

USA Computer Applications Course Matrix
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Class Name	2009			2010		
Introduction to Computers	Oct	Nov	Dec	Jan	Feb	Mar
Computer & Internet Fundamentals		4				8
Excel 2003 & 2007	Oct	Nov	Dec	Jan	Feb	Mar
Excel 2003 Basic	21	18	16	13	3	3
Excel 2003 Intermediate		30				17
Excel 2003 Advanced			7			26
Excel 2007 Basic		2		20		24
Excel 2007 Intermediate		23				31
Word 2003 & 2007	Oct	Nov	Dec	Jan	Feb	Mar
Word 2003 Basic	14			6		
Word 2003 Intermediate		16		27		
Word 2003 Advanced			14		5	
Word 2007 Basic	19			11		
Word 2007 Intermediate		9		25		
Access 2003 & 2007	Oct	Nov	Dec	Jan	Feb	Mar
Access 2003 Basic		20		8		
Access 2003 Intermediate			2	22		
Access 2003 Advanced	26					
Access 2007 Basic		6			24	
Access 2007 Intermediate			11			5
Outlook 2003 & 2007	Oct	Nov	Dec	Jan	Feb	Mar
Outlook 2003 Basic	2					19
Outlook 2003 Advanced						
Outlook 2007 Basic	9				26	
PowerPoint 2003 & 2007	Oct	Nov	Dec	Jan	Feb	Mar
PowerPoint 2003 Basic	16			29		
PowerPoint 2003 Advanced						
PowerPoint 2007 Basic		13				29
PowerPoint 2007 Advanced						
PowerPoint 2007 Sales Presentations	23				19	
Publisher 2003 & 2007	Oct	Nov	Dec	Jan	Feb	Mar
Publisher 2003 Basic			21			1
Publisher 2007 Basic			18			12
Office 2007	Oct	Nov	Dec	Jan	Feb	Mar
Office 2007: New Features	5		9			22
Web Design	Oct	Nov	Dec	Jan	Feb	Mar
HTML 4.0 / XHTML	7				1	
Dreamweaver CS3 Basic	28				22	
Adobe Acrobat 8.0	Oct	Nov	Dec	Jan	Feb	Mar
Adobe Acrobat 8.0	30					10
Adobe InDesign	Oct	Nov	Dec	Jan	Feb	Mar
Adobe InDesign Basic				7		
Adobe InDesign Advanced						15