



## Desktop Computer Skills Catalog

Desktop Computer Skills Courseware addresses PC and Business Application Software for the office worker. Topic areas include Microsoft Office, Microsoft PowerPoint and Word, Adobe Technologies, IBM Lotus Notes, Macromedia Technologies, Novell GroupWise, and more desktop PC productivity and management courseware. More than 1160 hours of Desktop Computer Skills courseware is available.

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### **-Adobe Technologies (NETg) 37 hrs**

- Adobe PhotoShop 7.0 Fundamentals
- Adobe PhotoShop 7.0 Advanced
- Adobe Acrobat 6.0 Fundamentals
- Adobe Acrobat 6.0 Intermediate
- Adobe GoLive 6 Fundamentals
- Adobe GoLive 6 Intermediate
- Adobe GoLive 6 Advanced
- Adobe Illustrator 10 Part 1
- Adobe Illustrator 10 Part 2

### **-Consumer Financial Management (NETg) 34 hrs**

- Microsoft Money 2003 - Managing Your Finances
- Quicken 2003 Deluxe - Personal Finance Management
- QuickBooks 2003 - Setting Up
- QuickBooks 2003 - Basic Accounting
- Basic Personal Finance
- Managing Your Taxes Using TurboTax® 2003
- Microsoft Money Standard 2004
- Microsoft® Money Standard 2005 - Managing Your Money
- QuickBooks® Pro 2005 - Basic Accounting
- QuickBooks® Pro 2005 - Setting Up
- Quicken® 2004 Deluxe - Managing Your Personal Finances
- Quicken® 2005 Deluxe - Managing Your Personal Finances
- Simplify Your Tax Preparation

### **-Consumer Productivity (NETg) 79.5 hrs**

- Microsoft Publisher 2002
- Microsoft Works 2003 - Introduction
- Microsoft Works 2003 - Creating Documents
- Microsoft Works 2003 - Creating Spreadsheets
- Microsoft Works 2003 - Creating Databases
- Paint Shop Pro 8 Pt 1 - Getting Started
- Paint Shop Pro 8 Pt 2 - Working with Images
- WordPerfect Office 11 - WordPerfect 11
- WordPerfect Office 11 - Quattro Pro 11
- WordPerfect Office 11 - Presentations 11
- NetMeeting
- Microsoft Publisher 2003
- Basic Troubleshooting
- Discover Your Tablet PC
- Encyclopedia Britannica® 2003 Ready Reference
- Internet Fundamentals
- Introduction to Microsoft® Works Suite 2004
- Introduction to Microsoft® Works Suite 2005
- Microsoft® Office OneNote 2003
- Microsoft® Windows® XP Fundamentals
- Microsoft® Works Suite 2004 - Creating Databases
- Microsoft® Works Suite 2004 - Creating Documents



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- Microsoft® Works Suite 2004 - Creating Spreadsheets
- Microsoft® Works Suite 2005 - Creating Databases
- Microsoft® Works Suite 2005 - Creating Documents
- Microsoft® Works Suite 2005 - Creating Spreadsheets
- Paint Shop Photo Album 5
- Paint Shop Pro® 9 - Enhancing Your Images
- Paint Shop Pro® 9 - Introduction
- Paint Shop Pro® Studio
- Preventative Maintenance
- Securing Your PC
- Using Your Dell Axim (x30)
- WordPerfect® Office 12 - Presentations
- WordPerfect® Office 12 - Quattro Pro®
- WordPerfect® Office 12 – WordPerfect

### **-Consumer Technology (NETg) 62 hrs**

- Digital Photography
- Digital Video Editing
- Home Networking with Windows XP
- CD and DVD Creation
- Wireless Networking for Small Business
- America Online® Service 9.0 Optimized
- Building a Wired Network
- Building a Wireless Network
- Capture Digital Images
- Capture Digital Video
- Display Digital Images Electronically
- Display Digital Video
- Edit Digital Images: Adobe Photoshop® Elements 2.0
- Manage, Edit, and Share Digital Images: Adobe Photoshop® Album 2.0
- McAfee® Personal Firewall Plus
- McAfee® Personal Firewall Plus
- McAfee Privacy Service®
- McAfee SpamKiller
- McAfee SpamKiller®
- McAfee® VirusScan
- McAfee VirusScan®
- Microsoft Picture It!® Photo Premium 9.0
- More With Microsoft Picture It!® Photo Premium 9
- Musicmatch® Jukebox 8.2
- Norton AntiSpam 2004
- Norton AntiSpam 2005
- Norton AntiVirus 2004
- Norton AntiVirus 2005
- Norton Parental Control 2005
- Norton Personal Firewall 2004
- Norton Personal Firewall 2005
- Norton Privacy Control 2005
- Organize, Edit, and Share Digital Images: Pinnacle Instant PhotoAlbum



