

**GEM College of International Business (Global)
Open Cut Learning – Information Technology Skills Suite**

Course Name	Course Overview Can be Accessed Through the Online Campus Only
ACCESS 2007	
Access 2007 Advanced - Access and Windows	
Access 2007 Advanced - Advanced Data Management	
Access 2007 Advanced - Advanced Form Tasks	
Access 2007 Advanced - Pivoting Data	
Access 2007 Expert - Add-ons to Access	
Access 2007 Expert - SQL and Microsoft Access	
Access 2007 Expert - Using Access to Collaborate	
Access 2007 Expert - Using Scripts in Access	
Access 2007 Foundation - Creating a Database	
Access 2007 Foundation - Doing More with your Database	
Access 2007 Foundation - Getting Started	
Access 2007 Foundation - The New Interface	
Access 2007 Intermediate - Advanced File Tasks	
Access 2007 Intermediate - Working with Forms	
Access 2007 Intermediate - Working with Queries	
Access 2007 Intermediate - Working with Reports	
Access 2007 Intermediate - Working with Tables	
ACCESS 2010	
Access 2010 Advanced - Advanced Data Management	
Access 2010 Advanced - Advanced Form Tasks	
Access 2010 Advanced - Advanced Topics	
Access 2010 Advanced - Macros and Visual Basic for Applications (VBA)	
Access 2010 Advanced - Pivoting Data	
Access 2010 Foundation - Creating a Database	
Access 2010 Foundation - Doing More with your Database	
Access 2010 Foundation - Getting Started	
Access 2010 Foundation - The New Interface	
Access 2010 Intermediate - Advanced File Tasks	
Access 2010 Intermediate - Working with Forms	
Access 2010 Intermediate - Working with Queries	
Access 2010 Intermediate - Working with Reports	
Access 2010 Intermediate - Working with Tables	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
ACCESS 2013	
Access 2013 Advanced Essentials - Advanced Macro Tasks	
Access 2013 Advanced Essentials - Advanced Query Tasks	
Access 2013 Advanced Essentials - Advanced Table Tasks	
Access 2013 Advanced Essentials - Creating Basic Macros	
Access 2013 Advanced Essentials - Creating Modal Dialog Boxes	
Access 2013 Advanced Essentials - Creating Navigation Forms	
Access 2013 Advanced Essentials - Creating Subforms	
Access 2013 Advanced Essentials - Managing Data	
Access 2013 Advanced Essentials - Managing Data Entry in Tables	
Access 2013 Advanced Essentials - Splitting the Database	
Access 2013 Advanced Essentials - Using Access with SharePoint Server	
Access 2013 Advanced Essentials - Using Visual Basic for Applications	
Access 2013 - Creating Advanced Queries	
Access 2013 - Creating Basic Queries	
Access 2013 - Creating Forms	
Access 2013 - Creating Reports	
Access 2013 - Customizing the Interface	
Access 2013 - Formatting Forms	
Access 2013 - Formatting Reports	
Access 2013 - Formatting Tables	
Access 2013 - Managing Your Database	
Access 2013 - The Basics	
Access 2013 - Working with Tables and Records	
Access 2013 - Your First Database	
BUSINESS CONTACT MANAGER 2010-	
Business Contact Manager 2010 - Customizing Business Contact Manager	
Business Contact Manager 2010 - Doing More with Business Contact Manager	
Business Contact Manager 2010 - Getting Started with Business Contact Manager	
Business Contact Manager 2010 - Managing Business Contact Manager Data	
Business Contact Manager 2010 - Marketing with Business Contact Manager	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
Business Contact Manager 2010 - Using Business Contact Manager	
Business Contact Manager 3 - Business Contact Manager Tools	
Business Contact Manager 3 - Configuring Business Contact Manager	
Business Contact Manager 3 - Using Business Contact Manager	
EXCEL 2010	
Excel 2010 Advanced - Advanced Excel Tasks	
Excel 2010 Advanced - Charting Pivoted Data	
Excel 2010 Advanced - Getting the Most from Your Data	
