

Catalog #	Section	Topic	Units	Course Overview	Credit	Hours
<b>CBTS Microsoft Office 2003</b>						
10-103-119	X08	<b>Microsoft Office 2003: Word-ALL</b>			1.8	27
			(Includes Beginning Word & Advanced Word)			
10-103-119	X09	<b>Microsoft Office 2003: Beginning Word</b>			0.95	14
			Getting Started with Word 2003	<a href="#">112997 ENG</a>		
			Working with text and paragraphs in Word 2003	<a href="#">124981 ENG</a>		
			Structuring, editing, saving, and opening documents in Word 2003	<a href="#">123383 ENG</a>		
			Printing, Help, and Automated Formatting in Word 2003	<a href="#">116299 ENG</a>		
			Working with Documents in Word 2003	<a href="#">112998 ENG</a>		
			Working with Tables and Media Features in Word 2003	<a href="#">116894 ENG</a>		
10-103-119	X40	<b>Microsoft Office 2003: Advanced Word</b>			0.85	13
			Advanced Formatting in Word 2003	<a href="#">113095 ENG</a>		
			Advanced Document Navigation in Word 2003	<a href="#">126778 ENG</a>		
			Advanced Data Manipulation Features in Word 2003	<a href="#">113114 ENG</a>		
			Using Tables, Charts, and Graphs in Word 2003	<a href="#">126789 ENG</a>		
			Advanced Document Features in Word 2003	<a href="#">121072 ENG</a>		
			Collaborative Features in Word 2003	<a href="#">113139 ENG</a>		
10-103-129	X08	<b>Microsoft Office 2003: Excel-ALL</b>			2	30
			(Includes Beginning Excel & Advanced Excel)			
10-103-129	X09	<b>Microsoft Office 2003: Beginning Excel</b>			0.85	13
			Basic Features of Excel 2003	<a href="#">113187 ENG</a>		
			Printing and Collaborating in Excel 2003	<a href="#">122518 ENG</a>		
			Excel 2003 Formulas and Functions	<a href="#">113221 ENG</a>		
			Formatting Data in Excel 2003	<a href="#">119827 ENG</a>		
			Excel 2003 Chart and Multimedia Features	<a href="#">119828 ENG</a>		
10-103-129	X40	<b>Microsoft Office 2003: Advanced Excel</b>			1.15	17
			Advanced Customization in Excel 2003	<a href="#">119829 ENG</a>		
			Advanced formatting in Excel 2003	<a href="#">125656 ENG</a>		
			Advanced Data Management in Excel 2003	<a href="#">113262 ENG</a>		
			Advanced Data Analysis in Excel 2003	<a href="#">113309 ENG</a>		
			Advanced Validation and Collaboration in Excel 2003	<a href="#">121344 ENG</a>		
			Advanced Data Exchange in Excel 2003	<a href="#">119748 ENG</a>		
10-103-139	X07	<b>Microsoft Office 2003: Access-ALL</b>			1	23
			(Includes Beginning Access & Advanced Access)			
10-103-139	X08	<b>Microsoft Office 2003: Beginning Access</b>			0.8	12
			Getting Started with Access 2003	<a href="#">125937 ENG</a>		
			Basic Access 2003 Tables	<a href="#">125947 ENG</a>		
			Basic Access 2003 Forms	<a href="#">125956 ENG</a>		
			Using Queries and Reports in Access 2003	<a href="#">125964 ENG</a>		