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- PDA and Pocket PC Fundamentals
- Protect and Share Digital Movies: Pinnacle Instant VideoAlbum
- Ripping and Burning Digital Music
- Roxio Easy Media Creator 7
- Secure E-mail
- Sonic RecordNow! Deluxe
- Store and Manage Digital Images
- Store Digital Video
- Surf and Communicate with the Internet
- Transfer Digital Images
- Transfer Digital Video
- Understanding Digital Printing
- Using Your Dell Axim (x50)

### **-Growing with Technology Series (NETg) 6 hrs**

- Growing with Technology - Level 1
- Growing with Technology - Level 2
- Growing with Technology - Level K
- Growing with Technology - Level 3
- Growing with Technology - Level 4
- Growing with Technology - Level 5

### **-IBM Lotus Notes R6 User Curriculum (NETg) 16 hrs**

- Lotus Notes 6 - Moving to IBM Lotus Notes 6
- Lotus Notes 6 - New Features of IBM Lotus Notes 6

### **-Internet Browsers for Users (NETg) 56 hrs**

- Netscape Communicator 4.6 User Fundamentals
- MS Internet Explorer 3.0 Fund
- MS Internet Explorer 4.0 Fund
- MS Internet Explorer 5.0 Fund
- MS Internet Explorer 6
- Internet and WWW Introduction
- Netscape 6 User Fundamentals

### **-LOTUS Notes R4 (NETg) 16 hrs**

- Lotus Notes R4.5 Calendar Sched
- Lotus Notes R4.5 Fundamentals

### **-LOTUS Notes R5 and Smartsuite for Users (NETg) 32 hrs**

- Lotus Notes R5 Collect and Org
- Lotus Notes R5 Messg and Remote
- Lotus Notes R5 Calendar and Sched
- Lotus Notes R5 Manage and Share Info

### **-LOTUS Smartsuite 97 (NETg) 8 hrs**

- Lotus Approach 97 Fundamentals

### **-Macromedia Technologies (NETg) 90 hrs**



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- Macromedia Flash 5
- Macromedia Dreamweaver 4
- Macromedia Dreamweaver UltraDev 4
- Macromedia Dreamweaver MX Part 1
- Macromedia Dreamweaver MX Part 2
- Macromedia Flash MX Part 1 - Flash MX Fundamentals
- Macromedia Flash MX Part 2 - Animation Basics
- Macromedia Fireworks MX Part 1
- Macromedia Fireworks MX Part 2
- Macromedia FreeHand MX Part 1
- Macromedia FreeHand MX Part 2
- Macromedia FreeHand MX Part 3
- Macromedia FreeHand MX Part 4
- Macromedia FreeHand MX Part 5
- Macromedia FreeHand MX Part 6
- Macromedia Flash MX 2004 - Getting Started

### **-MICROSOFT Office 2000 (NETg) 160 hrs**

- MS Word 2000 Fundamentals
- MS Word 2000 Proficient User
- MS Word 2000 Expert User
- MS Excel 2000 Proficient User
- MS Excel 2000 Expert User
- MS PowerPoint 2000 Proficient User
- MS PowerPoint 2000 Expert User
- MS Access 2000 Fundamentals
- MS Access 2000 Proficient User
- MS Access 2000 Expert User
- MS Visio 2000
- MS Project 2000 Fundamentals
- MS Project 2000 Proficient User
- MS Office 2000 Web Integration
- MS Outlook 2000 Fundamentals
- MS Outlook 2000 Proficient User
- MS Outlook 2000 Expert User
- MS FrontPage 2000 Proficient User
- MS FrontPage 2000 Expert User
- MS Excel 2000 Fundamentals