Excel 2010 Advanced - Macros, Visual Basic, and Excel Programming	
Excel 2010 Advanced - Pivoting Data	
Excel 2010 Foundation - Editing Your Workbook	
Excel 2010 Foundation - Excel Basics	
Excel 2010 Foundation - Getting Started	
Excel 2010 Foundation - Printing and Viewing Your Workbook	
Excel 2010 Foundation - The Excel Interface	
Excel 2010 Intermediate - Adding the Finishing Touches	
Excel 2010 Intermediate - Advanced File Tasks	
Excel 2010 Intermediate - Managing Tables	
Excel 2010 Intermediate - Showing Data as a Graphic	
Excel 2010 Intermediate - Working with Functions and Formulas	
EXCEL 2013	
Excel 2013 Advanced Essentials - Advanced Formula Tasks	
Excel 2013 Advanced Essentials - Advanced PivotTable Features	
Excel 2013 Advanced Essentials - Analyzing Data	
Excel 2013 Advanced Essentials - Managing Data	
Excel 2013 Advanced Essentials - Outlining and Grouping Data	
Excel 2013 Advanced Essentials - Resolving Formula Errors	
Excel 2013 Advanced Essentials - Using Advanced Functions	
Excel 2013 Advanced Essentials - Using Macros	
Excel 2013 Advanced Essentials - Using PowerPivot	
Excel 2013 Advanced Essentials - Using Solver	
Excel 2013 Advanced Essentials - Working with Named Ranges	
Excel 2013 Advanced Essentials - Working with Scenarios	
Excel 2013 - Charting Data	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
Excel 2013 - Customizing the Interface	
Excel 2013 - Formatting Data	
Excel 2013 - Formatting Text	
Excel 2013 - Formatting the Workbook	
Excel 2013 - Inserting Art and Objects	
Excel 2013 - The Basics	
Excel 2013 - Using Basic Excel Tools	
Excel 2013 - Using Timesaving Tools	
Excel 2013 - Viewing, Printing, and Sharing Your Workbook	
Excel 2013 - Working with Data	
Excel 2013 - Your First Workbook	
INFOPATH 2010	
InfoPath 2010 Advanced - Coding with InfoPath	
InfoPath 2010 Advanced - Creating Forms Using Advanced Templates	
InfoPath 2010 Advanced - Using InfoPath Designer with SharePoint Server 2010	
InfoPath 2010 Advanced - Using Rules with Your Form	
InfoPath 2010 Foundation - Command Tab Overview	
InfoPath 2010 Foundation - Creating a Basic Form	
InfoPath 2010 Foundation - Doing More with Your Form	
InfoPath 2010 Foundation - Publishing and Printing Your Form	
InfoPath 2010 Foundation - Starting Out	
InfoPath 2010 Foundation - Understanding and Customizing the InfoPath Designer Interface	
InfoPath 2010 Intermediate - Adding Objects to a Form	
InfoPath 2010 Intermediate - Creating Advanced Form Parts	
InfoPath 2010 Intermediate - Linking Your Form to Data	
InfoPath 2010 Intermediate - Managing InfoPath Designer Files	
INFOPATH DESIGNER 2013	
InfoPath Designer 2013 Advanced Essentials - Adding Images to a Form	
InfoPath Designer 2013 Advanced Essentials - Adding Objects to a Form	
InfoPath Designer 2013 Advanced Essentials - Creating a Form from a Database	
InfoPath Designer 2013 Advanced Essentials - Creating a Form Load Rule	
InfoPath Designer 2013 Advanced Essentials - Creating Object	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
Controls	
InfoPath Designer 2013 Advanced Essentials - Creating Template Parts	
InfoPath Designer 2013 Advanced Essentials - Importing and Publishing Forms	
InfoPath Designer 2013 Advanced Essentials - Linking to External Data	
InfoPath Designer 2013 Advanced Essentials - Managing User Roles	
InfoPath Designer 2013 Advanced Essentials - Modifying Field Properties	
InfoPath Designer 2013 Advanced Essentials - Using InfoPath Designer with SharePoint Server	
InfoPath Designer 2013 Advanced Essentials - Working with XML Form Templates	
InfoPath Designer 2013 - Customizing the Interface	
InfoPath Designer 2013 - Finishing the Form	
InfoPath Designer 2013 - Formatting Text	
InfoPath Designer 2013 - Inserting Controls	
