

## Desktop courses (as of June 2003)

Course Code	Course Title
<b>PC and Business Application Software</b>	
<b>PC and Windows User Fundamentals</b>	
12994	Introduction to PCs and Application Software
14318	Introduction to PCs and Software
71006	Microsoft Windows NT 4.0 User Fundamentals
70011	Microsoft Windows 95 Fundamentals
70012	Microsoft Windows 95 Advanced Topics
71011	Microsoft Windows 98 User Fundamentals
71012	Microsoft Windows 98 Advanced Topics
71013	Microsoft Windows 98 Power User
72006	Microsoft Windows 2000 Professional User Fundamentals
72007	Microsoft Windows 2000 Professional Advanced User
74001	Microsoft Windows XP User Fundamentals
74002	Microsoft Windows XP Advanced User
<b>Microsoft Office XP</b>	
74010*	Microsoft Office XP: New Features Part 1: Overview, Word, Excel and PowerPoint
74011*	Microsoft Office XP: New Features Part 2: Access, Outlook and FrontPage
74020*	Microsoft Word 2002 Fundamentals
74021*	Microsoft Word 2002 Proficient User
74022*	Microsoft Word 2002 Expert User
74041*	Microsoft PowerPoint 2002 Proficient User
74042*	Microsoft PowerPoint 2002 Expert User
74050*	Microsoft Access 2002 Fundamentals
74051*	Microsoft Access 2002 Proficient User
74052*	Microsoft Access 2002 Expert User
74070*	Microsoft Outlook 2002 Fundamentals
74071*	Microsoft Outlook 2002 Proficient User
74072*	Microsoft Outlook 2002 Expert User
74030*	Microsoft Excel 2002 Fundamentals
74031*	Microsoft Excel 2002 Proficient User
74032*	Microsoft Excel 2002 Expert User
74080	Microsoft Project 2002 Fundamentals
74081	Microsoft Project 2002 Proficient User
74091*	Microsoft FrontPage 2002 Proficient User
74092*	Microsoft FrontPage 2002 Expert User
74101	Microsoft Office XP: Collaborative Solutions Part 1: SharePoint Team Services, Smart Tags and XML
74102	Microsoft Office XP: Collaborative Solutions Part 2: SharePoint Portal Server and Collaborative Applications
Note: * This course contains new technologies and features that require Skill Builder DX to simulate the Microsoft application	
<b>Microsoft Office 2000</b>	
72020	Microsoft Word 2000 Fundamentals
72021	Microsoft Word 2000 Proficient User
72022	Microsoft Word 2000 Expert User
72030	Microsoft Excel 2000 Fundamentals
72031	Microsoft Excel 2000 Proficient User
72032	Microsoft Excel 2000 Expert User
72041	Microsoft PowerPoint 2000 Proficient User
72042	Microsoft PowerPoint 2000 Expert User
72050	Microsoft Access 2000 Fundamentals
72051	Microsoft Access 2000 Proficient User
72052	Microsoft Access 2000 Expert User
72060	Microsoft Visio 2000
72080	Microsoft Project 2000 Fundamentals
72081	Microsoft Project 2000 Proficient User
72091	Microsoft Office 2000 Web Integration
73070	Microsoft Outlook 2000 Fundamentals
73071	Microsoft Outlook 2000 Proficient User
73072	Microsoft Outlook 2000 Expert User
73101	Microsoft FrontPage 2000 Proficient User
73102	Microsoft FrontPage 2000 Expert User
<b>Microsoft Office 97 &amp; 98</b>	
71021	Microsoft Word 97 Proficient User
71022	Microsoft Word 97 Expert User
71031	Microsoft Excel 97 Proficient User
71032	Microsoft Excel 97 Expert User
71041	Microsoft PowerPoint 97
71051	Microsoft Access 97 - Part 1
71052	Microsoft Access 97 - Part 2
71071	Microsoft Outlook 97 - Part 1
71072	Microsoft Outlook 97 - Part 2
72070	Microsoft Outlook 98 Fundamentals
72071	Microsoft Outlook 98 Proficient User

Course Code	Course Title
72072	Microsoft Outlook 98 Expert User
71091	Microsoft Office 97 Integration
71061	Microsoft Exchange 5.0 User Fundamentals
71101	Microsoft FrontPage 97 Fundamentals
71102	Microsoft FrontPage 97 Advanced
72101	Microsoft FrontPage 98 Proficient User
72102	Microsoft FrontPage 98 Expert User
<b>Microsoft Office 95</b>	
70021	Microsoft Word for Windows 95 Fundamentals
70022	Microsoft Word for Windows 95 Advanced Topics
70031	Microsoft Excel for Windows 95 Fundamentals
70032	Microsoft Excel for Windows 95 Advanced Topics
70041	Microsoft PowerPoint for Windows 95 Fundamentals
70051	Microsoft Access for Windows 95 Fundamentals
<b>Microsoft Project 98</b>	
71081	Microsoft Project 98 Fundamentals
71082	Microsoft Project 98 Expert User
<b>Microsoft Project 95</b>	
70081	Microsoft Project for Windows 95 Fundamentals
<b>Lotus Notes R5 and SmartSuite for Users</b>	
13190	Lotus Notes R5: Collecting and Organizing Information
13191	Lotus Notes R5: Messaging and Working Remotely
13192	Lotus Notes R5: Calendaring and Scheduling
13193	Lotus Notes R5: Managing and Sharing Information
<b>Lotus Notes R4</b>	
12993	Lotus Notes R4.5: Fundamentals
12785	Lotus Notes R4.5: Calendaring, Scheduling & Internet Access
<b>Lotus SmartSuit 97</b>	
12889	Lotus Approach 97 Fundamentals
<b>Internet Browsers for Users</b>	
71016	Microsoft Internet Explorer 3.0 Fundamentals
72016	Microsoft Internet Explorer 4.0 Fundamentals
73016	Microsoft Internet Explorer 5.0 User Fundamentals
74016	Microsoft Internet Explorer 6: User Fundamentals
13196	Netscape Communicator 4.6 User Fundamentals
85101	Introduction to the Internet and World Wide Web
85102	Netscape 6 User Fundamentals
<b>Novell NetWare for Users</b>	
81011	Novell NetWare 5.0 User Fundamentals
82061	Novell GroupWise 5.5 User Fundamentals
<b>Novell GroupWise</b>	
81061	Novell GroupWise 5 User Fundamentals
<b>Macromedia Flash 5</b>	
13886	Macromedia Flash 5
13887	Macromedia Dreamweaver 4
13888	Macromedia Dreamweaver UltraDev 4
<b>Adobe PhotoShop 7</b>	
14362	Adobe PhotoShop 7: Fundamentals
14363	Adobe PhotoShop 7: Advanced