

Catalog #	Section	Topic	Units	Course Overview	Credit	Hours
<b>CBTS Microsoft Office 2007</b>						
10-103-119	X41	<b>Microsoft Office 2007: Word-ALL</b>			0.8	11.25
			(Includes Word-Beginning & Word-Advanced)			
10-103-119	X42	<b>Microsoft Office 2007: Word-Beginning</b>			0.5	7
			Getting Started with Word 2007	<a href="#">mo_bgwd_a01_dt_enus</a>		
			Working with Text and Paragraphs in Word 2007	<a href="#">mo_bgwd_a02_dt_enus</a>		
			Structuring, Editing, Saving, and Opening Documents in Word 2007	<a href="#">mo_bgwd_a03_dt_enus</a>		
			Printing, Help, and Automated Formatting in Word 2007	<a href="#">mo_bgwd_a04_dt_enus</a>		
			Working with Documents in Word 2007	<a href="#">mo_bgwd_a05_dt_enus</a>		
10-103-119	X43	<b>Microsoft Office 2007: Word-Advanced</b>			0.5	4.25
			Advanced Formatting in Word 2007	<a href="#">mo_adwd_a01_dt_enus</a>		
			Advanced Document Navigation and Document Reviews in Word 2007	<a href="#">mo_adwd_a02_dt_enus</a>		
			Using Tables, Charts, and Graphics in Word 2007	<a href="#">mo_adwd_a03_dt_enus</a>		
10-103-129	X41	<b>Microsoft Office 2007: Excel-ALL</b>			0.9	14
			(Includes Excel-Beginning & Excel-Advanced)			
10-103-129	X42	<b>Microsoft Office 2007: Excel-Beginning</b>			0.5	8
			Getting Started with Excel 2007	<a href="#">mo_bgex_a01_dt_enus</a>		
			Manipulating and Formatting Data and Worksheets	<a href="#">mo_bgex_a02_dt_enus</a>		
			Reviewing and Printing in Excel 2007	<a href="#">mo_bgex_a03_dt_enus</a>		
			Excel 2007 Formulas and Functions	<a href="#">mo_bgex_a04_dt_enus</a>		
			Excel 2007 Charts, Pictures, Themes, and Styles	<a href="#">mo_bgex_a06_dt_enus</a>		
10-103-129	X43	<b>Microsoft Office 2007: Excel-Advanced</b>			0.4	6
			Advanced Formatting in Excel 2007	<a href="#">mo_adex_a01_dt_enus</a>		
			Advanced Data Management in Excel 2007	<a href="#">mo_adex_a02_dt_enus</a>		
			Advanced Customization in Excel 2007	<a href="#">mo_adex_a03_dt_enus</a>		
10-103-109	X57	<b>Microsoft Office 2007: Outlook-ALL</b>			0.8	12.5
			(Includes Outlook-Beginning & Outlook-Advanced)			
10-103-109	X58	<b>Microsoft Office 2007: Outlook-Beginning</b>			0.55	8.5
			Getting Started with Outlook 2007	<a href="#">mo_bgol_a01_dt_enus</a>		
			Formatting and Managing E-mail in Outlook 2007	<a href="#">mo_bgol_a02_dt_enus</a>		
			Using the Calendar in Outlook 2007	<a href="#">mo_bgol_a03_dt_enus</a>		
			Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	<a href="#">mo_bgol_a04_dt_enus</a>		
			Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	<a href="#">mo_bgol_a05_dt_enus</a>		
10-103-109	X59	<b>Microsoft Office 2007: Outlook-Advanced</b>			0.25	4
			Customizing Views, Tracking Items, and Adding E-Mail Accounts to Outlook 2007	<a href="#">mo_adol_a01_dt_enus</a>		
			Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	<a href="#">mo_adol_a02_dt_enus</a>		
			Working with SharePoint, Calendars, and Forms in Outlook 2007	<a href="#">mo_adol_a03_dt_enus</a>		