InfoPath Designer 2013 - Managing Data	
InfoPath Designer 2013 - Publishing the Form	
InfoPath Designer 2013 - The Basics	
InfoPath Designer 2013 - Using Rules to Validate Data	
InfoPath Designer 2013 - Validating Data	
InfoPath Designer 2013 - Working with Tables	
InfoPath Designer 2013 - Working with Views	
InfoPath Designer 2013 - Your First Form	
INFOPATH FILLER 2013	
InfoPath Filler 2013 - Completing a Form	
InfoPath Filler 2013 - Customizing the Interface	
InfoPath Filler 2013 - Customizing Your Office Account	
InfoPath Filler 2013 - Exporting the Form	
InfoPath Filler 2013 - Formatting Text, Part One	
InfoPath Filler 2013 - Formatting Text, Part Two	
InfoPath Filler 2013 - Inserting Objects	
InfoPath Filler 2013 - Submitting the Form	
InfoPath Filler 2013 - The Basics	
InfoPath Filler 2013 - Using Advanced Controls, Part One	
InfoPath Filler 2013 - Using Advanced Controls, Part Two	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
InfoPath Filler 2013 - Working with Text	
ONENOTE 2007	
OneNote 2007 - Advanced OneNote Features	
OneNote 2007 - Creating Notes	
OneNote 2007 - Editing Notes	
OneNote 2007 - Getting Started	
OneNote 2007 - Organizing, Printing, and Viewing Your Notebook	
OneNote 2007 - Working With Notes	
ONENOTE 2010	
OneNote 2010 Advanced - Advanced Topics	
OneNote 2010 Advanced - Customizing OneNote	
OneNote 2010 Advanced - Integration with OneNote	
OneNote 2010 Advanced - Sharing and Synchronizing OneNote Information	
OneNote 2010 Advanced - Working with Handwritten Text	
OneNote 2010 Foundation - Creating Notes	
OneNote 2010 Foundation - Managing Notebooks	
OneNote 2010 Foundation - Overview of OneNote's Command Tabs	
OneNote 2010 Foundation - Searching, Viewing, and Printing Your Notebook	
OneNote 2010 Foundation - Starting Out	
OneNote 2010 Foundation - Understanding and Customizing the OneNote Interface	
OneNote 2010 Intermediate - Adding Shapes and Images to Notes	
OneNote 2010 Intermediate - Customizing OneNote Pages	
OneNote 2010 Intermediate - Managing OneNote Files	
OneNote 2010 Intermediate - Researching and Organizing Information	
OneNote 2010 Intermediate - Using Tables in OneNote	
OneNote 2010 Intermediate - Using Tags in OneNote	
ONENOTE 2013	
OneNote 2013 Advanced Essentials - Advanced Picture Tasks	
OneNote 2013 Advanced Essentials - Backing Up OneNote Files	
OneNote 2013 Advanced Essentials - Customizing Pages, Part One	
OneNote 2013 Advanced Essentials - Customizing Pages, Part Two	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
OneNote 2013 Advanced Essentials - Drawing Shapes, Part One	
OneNote 2013 Advanced Essentials - Drawing Shapes, Part Two	
OneNote 2013 Advanced Essentials - Handwriting Text	
OneNote 2013 Advanced Essentials - Managing Notebook Properties	
OneNote 2013 Advanced Essentials - Managing OneNote Files	
OneNote 2013 Advanced Essentials - Syncing Your Notebook	
OneNote 2013 Advanced Essentials - Using Page Templates	
OneNote 2013 Advanced Essentials - Working with Sections and Section Groups	
OneNote 2013 - Customizing the Interface	
OneNote 2013 - Formatting Text	
OneNote 2013 - Saving and Printing Your Notebook	
OneNote 2013 - Sharing Your Notebook	
OneNote 2013 - The Basics	
OneNote 2013 - Using Advanced Note Tools	
OneNote 2013 - Using Basic Note Tools	
OneNote 2013 - Using Editing Tools	
OneNote 2013 - Using Quick Notes and Docked Notes	
OneNote 2013 - Using Tags	
OneNote 2013 - Using the Send To OneNote Tool	
OneNote 2013 - Your First Notebook	
OUTLOOK 2010	
Outlook 2010 Advanced - Advanced E-Mail Features	
Outlook 2010 Advanced - Advanced Information Management Tools	
Outlook 2010 Advanced - Advanced Topics	
Outlook 2010 Advanced - Data Management	
Outlook 2010 Advanced - Outlook Security	
