

Solution Area	Curriculum	Series	Course Title	Course#	Estimated Duration Hours
SkillChoice Desktop					
DESKTOP COMPUTER SKILLS					
Adobe					
Adobe Acrobat 8.0					
			Creating and Working with PDFs in Adobe Acrobat 8	at_adab_a01_dt_enus	2.5
			Editing and Reviewing in Adobe Acrobat 8	at_adab_a02_dt_enus	1.1
			Forms and Document Security in Adobe Acrobat 8	at_adab_a03_dt_enus	1.4
			Advanced Features of Adobe Acrobat 8	at_adab_a04_dt_enus	1.9
Adobe Reader 8.0					
			Using Adobe Reader 8	at_adar_a01_dt_enus	2.5
Adobe Reader 6.0					
			Using Adobe Reader 6.0	221552_ENG	2.75
Adobe Acrobat 5					
Adobe Acrobat 5.0: Getting Started					
			Getting Started with Adobe Acrobat 5.0	35669_ENG	2
Adobe Acrobat 5.0: Up and Running					
			Up and Running with Adobe Acrobat 5.0	35672_ENG	2
Best Practices for Desktop Users					
Information Security Best Practices for Business Users					
			Introduction to information security	216913_ENG	1.75
			Operational information security	217983_ENG	1.5
			Malicious code and information security	217043_ENG	1.75
			Information security and the Internet	216960_ENG	1.5
Microsoft Office 2007					
Microsoft Office 2007: New Features					
			New Features for End Users in Microsoft Office 2007	239866_ENG	1.5
			Microsoft Office Excel, PowerPoint, and Outlook 2007	239874_ENG	1.5
			Microsoft Access 2007 and Microsoft Publisher 2007	239976_ENG	1
			Sharing and Collaboration in Microsoft Office Enterprise 2007	240019_ENG	2
Microsoft Office 2007: Beginning Word					
			Getting Started with Word 2007	mo_bgwd_a01_dt_enus	1
			Working with Text and Paragraphs in Word 2007	mo_bgwd_a02_dt_enus	2
			Structuring, Editing, Saving, and Opening Documents in Word 2007	mo_bgwd_a03_dt_enus	2
			Printing, Help, and Automated Formatting in Word 2007	mo_bgwd_a04_dt_enus	2
			Working with Documents in Word 2007	mo_bgwd_a05_dt_enus	2
Microsoft Office 2007: Advanced Word					
			Advanced Formatting in Word 2007	mo_adwd_a01_dt_enus	1.5
			Advanced Document Navigation and Document Reviews in Word 2007	mo_adwd_a02_dt_enus	2.5
			Using Tables, Charts, and Graphics in Word 2007	mo_adwd_a03_dt_enus	2.5
Microsoft Office 2007: Word for the Power User					
			Advanced Data Manipulation Features in Word 2007	mo_wdpu_a01_dt_enus	1
			Advanced Document Features in Word 2007	mo_wdpu_a02_dt_enus	1
			Collaborative Features in Word 2007	mo_wdpu_a03_dt_enus	2
Microsoft Office 2007: Beginning Excel					
			Getting Started with Excel 2007	mo_bgex_a01_dt_enus	2
			Manipulating and Formatting Data and Worksheets	mo_bgex_a02_dt_enus	3.5
			Reviewing and Printing in Excel 2007	mo_bgex_a03_dt_enus	1.5
			Excel 2007 Formulas and Functions	mo_bgex_a04_dt_enus	2
			Excel 2007 Charts, Pictures, Themes, and Styles	mo_bgex_a06_dt_enus	1.5
Microsoft Office 2007: Advanced Excel					

Advanced Formatting in Excel 2007	mo_adex_a01_dt_enus	2
Advanced Data Management in Excel 2007	mo_adex_a02_dt_enus	1.5
Advanced Customization in Excel 2007	mo_adex_a03_dt_enus	2
Microsoft Office 2007: Excel for the Power User		
Analyzing Data in Excel 2007	mo_expu_a01_dt_enus	3.5
Protecting and Sharing Excel 2007 Workbooks	mo_expu_a02_dt_enus	2
Exchanging Data with Excel 2007	mo_expu_a03_dt_enus	3
Microsoft Office 2007: Beginning PowerPoint		
Getting Started with PowerPoint 2007	mo_bgpp_a01_dt_enus	1.5
Adding Graphics to Presentations in PowerPoint 2007	mo_bgpp_a02_dt_enus	1.5
Adding Multimedia and Animations to Presentations	mo_bgpp_a03_dt_enus	1
Microsoft Office 2007: Advanced PowerPoint		