### **-MICROSOFT Office 2003 (NETg) 87 hrs**

- Microsoft Office 2003 - Introduction to Office 2003
- Microsoft Office 2003 - New Features for Office Users
- Microsoft Word 2003 Fundamentals
- Microsoft Word 2003 Proficient User
- Microsoft Word 2003 Expert Part 1
- Microsoft Word 2003 Expert Part 2
- Microsoft Excel 2003 Fundamentals
- Microsoft Excel 2003 Proficient User
- Microsoft Excel 2003 Expert Part 1



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- Microsoft PowerPoint 2003 Fundamentals
- Microsoft PowerPoint 2003 Proficient User
- Microsoft Access 2003 Fundamentals
- Microsoft Access 2003 Proficient User
- Microsoft Outlook 2003 Fundamentals
- Microsoft Outlook 2003 Proficient User
- Microsoft Excel 2003 Expert Part 2
- Microsoft FrontPage 2003 Expert User
- Microsoft FrontPage 2003 Proficient User
- Microsoft Project 2003 Fundamentals
- Microsoft Project 2003 Proficient User
- Microsoft Visio 2003 Expert User
- Microsoft Visio 2003 Proficient User

### **-MICROSOFT Office 95 (NETg) 46 hrs**

- MS Word 95 Fundamentals
- MS Word 95 Advanced Topics
- MS Excel 95 Fundamentals
- MS Excel 95 Advanced
- MS PowerPoint 95 Fundamentals
- MS Access 95 Fundamentals

### **-MICROSOFT Office 97 & 98 (NETg) 144 hrs**

- Microsoft Word 97 Proficient User
- MS Word 97 Expert User
- MS Excel 97 Proficient User
- MS Excel 97 Expert User
- MS PowerPoint 97
- MS Access 97 Fundamentals - Part 1
- MS Access 97 Fundamentals - Part 2
- MS Exchange 5.0 User Fundamentals
- MS Outlook 97 - Part 1
- MS Outlook 97 - Part 2
- MS Office 97 Integration
- MS FrontPage 97 Fundamentals
- MS FrontPage 97 Advanced
- MS Outlook 98 Fundamentals
- MS Outlook 98 Proficient User
- MS Outlook 98 Expert User
- MS FrontPage 98 Proficient User
- MS FrontPage 98 Expert User

### **-MICROSOFT Office XP (NETg) 144 hrs**

- Microsoft Project 2002 Fund.
- MS Access 2002 Expert User
- MS Access 2002 Fundamentals
- MS Access 2002 Proficient User
- MS Excel 2002 Expert User
- MS Excel 2002 Fundamentals



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- MS Excel 2002 Proficient User
- MS FrontPage 2002 Expert User
- MS FrontPage 2002 Proficient User
- MS Office XP - New Features Part 1
- MS Office XP - New Features Part 2
- MS Office XP-Collab. Solutions Pt 1
- MS Office XP-Collab. Solutions Pt 2
- MS Outlook 2002 Expert User
- MS Outlook 2002 Fundamentals
- MS Outlook 2002 Proficient User
- MS PowerPoint 2002 Expert User
- MS PowerPoint 2002 Proficient User
- MS Project 2002 Prof. User
- MS Word 2002 Expert User
- MS Word 2002 Fundamentals
- MS Word 2002 Proficient User

### **-MICROSOFT Project 95 (NETg) 8 hrs**

- MS Project 95 Fundamentals

### **-MICROSOFT Project 98 (NETg) 16 hrs**

- MS Project 98 Fundamentals
- MS Project 98 Expert User

### **-NOVELL GroupWise (NETg) 8 hrs**

- Novell GroupWise 5 User Fundamentals

### **-Novell GroupWise 6.5 (NETg) 16 hrs**

- Novell GroupWise 6.5 Advanced User
- Novell GroupWise 6.5 User Fundamentals

### **-NOVELL NetWare for Users (NETg) 16 hrs**

- Novell NetWare 5 User Fundamentals
- Novell GroupWise 5.5 User Fund

### **-PC and Windows User Fundamentals (NETg) 88 hrs**

- Introduction to PCs and Software
- MS Win 95 Fundamentals
- MS Win 95 Advanced Topics
- MS Win NT 4.0 User Fundamentals
- MS Windows 98 User Fundamentals
- MS Windows 98 Advanced User
- MS Win 98 Power User
- MS Win 2000 User Fund
- MS Win 2000 Advanced User
- MS Windows XP Professional User Fundamentals
- MS Windows XP Advanced User