	5	
<u>COURSE - Microsoft Office PowerPoint 2003 Testing (Level 1-2-3)</u>	1	1	
<u>COURSE - Microsoft Office PowerPoint 2003 Testing (Microsoft Office Specialist)</u>	1	1	

<b>Microsoft Office PowerPoint 2007</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Microsoft Office PowerPoint 2007 Level 1</u>	0	0	
<u>COURSE - Microsoft Office PowerPoint 2007 Level 1 (Prescriptive Training)</u>	0	7	
<u>COURSE - Microsoft Office PowerPoint 2007 Level 2</u>	6	6	
<u>COURSE - Microsoft Office PowerPoint 2007 Level 2 (Prescriptive Training)</u>	0	6	
<u>COURSE - Microsoft Office PowerPoint 2007 Testing (Level 1-2)</u>	0	0	






































<b>Microsoft Office PowerPoint 97</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Microsoft Office PowerPoint 97 (Level 1-2-3 Testing)</u>	1	1	
<u>COURSE - Microsoft Office PowerPoint 97 Level 1</u>	5	5	
<u>COURSE - Microsoft Office PowerPoint 97 Level 2</u>	5	5	
<u>COURSE - Microsoft Office PowerPoint 97 Level 3</u>	5	5	
<u>T.V. Production</u>	8	0	



<b>Microsoft Office Project 2000</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Getting Started With Microsoft Office Project 2000</u>	5	5	
<u>COURSE - Microsoft Office Project 2000 Level 1</u>	9	9	
<u>COURSE - Microsoft Office Project 2000 Level 1 (Prescriptive Training)</u>	9	9	
<u>COURSE - Microsoft Office Project 2000 Testing (Level 1)</u>	1	1	

<b>Microsoft Office Project 2002</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Microsoft Office Project 2002 Level 1</u>	7	7	
<u>COURSE - Microsoft Office Project 2002 Level 1 (Prescriptive Training)</u>	7	7	
<u>COURSE - Microsoft Office Project 2002 Testing (Level 1)</u>	1	1	






<b>Microsoft Office Word 2000</b>	<b>Duration</b>	<b>Credit Hours</b>	
<u>COURSE - Collaborating With Workgroups (Word)</u>	1	1	
<u>COURSE - Managing Files (Word)</u>	2	2	
<u>COURSE - Microsoft Office Word 2000 Expert</u>	6	6	
<u>COURSE - Microsoft Office Word 2000 Expert (Microsoft Office Specialist Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Word 2000 Level 1</u>	4	4	
<u>COURSE - Microsoft Office Word 2000 Level 1 (Prescriptive Training)</u>	4	4	
<u>COURSE - Microsoft Office Word 2000 Level 2</u>	5	5	
<u>COURSE - Microsoft Office Word 2000 Level 2 (Prescriptive Training)</u>	5	5	
<u>COURSE - Microsoft Office Word 2000 Level 3</u>	6	6	
<u>COURSE - Microsoft Office Word 2000 Level 3 (Prescriptive Training)</u>	6	6	
<u>COURSE - Microsoft Office Word 2000 Proficient</u>	7	7	
<u>COURSE - Microsoft Office Word 2000 Proficient (Microsoft Office Specialist Prescriptive Training)</u>	7	7	
<u>COURSE - Microsoft Office Word 2000 Testing (Level 1-2-3)</u>	1	1	
<u>COURSE - Microsoft Office Word 2000 Testing (Microsoft Office Specialist)</u>	1	1	
<u>COURSE - Using Advanced Features</u>	2	2	
<u>COURSE - Using Mail Merge</u>	1	1	
<u>COURSE - Using Tables</u>	1	1	
<u>COURSE - Using Tables II</u>	1	1	
<u>COURSE - Working With Documents</u>	3	3	
<u>COURSE - Working With Documents II</u>	3	3	
<u>COURSE - Working With Paragraphs</u>	1	1	
<u>COURSE - Working With Paragraphs II</u>	1	1	





COURSE - Working With Pictures And Charts	1	1	
COURSE - Working with Pictures And Charts II	1	1	
COURSE - Working With Text (Word)	2	2	