Creating Custom Slide Shows in PowerPoint 2007	mo_adpp_a01_dt_enus	1
Distributing Presentations in PowerPoint 2007	mo_adpp_a02_dt_enus	1
Microsoft Office 2007: Beginning Outlook		
Getting Started with Outlook 2007	mo_bgol_a01_dt_enus	1.5
Formatting and Managing E-mail in Outlook 2007	mo_bgol_a02_dt_enus	3
Using the Calendar in Outlook 2007	mo_bgol_a03_dt_enus	3
Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	mo_bgol_a04_dt_enus	3
Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	mo_bgol_a05_dt_enus	2
Microsoft Office 2007: Advanced Outlook		
Customizing Outlook 2007 and Using the Journal	mo_adol_a01_dt_enus	2
Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	mo_adol_a02_dt_enus	1.5
Working with SharePoint, Calendars, and Forms in Outlook 2007	mo_adol_a03_dt_enus	2.5
Microsoft Office 2007: Outlook for the Power User		
Data Security, Archiving, and Working Offline in Outlook 2007	mo_olpu_a01_dt_enus	3
Instant, Text, and Unified Messaging in Outlook 2007	mo_olpu_a02_dt_enus	1
Business Contact Manager with Outlook 2007	mo_olpu_a03_dt_enus	3
Microsoft Office 2007: Beginning Access		
Getting Started with Access 2007	mo_bgac_a01_dt_enus	1.5
Basic Access 2007 Tables	mo_bgac_a02_dt_enus	2.5
Basic Access 2007 Forms	mo_bgac_a03_dt_enus	2
Queries and Reports in Access 2007	mo_bgac_a04_dt_enus	2.5
Microsoft Office 2007: Advanced Access		
Importing and Exporting Data and Data Presentation in Access 2007	mo_adax_a01_dt_enus	1.5
Advanced Data Management in Access 2007	mo_adax_a02_dt_enus	3.5
Microsoft Office 2007: Access for the Power User		
Programmability and Administration in Access 2007	mo_acpu_a01_dt_enus	1.5
Database Administration in Access 2007	mo_acpu_a02_dt_enus	3
Microsoft Office 2007: Beginning Visio		
Creating Visio 2007 Diagrams	mo_bgvs_a01_dt_enus	2.5
Enhancing and Customizing Diagrams in Visio 2007	mo_bgvs_a02_dt_enus	3.5
Collaborating and Using Visio 2007 With Other Programs	mo_bgvs_a03_dt_enus	1.5
Microsoft Office 2007: Beginning Project		
Creating and Designing a Project	mo_bgpr_a01_dt_enus	3.5
Specifying and Assigning Resources in Project 2007	mo_bgpr_a02_dt_enus	2.5
Tracking and Reporting Progress	mo_bgpr_a03_dt_enus	3
Microsoft Office 2007: Advanced Project		
Advanced Customization with MS Project 2007	mo_adpr_a01_dt_enus	2
Project Data Management and Performance	mo_adpr_a02_dt_enus	3.5
Microsoft Office 2007: Publisher		

Creating Customized Publications with Publisher 2007	mo_pblr_a01_dt_enus	3
Extending Publisher 2007 Beyond Publications	mo_pblr_a02_dt_enus	2
Microsoft Office SharePoint Server 2007 End User		
SharePoint 2007 Essentials	250450_ENG	3
Creating and Managing Personal Sites and Searches in SharePoint 2007	250463_ENG	2.5
Microsoft Office 2007: Collaborating, Communicating, and Sharing Information		
Microsoft Office 2007: Collaborating with Groove and Communicator	mo_ncmg_a01_dt_enus	2.5
Microsoft Office 2007: Sharing Information with OneNote 2007	mo_ncmg_a02_dt_enus	1
Microsoft Office Project Server 2007: Managing Projects		
Initiating Projects with Project Server 2007	mo_psmo_a01_dt_enus	2.5
Planning Projects with Project Server 2007	mo_psmo_a02_dt_enus	2
Managing Resource Capacity in Project Server 2007	mo_psmo_a03_dt_enus	2.5
Executing Projects with Project Server 2007	mo_psmo_a04_dt_enus	2
Monitoring, Controlling, and Closing Projects	mo_psmo_a05_dt_enus	2.5
Microsoft Office XP		
Microsoft Office XP - Advanced Access 2002		
Advanced Database Design in Access 2002	116022_ENG	6