Outlook 2010 Foundation - Information Management	
Outlook 2010 Foundation - Sending E-Mail	
Outlook 2010 Foundation - Starting Out	
Outlook 2010 Foundation - Tab Overview (Mail Interface)	
Outlook 2010 Foundation - Tab Overview (Outlook Item Interface)	
Outlook 2010 Foundation - Understanding and Customizing the Outlook Interface	
Outlook 2010 Intermediate - A Word Primer	
Outlook 2010 Intermediate - Microsoft Exchange Server	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
Outlook 2010 Intermediate - Organizing Your E-mail, Part One	
Outlook 2010 Intermediate - Organizing Your E-mail, Part Two	
Outlook 2010 Intermediate - Understanding E-Mail Accounts	
OUTLOOK 2013	
Outlook 2013 Advanced Essentials - Exchange Server Mailbox Features	
Outlook 2013 Advanced Essentials - Managing Junk Mail	
Outlook 2013 Advanced Essentials - Managing Personal Folders	
Outlook 2013 Advanced Essentials - Organizing Data	
Outlook 2013 Advanced Essentials - Scheduling Meetings with Microsoft Exchange Server	
Outlook 2013 Advanced Essentials - Sharing Your Calendar	
Outlook 2013 Advanced Essentials - Using Categories	
Outlook 2013 Advanced Essentials - Using Outlook Profiles	
Outlook 2013 Advanced Essentials - Using Rules	
Outlook 2013 Advanced Essentials - Using Search Folders	
Outlook 2013 Advanced Essentials - Using Signatures	
Outlook 2013 Advanced Essentials - Using the Favorites List	
Outlook 2013 - Creating Messages	
Outlook 2013 - Customizing the Interface	
Outlook 2013 - Getting Organized	
Outlook 2013 - The Basics	
Outlook 2013 - Using Conversations	
Outlook 2013 - Using Quick Steps	
Outlook 2013 - Using Social Networks	
Outlook 2013 - Working with E-Mail Messages	
Outlook 2013 - Working with Notes	
Outlook 2013 - Working with People	
Outlook 2013 - Working with Tasks	
Outlook 2013 - Working with the Calendar	
POWERPOINT 2010	
PowerPoint 2010 Advanced - Adding Multimedia to a Presentation	
PowerPoint 2010 Advanced - Creating Advanced Types of Shows	
PowerPoint 2010 Advanced - Reviewing Presentations	
PowerPoint 2010 Advanced - Setting Up Slide Masters	
PowerPoint 2010 Foundation - Creating Presentations	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
PowerPoint 2010 Foundation - Printing and Viewing Your Presentation	
PowerPoint 2010 Foundation - Starting Out	
PowerPoint 2010 Foundation - Tab Overview, Part One	
PowerPoint 2010 Foundation - Tab Overview, Part Two	
PowerPoint 2010 Foundation - Understanding and Customizing the PowerPoint Interface	
PowerPoint 2010 Intermediate - Adding Art to Your Presentation	
PowerPoint 2010 Intermediate - Adding Diagrams, Charts, and Tables	
PowerPoint 2010 Intermediate - Adding the Finishing Touches	
PowerPoint 2010 Intermediate - Managing PowerPoint Files	
PowerPoint 2010 Intermediate - Working With Pictures	
POWERPOINT 2013	
PowerPoint 2013 Advanced Essentials - Advanced Animation Techniques, Part One	
PowerPoint 2013 Advanced Essentials - Advanced Animation Techniques, Part Two	
PowerPoint 2013 Advanced Essentials - Advanced Presentation Techniques	
PowerPoint 2013 Advanced Essentials - Creating a Custom Show	
PowerPoint 2013 Advanced Essentials - Managing PowerPoint Files	
PowerPoint 2013 Advanced Essentials - Reviewing a Presentation	
PowerPoint 2013 Advanced Essentials - Using Handout Masters	
PowerPoint 2013 Advanced Essentials - Using Notes Masters	
PowerPoint 2013 Advanced Essentials - Using Slide Masters, Part One	
PowerPoint 2013 Advanced Essentials - Using Slide Masters, Part Two	
PowerPoint 2013 Advanced Essentials - Working with Comments	
PowerPoint 2013 Advanced Essentials - Working with Templates	
PowerPoint 2013 - Advanced Slide Tasks	
PowerPoint 2013 - Creating Slides	
PowerPoint 2013 - Customizing the Interface	