<b>Microsoft Office Word 2002</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Adding To Documents	1	1	
COURSE - Applying Layout Techniques	1	1	
COURSE - Being Your Own Editor	1	1	
COURSE - Business Writing Using Microsoft Word	4	4	
COURSE - Calculating In Word	1	1	
COURSE - Creating Charts	1	1	
COURSE - Customizing Word	1	1	
COURSE - Designing Forms	1	1	
COURSE - Employing Revision Tools	1	1	
COURSE - Exploring Output Options	1	1	
COURSE - Formatting Paragraphs	1	1	
COURSE - Formatting Text	1	1	
COURSE - Getting Acquainted With Microsoft Word 2002	1	1	
COURSE - Including Field References	2	2	
COURSE - Managing Your Documents	1	1	
COURSE - Microsoft Office Word 2002 Core	8	8	
COURSE - Microsoft Office Word 2002 Core (Microsoft Office Specialist Prescriptive Training)	8	8	
COURSE - Microsoft Office Word 2002 Expert	7	7	
COURSE - Microsoft Office Word 2002 Expert (Microsoft Office Specialist Prescriptive Training)	7	7	
COURSE - Microsoft Office Word 2002 Level 1	6	6	
COURSE - Microsoft Office Word 2002 Level 1 (Prescriptive Training)	6	6	
COURSE - Microsoft Office Word 2002 Level 2	5	5	
COURSE - Microsoft Office Word 2002 Level 2 (Prescriptive Training)	5	5	
COURSE - Microsoft Office Word 2002 Level 3	8	8	
COURSE - Microsoft Office Word 2002 Level 3 (Prescriptive Training)	8	8	
COURSE - Microsoft Office Word 2002 Testing (Level 1-2-3)	1	1	
COURSE - Microsoft Office Word 2002 Testing (Microsoft Office Specialist)	1	1	
COURSE - Printing Documents	1	1	
COURSE - Processing Mail Merges	1	1	
COURSE - Revising With Others	2	2	
COURSE - Starting In Style	1	1	
COURSE - Using A Master Document	1	1	
COURSE - Working In Sections	1	1	
COURSE - Working With Headers And Footers	1	1	
COURSE - Working With Paragraphs	1	1	
COURSE - Working With Tables	1	1	
COURSE - Working With Text	1	1	




<b>Microsoft Office Word 2003</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office Word 2003	11	11	
COURSE - Microsoft Office Word 2003 (Microsoft Office Specialist Prescriptive Training)	11	11	





COURSE - Microsoft Office Word 2003 Expert	7	7	
COURSE - Microsoft Office Word 2003 Expert (Microsoft Office Specialist Prescriptive Training)	7	7	
COURSE - Microsoft Office Word 2003 Level 1	6	6	
COURSE - Microsoft Office Word 2003 Level 1 (Prescriptive Training)	6	6	
COURSE - Microsoft Office Word 2003 Level 2	7	7	
COURSE - Microsoft Office Word 2003 Level 2 (Prescriptive Training)	7	7	
COURSE - Microsoft Office Word 2003 Level 3	7	7	
COURSE - Microsoft Office Word 2003 Level 3 (Prescriptive Training)	7	7	
COURSE - Microsoft Office Word 2003 Testing (Level 1-2-3)	1	1	
COURSE - Microsoft Office Word 2003 Testing (Microsoft Office Specialist)	1	1	


<b>Microsoft Office Word 2007</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office Word 2007 Level 1	7	7	
COURSE - Microsoft Office Word 2007 Level 1 (Prescriptive Training)	0	7	
COURSE - Microsoft Office Word 2007 Level 2	6	6	
COURSE - Microsoft Office Word 2007 Level 2 (Prescriptive Training)	0	6	
COURSE - Microsoft Office Word 2007 Testing (Level 1-2)	0	0	




<b>Microsoft Office Word 97</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office Word 97 (Level 1-2-3 Testing)	1	1	
COURSE - Microsoft Office Word 97 Level 1	4	4	
COURSE - Microsoft Office Word 97 Level 2	5	5	
COURSE - Microsoft Office Word 97 Level 3	5	5	




<b>Microsoft Office XP</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Office XP New Features	3	3	

<b>Microsoft Windows 2000</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Windows 2000 Level 1	5	5	
COURSE - Microsoft Windows 2000 Level 1 (Prescriptive Training)	5	5	
COURSE - Microsoft Windows 2000 Testing (Level 1)	1	1	

<b>Microsoft Windows 98</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Windows 98 Level 1 (Prescriptive Training)	6	6	
COURSE - Microsoft Windows 98 Testing (Level 1)	1	1	
COURSE - Windows 98 Level 1	5	5	
COURSE - Windows 98 New Features	2	2	