Advanced Database Features in Access 2002	116051_ENG	6
Microsoft Office XP: Advanced Excel 2002		
Advanced Data Management in Excel 2002	114461_ENG	4.75
Advanced Data Manipulation and Analysis in Excel 2002	114635_ENG	4
Microsoft Office XP: Advanced FrontPage 2002		
Building and Modifying Web Sites in FrontPage 2002	115955_ENG	5
Enhancing and Publishing Web Sites in FrontPage 2002	115977_ENG	5
Microsoft Office XP: Advanced Outlook 2002		
Managing Outlook 2002	114389_ENG	4.75
Microsoft Office XP: Advanced PowerPoint 2002		
Customizing, Running, and Broadcasting PowerPoint 2002 Presentations	116195_ENG	3
PowerPoint 2002 Customization and Office XP Integration	116211_ENG	2
Microsoft Office XP: Advanced Word 2002		
Advanced Formatting and Navigation in Word 2002	114968_ENG	3
Advanced Document Features in Word 2002	114983_ENG	4
Collaborative Features in Word 2002	115008_ENG	3
Microsoft Office XP: Beginning FrontPage 2002		
FrontPage 2002 Basics	114938_ENG	4
Enhancing and Managing Web Sites with FrontPage 2002	114955_ENG	3
Microsoft Office XP: Beginning Outlook 2002		
Introducing Outlook 2002	115146_ENG	4
Microsoft Office XP: Beginning PowerPoint 2002		
Creating Presentations using PowerPoint 2002	115027_ENG	5
Microsoft Office XP: Beginning Word 2002		
Creating Documents in Word 2002	114325_ENG	2.75
Working with Documents in Word 2002	114346_ENG	2
Microsoft Office XP: Common Features Across Office Applications		
Common Features in Microsoft Office XP	115172_ENG	3
Microsoft Office XP: New Features for Advanced Users		
Office XP for the Advanced User	116275_ENG	3
Microsoft Office XP: Beginning Visio 2002		
Creating Diagrams in Visio 2002	117077_ENG	3
Working with Diagrams in Visio 2002	117090_ENG	2
Microsoft Office XP: New Office-wide Features		
New Features Review of Microsoft Office XP	116084_ENG	2
Microsoft Office XP: New Features for End-Users		

New and Enhanced Features for End-Users in Office XP	116224 ENG	4
Microsoft Office XP: Beginning Access 2002		
Introduction to Access 2002	117147 ENG	4.42
Intermediate Access 2002	117172 ENG	3.75
Microsoft Office XP: Beginning Excel 2002		
Basic Features of Excel 2002	115096 ENG	3
Optimizing Excel 2002	115117 ENG	4
Microsoft Windows XP for End Users		
Microsoft Windows XP: Getting Started		
Introducing Windows XP	112615 ENG	1.25
Microsoft Windows XP - New Features		
Windows XP: Fundamentals	112553 ENG	3.5
Windows XP: Advanced	112554 ENG	4.5
Microsoft Windows XP for Beginners		
Getting Started with Microsoft Windows XP	112949 ENG	4.5
Up and Running with Microsoft Windows XP	112954 ENG	4
Microsoft Office 2003		
Microsoft Office 2003: New Features		
Microsoft Office 2003: New Features for End Users	117529 ENG	2
Microsoft Office 2003: New Features for Outlook Users	126060 ENG	2
Microsoft Office 2003: New Applications	117531 ENG	1
Microsoft Office 2003: New Features for Advanced Users	117530 ENG	4
Microsoft Office 2003: Beginning Word		
Getting Started with Word 2003	112997 ENG	1
Working with text and paragraphs in Word 2003	124981 ENG	2
Structuring, editing, saving, and opening documents in Word 2003	123383 ENG	2
Printing, Help, and Automated Formatting in Word 2003	116299 ENG	3
Working with Documents in Word 2003	112998 ENG	2
Working with Tables and Media Features in Word 2003	116894 ENG	4
Microsoft Office 2003: Advanced Word		
Advanced Formatting in Word 2003	113095 ENG	2
Advanced Document Navigation in Word 2003	126778 ENG	1
Advanced Data Manipulation Features in Word 2003	113114 ENG	2
Using Tables, Charts, and Graphs in Word 2003	126789 ENG	2