PowerPoint 2013 - Formatting Text	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
PowerPoint 2013 - Formatting the Presentation	
PowerPoint 2013 - Inserting Art and Objects, Part One	
PowerPoint 2013 - Inserting Art and Objects, Part Two	
PowerPoint 2013 - Saving and Sharing Your Presentation	
PowerPoint 2013 - The Basics	
PowerPoint 2013 - Viewing and Printing Your Presentation	
PowerPoint 2013 - Working with Text	
PowerPoint 2013 - Your First Presentation	
PROJECT 2010	
Project 2010 Advanced - Advanced Topics	
Project 2010 Advanced - Creating Reports	
Project 2010 Advanced - Formatting Your Project	
Project 2010 Advanced - Using Macros	
Project 2010 Advanced - Working with Multiple Projects	
Project 2010 Advanced - Working with Project Files	
Project 2010 Foundation - Creating a Basic Project	
Project 2010 Foundation - Getting Started	
Project 2010 Foundation - Printing and Viewing a Project	
Project 2010 Foundation - The Project Tabs	
Project 2010 Foundation - Updating and Polishing Your Project	
Project 2010 Foundation - Using and Customizing the Project Interface	
Project 2010 Intermediate - Managing Resources	
Project 2010 Intermediate - Project Monitoring Tools	
Project 2010 Intermediate - Working with Project Files	
Project 2010 Intermediate - Working with Resources	
Project 2010 Intermediate - Working with Tasks	
PROJECT 2013	
Project 2013 Advanced Essentials - Comparing Projects	
Project 2013 Advanced Essentials - Creating Baselines and Interim Plans	
Project 2013 Advanced Essentials - Creating Progress Lines	
Project 2013 Advanced Essentials - Managing Project Costs	
Project 2013 Advanced Essentials - Resolving Resource Conflicts	
Project 2013 Advanced Essentials - Tracking Progress	
Project 2013 Advanced Essentials - Using the Organizer	
Project 2013 Advanced Essentials - Using the Team Planner	
Project 2013 Advanced Essentials - Working with Calendar View	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
Project 2013 Advanced Essentials - Working with Multiple Projects	
Project 2013 Advanced Essentials - Working with Network Diagrams	
Project 2013 Advanced Essentials - Working with Resource Pools	
Project 2013 - Creating a Timeline	
Project 2013 - Creating Reports	
Project 2013 - Customizing the Interface	
Project 2013 - Managing Resources	
Project 2013 - Managing Tasks	
Project 2013 - Printing and Sharing Your Project	
Project 2013 - Scheduling Work	
Project 2013 - Setting Up a Project	
Project 2013 - The Basics	
Project 2013 - The Finishing Touches	
Project 2013 - Working with Data	
Project 2013 - Working with Deadlines and Constraints	
PUBLISHER 2010	
Publisher 2010 Advanced - Advanced Topics	
Publisher 2010 Advanced - Making a Publication Consistent	
Publisher 2010 Advanced - Working with Building Blocks	
Publisher 2010 Advanced - Working with Mail Merges	
Publisher 2010 Foundation - Advanced Tabs and Customization	
Publisher 2010 Foundation - Creating Publications	
Publisher 2010 Foundation - Doing More with Text	
Publisher 2010 Foundation - Printing and Viewing Your Publication	
Publisher 2010 Foundation - Starting Out	
Publisher 2010 Foundation - The Publisher Interface	
Publisher 2010 Intermediate - Adding Pictures to Your Publication	
Publisher 2010 Intermediate - Managing Your Publications	
Publisher 2010 Intermediate - Using Formatting and Language Tools	
Publisher 2010 Intermediate - Working with Illustrations	
Publisher 2010 Intermediate - Working with Shapes	
PUBLISHER 2013	
Publisher 2013 Advanced Essentials - Advanced Mail Merge	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
Tasks	
Publisher 2013 Advanced Essentials - Creating a Catalog, Part One	
Publisher 2013 Advanced Essentials - Creating a Catalog, Part Two	
Publisher 2013 Advanced Essentials - Inserting Text and Links	