<b>Microsoft Windows ME</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Getting Started With Windows Millennium	3	3	


<b>Microsoft Windows NT 4.0</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Windows NT 4.0 Level 1 (Prescriptive Training)	6	6	
COURSE - Microsoft Windows NT 4.0 Testing (Level 1)	1	1	
COURSE - Microsoft Windows NT Introduction	5	5	




<b>Microsoft Windows Vista</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Windows Vista (Testing)	0	0	
COURSE - Microsoft Windows Vista Level 1	5	5	
COURSE - Microsoft Windows Vista Level 1 (Prescriptive Training)		0	










**Microsoft Windows XP**



**Duration Credit Hours**



COURSE - Getting Started With Microsoft Windows XP (1024x768)	4	4	
COURSE - Getting Started With Microsoft Windows XP (800x600)	4	4	
COURSE - Microsoft Windows XP Level 1 (1024x768)	6	6	
COURSE - Microsoft Windows XP Level 1 (800x600)	6	6	
COURSE - Microsoft Windows XP Level 1 (Prescriptive Training)	6	6	
COURSE - Microsoft Windows XP Testing (Level 1)	1	1	
COURSE - PC Fundamentals With Microsoft Windows XP (1024x768)	3	3	
COURSE - PC Fundamentals With Microsoft Windows XP (800x600)	3	3	








<b>Microsoft Works 2000</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Works 2000 Level 1	3	3	

<b>Microsoft Works Suite 2002</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Microsoft Works Suite 2002 Level 1	3	3	
COURSE - Microsoft Works Suite 2002 Level 1 (Prescriptive Training)	3	3	
COURSE - Microsoft Works Suite 2002 Testing (Level 1)	1	1	




<b>Other</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Explore The Abilities Of The LMS	1	1	
COURSE - Level-based Training And Testing Tracks	1	1	
COURSE - Microsoft Office Specialist Training And Testing Tracks	1	1	
COURSE - Prescriptive Training Tracks	1	1	
COURSE - Task-based Training Tracks	1	1	
COURSE - Tips For Making The LMS Work For You	1	1	
COURSE - Welcome To Online Learning	1	1	
COURSE - Where To Get Help	1	1	
General Knowledge		0	

<b>Palm</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - How To Master Palm Organizer Level 1	3	3	
COURSE - Palm Tips And Tricks	3	3	

<b>Palm OS 4.0</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Palm OS 4.0 Introduction	4	4	
COURSE - Palm OS 4.0 Tips And Tricks	4	4	

<b>Pocket PC</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - Connecting Pocket PCs To Desktop Computers	1	1	
COURSE - Entering Data In The Pocket PC	1	1	
COURSE - Learning The Pocket PC Interface	1	1	
COURSE - Pocket PC Tips And Tricks	3	3	
COURSE - Using Other Pocket PC Applications	1	1	
COURSE - Using The Personal Information Management Tools On Pocket PCs	1	1	
COURSE - Using The Pocket PC For Online Communication	1	1	

<b>QuickBooks Pro 2000</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - QuickBooks Pro 2000 Level 1	6	6	

<b>QuickBooks Pro 2001</b>	<b>Duration</b>	<b>Credit Hours</b>	
COURSE - QuickBooks Pro 2001 Level 1	5	5	
COURSE - QuickBooks Pro 2001 Level 1 Testing (Level 1)	1	1	
COURSE - QuickBooks Pro 2001 Level 2	5	5	

<b>QuickBooks Pro 2002</b>	<b>Duration</b>	<b>Credit Hours</b>
COURSE - QuickBooks Pro 2002 Level 1	6	6
<b>Quicken 2000</b>	<b>Duration</b>	<b>Credit Hours</b>
COURSE - Quicken 2000 Level 1	4	4
<b>Quicken 2001</b>	<b>Duration</b>	<b>Credit Hours</b>
COURSE - Quicken 2001 Level 1	7	7
<b>Quicken 2002</b>	<b>Duration</b>	<b>Credit Hours</b>
COURSE - Quicken 2002 Level 1	7	7
COURSE - Quicken 2002 Level 2	6	6
<b>SoftSkills</b>	<b>Duration</b>	<b>Credit Hours</b>
COURSE - How To Master Business Writing		0
COURSE - How To Master Presentation Skills		0
COURSE - How To Master Time Management		0
Update		



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