Advanced Document Features in Word 2003	121072 ENG	2
Collaborative Features in Word 2003	113139 ENG	4
Microsoft Office 2003: Beginning Excel		
Basic Features of Excel 2003	113187 ENG	3
Printing and Collaborating in Excel 2003	122518 ENG	2
Excel 2003 Formulas and Functions	113221 ENG	3
Formatting Data in Excel 2003	119827 ENG	2
Excel 2003 Chart and Multimedia Features	119828 ENG	3
Microsoft Office 2003: Advanced Excel		
Advanced Customization in Excel 2003	119829 ENG	2.75
Advanced formatting in Excel 2003	125656 ENG	2
Advanced Data Management in Excel 2003	113262 ENG	2.25
Advanced Data Analysis in Excel 2003	113309 ENG	3
Advanced Validation and Collaboration in Excel 2003	121344 ENG	3
Advanced Data Exchange in Excel 2003	119748 ENG	4
Microsoft Office 2003: Advanced PowerPoint		
Customizing PowerPoint 2003 Presentations	121956 ENG	2
Preparing PowerPoint 2003 Presentations for Effective Delivery	125830 ENG	1.75
Running, Broadcasting, and Reviewing PowerPoint 2003 Presentations	124997 ENG	2.75

Settings, Customization, and Office 2003 Integration with PowerPoint 2003	121957 ENG	2
Microsoft Office 2003: Beginning Access		
Getting Started with Access 2003	125937 ENG	3
Basic Access 2003 Tables	125947 ENG	3
Basic Access 2003 Forms	125956 ENG	2
Using Queries and Reports in Access 2003	125964 ENG	3
Personalizing and Maintaining Access 2003	125984 ENG	1
Microsoft Office 2003: Advanced Access		
Enhancing Tables, Forms, and Reports in Access 2003	126934 ENG	2.25
Advanced Querying in Access 2003	126944 ENG	1.75
Working with Data and Presentation in Access 2003	126950 ENG	2
Access 2003 and the Web	126959 ENG	1.25
Access 2003 Programmability	126965 ENG	1.25
Database Administration in Access 2003	126973 ENG	2
Microsoft Office 2003: Beginning Outlook		
Sending and Receiving Messages in Outlook 2003	113430 ENG	3
Formatting and Managing Messages in Outlook 2003	128879 ENG	3
Scheduling events, Appointments, and meetings in Outlook 2003	128880 ENG	3
Using Task Lists, Contact Lists, and Notes in Outlook 2003	128881 ENG	2
Microsoft Office 2003: Advanced Outlook		
Customizing E-mail, Views, Navigation, and E-mail Accounts in Outlook 2003	131326 ENG	3.25
Tracking, Categorizing, Searching, and Printing in Outlook 2003	131341 ENG	3
Configuring Rules, Alerts, and Junk Mail Settings in Outlook 2003	113469 ENG	2
Sharing Folders, Schedules, and Contacts and Using SharePoint Data in Outlook 2003	129976 ENG	3
Microsoft Office 2003: Outlook for the Power User		
Data Security in Outlook 2003	132613 ENG	2.5
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	2.5
Customizing Toolbars and Commands and Creating Forms in Outlook 2003	132616 ENG	3.25
Outlook 2003 and Business Contact Manager	132617 ENG	3.5
Microsoft Office 2003: Getting Started		
Introduction to Microsoft Office 2003	121587 ENG	3
Formatting and printing files in Office 2003	121643 ENG	3
Microsoft Office 2003: Beginning Project Professional		
Creating and Defining a Project	132490 ENG	4
Specifying and Assigning Resources	132510 ENG	2.75
Tracking and Reporting Progress using Project Professional 2003	132504 ENG	3.25
Microsoft Office 2003: Visio for Beginners		
Creating Diagrams with Visio 2003	132531 ENG	3.25
Developing Diagrams with Visio 2003	132532 ENG	3.75
Visio 2003 and Other Programs	132533 ENG	2
Microsoft Office 2003: Advanced Project Professional		
Advanced Customization	132661 ENG	2.25
Sharing Project Data and Working with Macros	132659 ENG	2
Organizing and Managing Project Information	205433 ENG	3