Publisher 2013 Advanced Essentials - Linking Text Boxes	
Publisher 2013 Advanced Essentials - Using the Graphics Manager	
Publisher 2013 Advanced Essentials - Using the Mail Merge Wizard	
Publisher 2013 Advanced Essentials - Using Typography Tools	
Publisher 2013 Advanced Essentials - Working with Images	
Publisher 2013 Advanced Essentials - Working with Multiple Objects	
Publisher 2013 Advanced Essentials - Working with Styles	
Publisher 2013 Advanced Essentials - Working with Templates	
Publisher 2013 - Customizing the Interface	
Publisher 2013 - Formatting Text	
Publisher 2013 - Illustrating Your Publication	
Publisher 2013 - Inserting Building Blocks	
Publisher 2013 - Printing and Sharing Your Publication	
Publisher 2013 - The Basics	
Publisher 2013 - The Finishing Touches	
Publisher 2013 - Using Business Information	
Publisher 2013 - Using Master Pages	
Publisher 2013 - Working with Objects	
Publisher 2013 - Working with Pages	
Publisher 2013 - Your First Publication	
SHAREPOINT DESIGNER 2010	
SharePoint Designer 2010 Advanced - Doing More with Data Views	
SharePoint Designer 2010 Advanced - Using Data Views and Item Forms	
SharePoint Designer 2010 Advanced - Using InfoPath 2010 with SharePoint Designer 2010	
SharePoint Designer 2010 Advanced - Using Microsoft SharePoint Workspace 2010	
SharePoint Designer 2010 Advanced - Using Visio 2010 with SharePoint Designer 2010	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
SharePoint Designer 2010 Foundation - Creating a Basic HTML Page	
SharePoint Designer 2010 Foundation - Creating a Basic Site	
SharePoint Designer 2010 Foundation - Customizing Your Site	
SharePoint Designer 2010 Foundation - Doing More with Pages	
SharePoint Designer 2010 Foundation - Starting Out	
SharePoint Designer 2010 Foundation - Understanding and Customizing the SharePoint Designer Interface	
SharePoint Designer 2010 Intermediate - Creating Interactive SharePoint Pages	
SharePoint Designer 2010 Intermediate - Integrating External Data with SharePoint	
SharePoint Designer 2010 Intermediate - Using Lists and Libraries	
SharePoint Designer 2010 Intermediate - Using Site Templates, Subsites, and Web Parts	
SharePoint Designer 2010 Intermediate - Using Styles and Cascading Style Sheets	
SharePoint Designer 2010 Intermediate - Using Workflows	
SHAREPOINT DESIGNER 2013	
SharePoint Designer 2013 - Creating and Modifying Sites	
SharePoint Designer 2013 - Creating Lists and Libraries	
SharePoint Designer 2013 - Creating Site Pages	
SharePoint Designer 2013 - Creating Workflows	
SharePoint Designer 2013 - Customizing Site Columns	
SharePoint Designer 2013 - Customizing the Interface	
SharePoint Designer 2013 - Editing Site Objects	
SharePoint Designer 2013 - Managing Site Security	
SharePoint Designer 2013 - Modifying the Home Page	
SharePoint Designer 2013 - The Basics	
SharePoint Designer 2013 - Using Versions	
SharePoint Designer 2013 - Working with Site Objects	
SHAREPOINT SERVER 2010	
SharePoint Server 2010 - Advanced SharePoint Tasks	
SharePoint Server 2010 - Creating and Managing Content	
SharePoint Server 2010 - Getting Started	
SharePoint Server 2010 - Specialized SharePoint Content	
SHAREPOINT SERVER 2013	
SharePoint Server 2013 - Advanced Customization Tasks	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
SharePoint Server 2013 - Configuring Permissions	
SharePoint Server 2013 - Configuring Your Site	
SharePoint Server 2013 - Creating and Managing Alerts	
SharePoint Server 2013 - Creating a Project Summary	
SharePoint Server 2013 - Creating Libraries	
SharePoint Server 2013 - Customizing Your Site	
SharePoint Server 2013 - Getting Started with SharePoint Server	
SharePoint Server 2013 - Managing Site Content	
