

Catalog #	Section	Topic	Units	Course Overview	Credit	Hours
<b>Microsoft Office XP</b>						
10-103-119	X05	<b>Microsoft Office XP: Word-ALL</b>			1.05	16
			(Includes Beginning Word & Advanced Word)			
10-103-119	X06	<b>Microsoft Office XP: Beginning Word</b>			0.4	6
			Creating Documents in Word 2002	<a href="#">114325 ENG</a>		
			Working with Documents in Word 2002	<a href="#">114346 ENG</a>		
10-103-119	X07	<b>Microsoft Office XP: Advanced Word</b>			0.65	10
			Advanced Formatting and Navigation in Word 2002	<a href="#">114968 ENG</a>		
			Advanced Document Features in Word 2002	<a href="#">114983 ENG</a>		
			Collaborative Features in Word 2002	<a href="#">115008 ENG</a>		
10-103-129	X05	<b>Microsoft Office XP: Excel-ALL</b>			1.15	17
			(Includes Beginning Excel & Advanced Excel)			
10-103-129	X06	<b>Microsoft Office XP: Beginning Excel</b>			0.55	8
			Basic Features of Excel 2002	<a href="#">115096 ENG</a>		
			Optimizing Excel 2002	<a href="#">115117 ENG</a>		
10-103-129	X07	<b>Microsoft Office XP: Advanced Excel</b>			0.6	9
			Advanced Data Management in Excel 2002	<a href="#">114461 ENG</a>		
			Advanced Data Manipulation and Analysis in Excel 2002	<a href="#">114635 ENG</a>		
10-103-139	X04	<b>Microsoft Office XP: Access-ALL</b>			1	20
			(Includes Beginning Access & Advanced Access)			
10-103-139	X05	<b>Microsoft Office XP: Beginning Access</b>			0.55	8
			Introduction to Access 2002	<a href="#">117147 ENG</a>		
			Intermediate Access 2002	<a href="#">117172 ENG</a>		
10-103-139	X06	<b>Microsoft Office XP - Advanced Access</b>			0.8	12
			Advanced Database Design in Access 2002	<a href="#">116022 ENG</a>		
			Advanced Database Features in Access 2002	<a href="#">116051 ENG</a>		
10-103-169	X03	<b>Microsoft Office XP: PowerPoint-ALL</b>			0.65	10
			(Includes Beginning PowerPoint & Advanced PowerPoint)			
10-103-169	X04	<b>Microsoft Office XP: Beginning PowerPoint</b>			0.35	5
			Creating Presentations using PowerPoint 2002	<a href="#">115027 ENG</a>		
10-103-169	X05	<b>Microsoft Office XP: Advanced PowerPoint</b>			0.35	5
			Customizing, Running, and Broadcasting PowerPoint 2002 Presentations	<a href="#">116195 ENG</a>		
			PowerPoint 2002 Customization and Office XP Integration	<a href="#">116211 ENG</a>		
10-103-189	X01	<b>Microsoft Office XP: FrontPage</b>			1.2	18

Catalog #	Section	Topic	Units	Course Overview	Credit	Hours
			FrontPage 2002 Basics	<a href="#">114938 ENG</a>		
			Enhancing and Managing Web Sites with FrontPage 2002	<a href="#">114955 ENG</a>		
			Building and Modifying Web Sites in FrontPage 2002	<a href="#">115955 ENG</a>		
			Enhancing and Publishing Web Sites in FrontPage 2002	<a href="#">115977 ENG</a>		