Working Collaboratively	201354 ENG	2.25
Enterprise Project Management	201357 ENG	2
Advanced Analysis of your Project	206372 ENG	2.75
Microsoft Office 2003: Beginning FrontPage		

Getting Started with FrontPage 2003	121449 ENG	2
Working with graphics, hyperlinks and tables in FrontPage 2003	131714 ENG	3
Working with Web Sites in FrontPage 2003	122475 ENG	2
Organizing Content Using Templates and Frames in FrontPage 2003	122481 ENG	2
Structuring and Publishing Web Sites in FrontPage 2003	122092 ENG	2
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
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
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
Advanced Design Techniques and Printing with Publisher 2003	204928 ENG	3.25
Microsoft Office 2003: Beginning PowerPoint		
Creating Basic Presentations using PowerPoint 2003	121838 ENG	2.75
Slide Layout and Design in PowerPoint 2003	123164 ENG	1.5
Using Visuals in PowerPoint 2003 Presentations	125933 ENG	2
Finalizing PowerPoint 2003 presentations	123167 ENG	2
Microsoft Project 2002 (audio)		
Microsoft Project 2002: Beginners		
Getting Started with Project 2002	117545 ENG	1.75
Up and Running with Project 2002	117554 ENG	2
Tracking and Reporting with Project 2002	117565 ENG	1.75
Microsoft Project 2002: Advanced		
Data Sources, Templates, and Customization in Project 2002	117348 ENG	3
Workgroup, Collaboration, and Advanced Reporting Options in Project 2002	117361 ENG	3
Microsoft Office 2000		
Microsoft Office 2000: New Features		
Microsoft Office 2000 - New Features for Users	110856 ENG	4.25
Microsoft Office 2000 - New Features for Power Users	110857 ENG	3.75
Microsoft Office 2000: Beginning Word 2000		
Microsoft Office 2000 - Beginning Word	110946 ENG	5
Microsoft Office 2000 - Intermediate Word	110947 ENG	4
Microsoft Office 2000: Deployment and Administration		
Microsoft Office 2000 - Deployment and Administration	110906 ENG	4
Microsoft Office 2000: Advanced Word 2000		
Microsoft Office 2000 - Advanced Word	111009 ENG	4
Microsoft Office 2000 - Word for Power Users	111010 ENG	4.5
Microsoft Office 2000: Advanced Excel 2000		
Microsoft Office 2000 - Advanced Excel	111238 ENG	3.25
Microsoft Office 2000 - Excel for Power Users	111287 ENG	4.25
Microsoft Office 2000: Beginning Excel 2000		
Microsoft Office 2000 - Beginning Excel	111080 ENG	5
Microsoft Office 2000 - Intermediate Excel	111081 ENG	4

Microsoft Office 2000: Beginning Project 2000		
Microsoft Office 2000 - Beginning Project	112243 ENG	5
Microsoft Office 2000 - Intermediate Project 2000	112268 ENG	4
Microsoft Office 2000: Advanced Project 2000		
Office 2000 - Advanced Project	112366 ENG	5.5
Microsoft Office 2000: Access 2000		
Microsoft Office 2000 - Beginning Access	111352 ENG	4
Microsoft Office 2000 - Intermediate Access	111353 ENG	5
Microsoft Office 2000 - Advanced Access	111354 ENG	5
Microsoft Office 2000: PowerPoint 2000		
Microsoft Office 2000 - Beginning PowerPoint 2000	111348 ENG	4
Microsoft Office 2000 - Advanced PowerPoint 2000	111408 ENG	4
Microsoft Office 2000: Outlook 2000		
Microsoft Office 2000 - Beginning Outlook	112000 ENG	4
Microsoft Office 2000 - Advanced Outlook	112030 ENG	5
Microsoft Office 2000: FrontPage 2000		
Microsoft Office 2000 - Beginning FrontPage	112290 ENG	4.5
Microsoft Office 2000 - Advanced FrontPage	112291 ENG	4.5
Microsoft Visio 2000		
Microsoft Visio 2000: Getting Started		
Getting Started with Visio 2000	31684 ENG	2
Microsoft Visio 2000: Up and Running		
