

## Course Outlines v1

```

function init()
{
var cookie = getCookie('collapse_obj');
if(cookie)
{
var values = cookie.split(',');
for(var i = 0; i < values.length; i++)
{
var itm = getItem(values[i]);
if(itm)
itm.style.display = 'none';
}
}
}
function makeCookie(name, value)
{
var cookie = name + '=' + escape(value) + ';';
document.cookie = cookie;
}
function getCookie(name)
{
if(document.cookie == "")
return false;
var firstPos;
var lastPos;
var cookie = document.cookie;
firstPos = cookie.indexOf(name);
if(firstPos != -1)
{
firstPos += name.length + 1;
lastPos = cookie.indexOf(';', firstPos);
if(lastPos == -1)
lastPos = cookie.length;
return unescape(cookie.substring(firstPos, lastPos));
}
else
return false;
}
function getItem(id)
{
var itm = false;
if(document.getElementById)
itm = document.getElementById(id);
else if(document.all)
itm = document.all[id];
else if(document.layers)
itm = document.layers[id];
return itm;
}
function toggleItem(id)
{
itm = getItem(id);
if(!itm)
return false;
if(itm.style.display == 'none')
itm.style.display = "";
else
itm.style.display = 'none';
//////////
cookie = getCookie('collapse_obj');
values = new Array();
newval = new Array();

```

```
add = 1;
if(cookie)
{
values = cookie.split(',');
for(var i = 0; i < values.length; i++)
{
if(values[i] == id)
add = 0;
else
newval[newval.length] = values[i];
}
}
if(add)
newval[newval.length] = id;
makeCookie('collapse_obj', newval.join(','));
return false;
}
```

Microsoft Office Suite 2003

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Microsoft® Office Word 2003 Â®

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Level 1

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Level 2

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Level 3

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Microsoft® Office Excel 2003 ®

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Level 1

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Level 2

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Level 3

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Microsoft® Office Access 2003 ®

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Level 1

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Level 2

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Level 3

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Microsoft® Office PowerPoint 2003 ®

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Level 1

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Level 2

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Microsoft® Office Project 2003 ®

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Level 1

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Level 2

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Microsoft® Office FrontPage 2003 ®

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Level 1

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Level 2

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Introduction to PC's & Windows / Internet

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Intuit's Quickbooks

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QuickBooksÂ Level 1

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QuickBooksÂ Level 2

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## Microsoft Office Suite 2007

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Microsoft® Office Word 2007 ®

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Level 1

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Level 2

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Level 3

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Microsoft® Office Excel 2007 ®

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Level 1

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Level 2

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Level 3

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Microsoft® Office Access 2007 ®

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Level 1

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Level 2

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Level 3

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Microsoft® Office PowerPoint 2007 ®

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Level 1

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Level 2

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Microsoft® Office Project 2007 ®

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Level 1

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Level 2

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Microsoft® Office Outlook 2007 ®

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Level 1

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Level 2

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Level 3

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