Catalog #	Section	Topic	Units	Course Overview	Credit	Hours
			Personalizing and Maintaining Access 2003	<a href="#">125984 ENG</a>		
<b>10-103-139</b>	<b>X09</b>	<b>Microsoft Office 2003: Advanced Access</b>			<b>0.75</b>	<b>11</b>
			Enhancing Tables, Forms, and Reports in Access 2003	<a href="#">126934 ENG</a>		
			Advanced Querying in Access 2003	<a href="#">126944 ENG</a>		
			Working with Data and Presentation in Access 2003	<a href="#">126950 ENG</a>		
			Access 2003 and the Web	<a href="#">126959 ENG</a>		
			Access 2003 Programmability	<a href="#">126965 ENG</a>		
			Database Administration in Access 2003	<a href="#">126973 ENG</a>		
<b>10-103-169</b>	<b>X06</b>	<b>Microsoft Office 2003: PowerPoint-ALL</b>			<b>1</b>	<b>17</b>
			(Includes Beginning PowerPoint & Advanced PowerPoint)			
<b>10-103-169</b>	<b>X07</b>	<b>Microsoft Office 2003: Beginning PowerPoint</b>			<b>0.55</b>	<b>8</b>
			Creating Basic Presentations using PowerPoint 2003	<a href="#">121838 ENG</a>		
			Slide Layout and Design in PowerPoint 2003	<a href="#">123164 ENG</a>		
			Using Visuals in PowerPoint 2003 Presentations	<a href="#">125933 ENG</a>		
			Finalizing PowerPoint 2003 presentations	<a href="#">123167 ENG</a>		
<b>10-103-169</b>	<b>X08</b>	<b>Microsoft Office 2003: Advanced PowerPoint</b>			<b>0.6</b>	<b>9</b>
			Customizing PowerPoint 2003 Presentations	<a href="#">121956 ENG</a>		
			Preparing PowerPoint 2003 Presentations for Effective Delivery	<a href="#">125830 ENG</a>		
			Running, Broadcasting, and Reviewing PowerPoint 2003 Presentations	<a href="#">124997 ENG</a>		
			Settings, Customization, and Office 2003 Integration with PowerPoint 2003	<a href="#">121957 ENG</a>		
<b>10-103-189</b>	<b>X43</b>	<b>Microsoft Office 2003: FrontPage-ALL</b>			<b>1.65</b>	<b>25</b>
			(Includes Beginning FrontPage & Advanced FrontPage)			
<b>10-103-189</b>	<b>X44</b>	<b>Microsoft Office 2003: Beginning FrontPage</b>			<b>0.75</b>	<b>11</b>
			Getting Started with FrontPage 2003	<a href="#">121449 ENG</a>		
			Working with graphics, hyperlinks and tables in FrontPage 2003	<a href="#">131714 ENG</a>		
			Working with Web Sites in FrontPage 2003	<a href="#">122475 ENG</a>		
			Organizing Content Using Templates and Frames in FrontPage 2003	<a href="#">122481 ENG</a>		
			Structuring and Publishing Web Sites in FrontPage 2003	<a href="#">122092 ENG</a>		
<b>10-103-189</b>	<b>X45</b>	<b>Microsoft Office 2003: Advanced FrontPage</b>			<b>0.95</b>	<b>14</b>
			Working with Code in FrontPage 2003	<a href="#">122120 ENG</a>		
			Importing and Working with Data in FrontPage 2003	<a href="#">121653 ENG</a>		
			Enhancing Web Sites with Advanced FrontPage 2003 Features	<a href="#">122099 ENG</a>		
			Administering Web Sites in FrontPage 2003	<a href="#">122100 ENG</a>		
			Using Windows SharePoint Services and FrontPage 2003	<a href="#">131456 ENG</a>		
<b>10-103-109</b>	<b>X48</b>	<b>Microsoft Office 2003: Outlook-Beginning</b>			<b>0.75</b>	<b>11</b>
			Sending and Receiving Messages in Outlook 2003	<a href="#">113430 ENG</a>		
			Formatting and Managing Messages in Outlook 2003	<a href="#">128879 ENG</a>		
			Scheduling events, Appointments, and meetings in Outlook 2003	<a href="#">128880 ENG</a>		

Catalog #	Section	Topic	Units	Course Overview	Credit	Hours
			Using Task Lists, Contact Lists, and Notes in Outlook 2003	<a href="#">128881 ENG</a>		
<b>10-103-109</b>	<b>X49</b>	<b>Microsoft Office 2003: Outlook-Advanced</b>			<b>0.75</b>	<b>11.25</b>
			Customizing E-mail, Views, Navigation, and E-mail Accounts in Outlook 2003	<a href="#">131326 ENG</a>		
			Tracking, Categorizing, Searching, and Printing in Outlook 2003	<a href="#">131341 ENG</a>		
			Configuring Rules, Alerts, and Junk Mail Settings in Outlook 2003	<a href="#">113469 ENG</a>		
			Sharing Folders, Schedules, and Contacts and Using SharePoint Data in Outlook 2003	<a href="#">129976 ENG</a>		
<b>10-103-109</b>	<b>X50</b>	<b>Microsoft Office 2003: Visio</b>			<b>0.6</b>	<b>9</b>
			Creating Diagrams with Visio 2003	<a href="#">132531 ENG</a>		
			Developing Diagrams with Visio 2003	<a href="#">132532 ENG</a>		
			Visio 2003 and Other Programs	<a href="#">132533 ENG</a>		
<b>10-103-109</b>	<b>X52</b>	<b>Microsoft Office 2003: Project-Beginning</b>			<b>0.65</b>	<b>10</b>
			Creating and Defining a Project	<a href="#">132490 ENG</a>		
			Specifying and Assigning Resources	<a href="#">132510 ENG</a>		
			Tracking and Reporting Progress	<a href="#">132504 ENG</a>		
<b>10-103-109</b>	<b>X53</b>	<b>Microsoft Office 2003: Project-Advanced</b>			<b>0.95</b>	<b>14.25</b>
			Advanced Customization	<a href="#">132661 ENG</a>		
			Sharing Project Data and Working with Macros	<a href="#">132659 ENG</a>		
			Organizing and Managing Project Information	<a href="#">205433 ENG</a>		
			Working Collaboratively	<a href="#">201354 ENG</a>		
			Enterprise Project Management	<a href="#">201357 ENG</a>		
			Advanced Analysis of your Project	<a href="#">206372 ENG</a>		
<b>10-103-189</b>	<b>X48</b>	<b>Microsoft Office 2003: Publisher</b>			<b>0.95</b>	<b>14</b>
			Getting Started with Publisher 2003	<a href="#">204924 ENG</a>		
			Working with Text Boxes, Text, and Tables in Publisher 2003	<a href="#">207503 ENG</a>		
			Printing and Working with Graphics and Objects in Publisher 2003	<a href="#">204925 ENG</a>		
			Working with E-mail and Web Sites in Publisher 2003	<a href="#">204927 ENG</a>		
			Working with Mail and Catalog Merges in Publisher 2003	<a href="#">207309 ENG</a>		
			Advanced Design Techniques and Printing with Publisher 2003	<a href="#">204928 ENG</a>		