Up and Running with Visio 2000	31687 ENG	2
Home and Personal		
Home Networking with Microsoft Windows XP		
Home Networking with Microsoft Windows XP	66335 ENG	1
Lotus Notes 8		
Lotus Notes 8: New Features for End Users		
Lotus Notes 8: New Features for End Users	ia lnfn a01 dt enus	2
Lotus Notes 8: End User		
Getting Started with Lotus Notes 8 and Using Mail	ia lteu a01 dt enus	0.5
Scheduling Events and Managing Applications	ia lteu a02 dt enus	1
Working with Instant Messaging, Contacts, and Blogs	ia lteu a03 dt enus	2.5
Using Productivity Tools and Accessing Lotus Notes 8 Remotely	ia lteu a04 dt enus	2.5
Lotus Notes 7		
Lotus Notes 7: End User		
Getting Started with Lotus Notes 7 and Mail	233489 ENG	2.25
Managing Mail, Instant Messaging, and Contacts in Lotus Notes 7	233490 ENG	2.75
Working with Databases, the Calendar, and the To Do List in Lotus Notes 7	233491 ENG	3
Using Lotus Notes 7 Remotely	233492 ENG	1.5
Lotus Notes 6		
Lotus Notes 6: End User		
Lotus Notes 6 End User: Using Notes and Notes Mail	99908 ENG	3
Lotus Notes 6 End User: Using the Calendar and To Do List Features and TeamRoom Collaboration	110772 ENG	2
Lotus Notes 6 End User: Personalizing Notes 6 Features	112937 ENG	2
Lotus Notes 6 End User: Using Notes 6 Mail Remotely	106926 ENG	1
Lotus Notes 6 End User: iNotes	107783 ENG	1
Microsoft Internet Explorer 7		
Microsoft Internet Explorer 7: End User		
Fundamentals of Internet Explorer 7	250164 ENG	2.5
Customization and Security in Internet Explorer 7	250177 ENG	2
Microsoft Internet Explorer 6		
Microsoft Internet Explorer 6		
Fundamentals of Internet Explorer 6	117246 ENG	3.25
Moving on with Internet Explorer 6	117260 ENG	2.75
Microsoft Internet Explorer 5.5		

	Internet Explorer 5.5: Getting Started		
	Getting Started with Internet Explorer 5.5	31706 ENG	2
NetScape 6.2			
	Netscape 6.2: Getting Started		
	Introduction to Netscape 6.2	73948 ENG	2
NetScape 6			
	Netscape 6 - Getting Started		
	Introduction to Netscape 6	31509 ENG	2
PDA's			
	Palm OS		
	Getting Started with a Palm Handheld Device	73269 ENG	2
	Pocket PC 2002		
	Getting Started with Pocket PC 2002	71695 ENG	2
Seagate Crystal Reports			
	Crystal Reports XI: Report Writing Basics		
	Reporting Basics with Crystal Reports XI	234748 ENG	3
	Managing Data and Distributing Reports with Crystal Reports XI	234758 ENG	3
Microsoft Windows Vista			
	Microsoft Windows Vista: New Features for End Users		
	Windows Vista User Experience	242954 ENG	2
	Windows Vista Security and Performance Improvements	242964 ENG	1.75
	Microsoft Windows Vista for the End User		
	Getting Started with Windows Vista	mv_wveu_a01_it_enus	1.5
	Work with Files, Programs, and Printing in Windows Vista	mv_wveu_a02_it_enus	1.8
	Navigating the Web and System Maintenance with Windows Vista	mv_wveu_a03_it_enus	1.7
Mentoring Assets			
	Mentoring Assets		
	Mentoring Word 2000	mntwd2000c	
	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: Microsoft Office Project 2007, Managing Projects	mnt70632	
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	
NETg Desktop			
Consumer/ Home Office			
Graphics Design Tools			
	Macromedia FreeHand MX Part 1	en_US_15036_ng	3
	Macromedia FreeHand MX Part 2	en_US_15037_ng	3
	Macromedia FreeHand MX Part 3	en_US_15038_ng	3
	Macromedia FreeHand MX Part 4	en_US_15039_ng	3
	Macromedia FreeHand MX Part 5	en_US_15040_ng	3
	Macromedia FreeHand MX Part 6	en_US_15041_ng	3
Home Productivity			
	Encyclopedia Britannica 2003 Ready Reference	en_US_15082_ng	0.5
	Microsoft Works Suite 2005 - Creating Documents	en_US_15458_ng	2