SharePoint Server 2013 - Modifying Pages	
SharePoint Server 2013 - Working with Libraries	
SharePoint Server 2013 - Working with the Project Summary	
VISIO 2010	
Visio 2010 Advanced - Adding Data to Your Graphics	
Visio 2010 Advanced - Adding Drawings and Charts to Your Diagram	
Visio 2010 Advanced - Creating PivotDiagrams	
Visio 2010 Advanced - Customizing Shapes	
Visio 2010 Advanced - Reviewing Diagrams	
Visio 2010 Foundation - Creating Diagrams	
Visio 2010 Foundation - Doing More with Diagrams	
Visio 2010 Foundation - Overview of the Command Tabs	
Visio 2010 Foundation - Printing and Viewing Your Diagram	
Visio 2010 Foundation - Starting Out	
Visio 2010 Foundation - Understanding and Customizing the Visio Interface	
Visio 2010 Intermediate - Adding the Finishing Touches	
Visio 2010 Intermediate - Containers, Callouts, and More	
Visio 2010 Intermediate - Creating Popular Diagrams	
Visio 2010 Intermediate - Customizing Templates and Stencils	
Visio 2010 Intermediate - Managing Visio Files	
VISIO 2013	
Visio 2013 Advanced Essentials - Adding Callouts	
Visio 2013 Advanced Essentials - Creating Cross-Functional Flowcharts	
Visio 2013 Advanced Essentials - Creating Gantt Charts	
Visio 2013 Advanced Essentials - Creating Organization Charts	
Visio 2013 Advanced Essentials - Creating Process Diagrams	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
Visio 2013 Advanced Essentials - Creating Workflow Diagrams	
Visio 2013 Advanced Essentials - Doing More with Organization Charts	
Visio 2013 Advanced Essentials - Doing More with Shapes	
Visio 2013 Advanced Essentials - Linking Data to Shapes	
Visio 2013 Advanced Essentials - Using Data Graphics	
Visio 2013 Advanced Essentials - Using Layers	
Visio 2013 Advanced Essentials - Working with Containers	
Visio 2013 - Arranging Shapes	
Visio 2013 - Customizing the Interface	
Visio 2013 - Formatting Shapes	
Visio 2013 - Formatting Text	
Visio 2013 - Formatting the Page	
Visio 2013 - Inserting Art and Objects	
Visio 2013 - Managing Pages	
Visio 2013 - Printing and Sharing Your Drawings	
Visio 2013 - The Basics	
Visio 2013 - The Finishing Touches	
Visio 2013 - Working with Shapes	
Visio 2013 - Your First Drawing	
WINDOWS 7	
Windows 7 Advanced - Hardware and Software	
Windows 7 Advanced - Maintaining and Optimizing your Computers	
Windows 7 Advanced - Making Windows 7 Work for You	
Windows 7 Advanced - Networking with Windows 7	
Windows 7 Expert - Advanced Topics	
Windows 7 Expert - Computer Management Tools	
Windows 7 Expert - Harnessing the Power of the Internet	
Windows 7 Expert - Troubleshooting your Computer	
Windows 7 Foundation - Doing More with Windows 7	
Windows 7 Foundation - Getting Help in Windows 7	
Windows 7 Foundation - Getting Started	
Windows 7 Foundation - The Basic Windows 7 Applications	
Windows 7 Foundation - Working with Windows 7	
Windows 7 Intermediate - Advanced File and Folder Tasks	
Windows 7 Intermediate - Customizing Your Desktop	
Windows 7 Intermediate - The Windows 7 Applications	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
Windows 7 Intermediate - Working with Windows 7	
WINDOWS 8	
Windows 8 Advanced - Getting Organized	
Windows 8 Advanced - Managing Files and Folders	
Windows 8 Advanced - Sharing Files and Folders	
Windows 8 Advanced - Staying Safe with Windows 8	
Windows 8 Advanced - Using File Explorer	
Windows 8 Expert - Hardware and Software	
Windows 8 Expert - Maintaining and Optimizing Your Computer	
Windows 8 Expert - Making Windows 8 Work for You	
Windows 8 Expert - Networking with Windows 8	
Windows 8 Expert - Troubleshooting Your Computer	
Windows 8 Expert - Windows 8 and Accessibility	
Windows 8 Foundation - Getting Started	
Windows 8 Foundation - The Basic Windows 8 Applications, Part One	
Windows 8 Foundation - The Basic Windows 8 Applications, Part Two	
Windows 8 Foundation - Working with Files and Folders	
Windows 8 Foundation - Working with the Windows 8 Desktop	
Windows 8 Foundation - Working with the Windows 8 Start Screen	
Windows 8 Intermediate - Customizing the Start Screen	
Windows 8 Intermediate - Having Fun in Windows 8	
Windows 8 Intermediate - Other Windows 8 Programs	
Windows 8 Intermediate - The Basic Windows Desktop Applications	
Windows 8 Intermediate - Word Processing with Windows 8	
WORD 2007	
Word 2007 Advanced - Advanced Topics	
Word 2007 Advanced - Doing More with Tables	
Word 2007 Advanced - Using Styles	
Word 2007 Advanced - Using Tables	
Word 2007 Advanced - Working with Advanced Graphics and Objects	
Word 2007 Advanced - Working with Graphics	
Word 2007 Expert - Creating Forms and Using Macros	
Word 2007 Expert - Expert Topics	
Word 2007 Expert - Managing Documents	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
Word 2007 Expert - Working with References	
Word 2007 Foundation - Advanced Tabs	
Word 2007 Foundation - Creating Documents	
Word 2007 Foundation - Doing More with Text	
Word 2007 Foundation - Printing and Viewing Your Document	
Word 2007 Foundation - Starting Out	
Word 2007 Foundation - The New Interface	
Word 2007 Intermediate - Creating Headers and Footers	
Word 2007 Intermediate - Finishing Your Document	
Word 2007 Intermediate - Managing Your Documents	
Word 2007 Intermediate - Using Formatting Tools	
Word 2007 Intermediate - Using Time Saving Tools	
WORD 2010	
Word 2010 Advanced - Creating Equations and Charts	
Word 2010 Advanced - Creating Tables	
Word 2010 Advanced - Working With Advanced Graphics and Objects	
Word 2010 Advanced - Working With Pictures	
Word 2010 Advanced - Working With Shapes	
Word 2010 Expert - Advanced Topics	
Word 2010 Expert - Creating Forms	
Word 2010 Expert - Managing Documents	
Word 2010 Expert - Using Styles	
Word 2010 Expert - Working with References	
Word 2010 Foundation - Advanced Tabs and Customization	
Word 2010 Foundation - Creating Documents	
Word 2010 Foundation - Doing More With Text	
Word 2010 Foundation - Printing and Viewing Your Layout	
Word 2010 Foundation - Starting Out	
Word 2010 Foundation - The Word Interface	
Word 2010 Intermediate - Creating Headers and Footers	
Word 2010 Intermediate - Finishing Your Document	
Word 2010 Intermediate - Managing Your Documents	
Word 2010 Intermediate -Using Formatting Tools	
Word 2010 Intermediate - Using Time Saving Tools	
WORD 2013	
Word 2013 Advanced Essentials - Commenting Documents	
Word 2013 Advanced Essentials - Configuring Reviewer Settings	

Course Name	Course Overview Can be Accessed Through the Online Campus Only
Word 2013 Advanced Essentials - Creating an Index	
Word 2013 Advanced Essentials - Creating a Table of Contents	
Word 2013 Advanced Essentials - Creating Outlines	
Word 2013 Advanced Essentials - Creating References in a Document	
Word 2013 Advanced Essentials - Creating Templates	
Word 2013 Advanced Essentials - Performing a Mail Merge	
Word 2013 Advanced Essentials - Reviewing Documents	
Word 2013 Advanced Essentials - Using Macros	
Word 2013 Advanced Essentials - Working with Multiple Documents	
Word 2013 Advanced Essentials - Working with Styles	
Word 2013 - Customizing the Interface	
Word 2013 - Formatting Text, Part One	
Word 2013 - Formatting Text, Part Two	
Word 2013 - Formatting the Page	
Word 2013 - Getting Started	
Word 2013 - Inserting Art and Objects, Part One	
Word 2013 - Inserting Art and Objects, Part Two	
Word 2013 - Printing and Sharing Your Document	
Word 2013 - The Finishing Touches	
Word 2013 - Viewing Your Document	
Word 2013 - Working with Paragraphs	
Word 2013 - Your First Document	