	Microsoft Works Suite 2005 - Creating Spreadsheets	en_US_15459_ng	2
	Microsoft Works Suite 2005 - Creating Databases	en_US_15460_ng	2
	Microsoft Office OneNote 2003	en_US_15084_ng	1
	Microsoft Works Suite 2004 - Introduction	en_US_15801_ng	3
	Microsoft Works Suite 2004 - Creating Documents	en_US_15802_ng	3
	Microsoft Works Suite 2004 - Creating Spreadsheets	en_US_15803_ng	2
	Microsoft Works Suite 2004 - Creating Databases	en_US_15804_ng	2
	Microsoft Windows XP Tablet PC Edition 2005	en_US_15808_ng	4
	Microsoft Windows XP Media Center Edition 2005	en_US_15814_ng	3
	Microsoft Works 2003 - Introduction	en_US_15006_ng	3
	Microsoft Works 2003 - Creating Documents	en_US_15007_ng	2
	Microsoft Works 2003 - Creating Spreadsheets	en_US_15008_ng	3
	Microsoft Works 2003 - Creating Databases	en_US_15009_ng	3
	WordPerfect Office 11 - WordPerfect 11	en_US_15030_ng	2
	WordPerfect Office 11 - QuattroPro 11	en_US_15031_ng	2
	WordPerfect Office 11 - Presentations 11	en_US_15032_ng	2
	NetMeeting	en_US_15042_ng	3
	Surf and Communicate with the Internet	en_US_15124_ng	3
	Introduction to Microsoft Works Suite 2005	en_US_15457_ng	2.5
	America Online Service 9.0 Optimized	en_US_15046_ng	2
	Discover Your Tablet PC	en_US_15072_ng	2
	Basic Troubleshooting	en_US_15100_ng	2
	Preventative Maintenance	en_US_15104_ng	2
	Microsoft Windows XP Fundamentals	en_US_15098_ng	4
	Internet Fundamentals	en_US_15119_ng	2
Operating System			
	Using Your Microsoft Windows Vista Tablet PC	KN00015890_ng	
Technology			
	Norton Personal Firewall 2004	en_US_15057_ng	1
	Norton AntiSpam 2004	en_US_15059_ng	1
	McAfee Personal Firewall	en_US_15062_ng	0.5
	McAfee VirusScan	en_US_15063_ng	0.5
	Building a Wired Network	en_US_15122_ng	1
	Building a Wireless Network	en_US_15123_ng	1
	Secure E-mail	en_US_15125_ng	0.5
	Using Your Dell Axim (x30)	en_US_15131_ng	2
	McAfee Privacy Service (v7.0/2005)	en_US_15441_ng	1
	Using Your Dell Axim (x50)	en_US_15456_ng	2
	Norton Personal Firewall 2005	en_US_15466_ng	1
	Norton AntiVirus 2005	en_US_15467_ng	1
	Norton AntiSpam 2005	en_US_15468_ng	1
	Norton Privacy Control 2005	en_US_15469_ng	1
	Norton Parental Control 2005	en_US_15473_ng	1
	Securing Your PC	en_US_15793_ng	2

Growing with Technology - Level K	en_US_15794_ng	1
Growing with Technology - Level 1	en_US_15795_ng	1
Growing with Technology - Level 2	en_US_15796_ng	1
Growing with Technology - Level 3	en_US_15797_ng	1
Growing with Technology - Level 4	en_US_15798_ng	1
Growing with Technology - Level 5	en_US_15799_ng	1
Home Networking with Windows XP	en_US_15002_ng	1
PDA and Pocket PC Fundamentals	en_US_15020_ng	3
Wireless Networking for Small Businesses	en_US_15029_ng	1
Digital Media		
Digital Photography	en_US_15000_ng	2
Digital Video Editing	en_US_15001_ng	1
CD and DVD Creation	en_US_15019_ng	1.25
Transfer Digital Images	en_US_15051_ng	1.5
Organize, Edit, and Share Digital Images: Pinnacle Instant PhotoAlbum	en_US_15053_ng	2
Manage and Store Digital Images	en_US_15054_ng	1
Display Digital Images Electronically	en_US_15055_ng	1
Protect and Share Digital Movies: Pinnacle Instant VideoAlbum	en_US_15056_ng	2
Roxio Easy Media Creator 7	en_US_15061_ng	2
Capture Digital Video	en_US_15086_ng	1
Store Digital Video	en_US_15087_ng	1
Transfer Digital Video	en_US_15088_ng	1
Display of Digital Video	en_US_15090_ng	1
Sonic RecordNow! Deluxe	en_US_15109_ng	2
Ripping and Burning Digital Music	en_US_15113_ng	2
MusicMatch Jukebox 8.2	en_US_15114_ng	2
Paint Shop Photo Album 5	en_US_15461_ng	2
Paint Shop Pro 9 - Introduction	en_US_15462_ng	2
Paint Shop Pro 9 – Enhancing Your Images	en_US_15463_ng	2
Paint Shop Pro Studio	en_US_15475_ng	2
Understanding Digital Printing	en_US_16186_ng	1
Financial Management		
Money 2003 - Manage Your Finances	en_US_15004_ng	2
Basic Personal Finance	en_US_15043_ng	3
Managing Your Taxes Using TurboTax 2003	en_US_15045_ng	1.5
Quicken 2004 Deluxe - Managing Your Personal Finances	en_US_15047_ng	3
Microsoft Money 2004 Standard	en_US_15094_ng	4
Simplify Your Tax Preparation	en_US_15437_ng	1.5
Quicken 2005 Deluxe - Managing Your Personal Finances	en_US_15470_ng	3
QuickBooks Pro 2005 - Setting Up	en_US_15471_ng	3
QuickBooks Pro 2005 - Basic Accounting	en_US_15472_ng	3
Microsoft Money Standard 2005 - Managing Your Money	en_US_15474_ng	3
Quicken 2007 Deluxe	KN00015915_ng	2
QuickBooks Pro 2007: Fundamentals	KN00015916_ng	1
QuickBooks Pro 2007: Transactions and Reports	KN00015917_ng	1
QuickBooks Pro 2007: Centers, Lists, and Forms	KN00015918_ng	1
Microsoft Money 2007 Deluxe	KN00015919_ng	1.5
QuickBooks 2003 - Getting Started	en_US_15022_ng	2
QuickBooks 2003 - Basic Accounting	en_US_15023_ng	2
PC Security		
Getting to Know McAfee SecurityCenter 2007	KN00015904_ng	1
McAfee Internet Security Suite 2007	KN00015905_ng	2
Desktop Publishing and Graphics		
More with Microsoft Picture It! Photo Premium 9.0	en_US_15085_ng	1
Microsoft Picture It! Photo Premium 9.0	en_US_15105_ng	2
Paint Shop Pro 8 Part 1 - Getting Started	en_US_15017_ng	3
Paint Shop Pro 8 Part 2 - Working with Images	en_US_15018_ng	3
Office Productivity		
Microsoft Works Suite 2006 - Creating Documents	en_US_15816_ng	2

	Microsoft Works Suite 2006 – Creating Spreadsheets	en_US_15817_ng	2
	Microsoft Works Suite 2006 - Creating Databases	en_US_15818_ng	2
	WordPerfect Office 12 - WordPerfect	en_US_15805_ng	2
	WordPerfect Office 12 - Quattro Pro	en_US_15806_ng	2
	WordPerfect Office 12 - Presentations	en_US_15807_ng	2
PC & Internet Basics			
	Introduction to Computers and Microsoft Windows Vista	KN00015910_ng	
	Troubleshooting Basics for Your Microsoft Windows Vista PC	KN00015911_ng	
Microsoft Desktop Applications			
Microsoft Office XP			
	Microsoft Word 2002 Fundamentals	en_US_74020_ng	8
	Microsoft Word 2002 Proficient User	en_US_74021_ng	8
	Microsoft Word 2002 Expert User	en_US_74022_ng	8
	Microsoft Excel 2002 Fundamentals	en_US_74030_ng	8
	Microsoft Excel 2002 Expert User	en_US_74032_ng	8
	Microsoft PowerPoint 2002 Proficient User	en_US_74041_ng	8
	Microsoft PowerPoint 2002 Expert User	en_US_74042_ng	8
Microsoft Office 2007			
	Microsoft Office Access 2007: Exploring the Basics	KN00076050_ng	
	Microsoft Office Access 2007: Beyond the Basics	KN00076051_ng	
	Microsoft Office PowerPoint 2007: Exploring the Basics	KN00076041_ng	
	Microsoft Office PowerPoint 2007: Beyond the Basics	KN00076042_ng	
	Microsoft Office Outlook 2007: Exploring the Basics	KN00076070_ng	
	Microsoft Office Outlook 2007: Beyond the Basics	KN00076071_ng	
	Microsoft Office Word 2007: Exploring the Basics	KN00076022_ng	
	Microsoft Office Word 2007: Beyond the Basics	KN00076023_ng	
	Microsoft Excel 2007: Exploring the Basics	KN00076030_ng	
	Microsoft Excel 2007: Beyond the Basics	KN00076031_ng	
PC Fundamentals			
Internet Explorer			
	Windows Internet Explorer 7: Advanced Features	KN00074007_ng	
SAP Desktop Applications			
SAP			
	SAP Customer Relationship Management (CRM)	en_US_13996_ng	4
Microsoft			
Windows Internet Explorer 7			
	Windows Internet Explorer 7: Advanced Features	KN00074007_ng	