



New Horizons Computer Learning Center of Charleston

Instructor-led Schedule — August to December, 2003

Operating Systems

Windows XP

Windows XP - Level One

September 03	Wednesday	8:30-4:00
September 19	Friday	8:30-4:00
October 08	Wednesday	8:30-4:00
October 21	Tuesday	5:30-10:00
October 27	Monday	8:30-4:00
November 04	Tuesday	8:30-4:00
November 19	Wednesday	8:30-4:00

Windows XP - Level Two

October 15	Wednesday	8:30-4:00
December 09	Tuesday	8:30-4:00

Windows 2000

Windows 2000 - Level One

September 09	Tuesday	5:30-10:00
September 10	Wednesday	8:30-4:00
September 25	Thursday	8:30-4:00
October 14	Tuesday	8:30-4:00
October 29	Wednesday	8:30-4:00
November 13	Thursday	8:30-4:00
November 18	Tuesday	5:30-10:00
November 26	Wednesday	8:30-4:00
December 1	Monday	8:30-4:00
December 10	Wednesday	8:30-4:00

Windows 2000 - Level Two

September 08	Monday	8:30-4:00
October 16	Thursday	5:30-10:00
November 21	Friday	8:30-4:00

Word Processing

Microsoft Word 2002 (XP)

Microsoft Word 2002 (XP) - Level One

September 02	Tuesday	8:30-4:00
September 15	Monday	8:30-4:00
September 18	Thursday	5:30-10:00
September 26	Friday	8:30-4:00
October 09	Thursday	8:30-4:00
October 22	Wednesday	8:30-4:00
October 30	Thursday	5:30-10:00
November 03	Monday	8:30-4:00
November 13	Thursday	5:30-10:00
November 14	Friday	8:30-4:00
November 25	Tuesday	8:30-4:00
December 04	Thursday	5:30-10:00

Microsoft Word 2002 (XP) - Level Two

September 10	Wednesday	8:30-4:00
October 06	Monday	8:30-4:00
October 07	Tuesday	5:30-10:00
November 20	Thursday	8:30-4:00
December 01	Monday	8:30-4:00

Word 2002 (XP) - Level Three

October 03	Friday	8:30-4:00
December 16	Tuesday	8:30-4:00

Microsoft Word 2000

Microsoft Word 2000 - Level One

September 02	Tuesday	8:30-4:00
September 15	Monday	8:30-4:00
September 18	Thursday	5:30-10:00
September 26	Friday	8:30-4:00
October 09	Thursday	8:30-4:00
October 22	Wednesday	8:30-4:00
October 30	Thursday	5:30-10:00
November 03	Monday	8:30-4:00
November 13	Thursday	5:30-10:00
November 14	Friday	8:30-4:00
November 25	Tuesday	8:30-4:00
December 04	Thursday	5:30-10:00
December 05	Friday	8:30-4:00
December 18	Thursday	8:30-4:00

Microsoft Word 2000 - Level Two

September 10	Wednesday	8:30-4:00
October 06	Monday	8:30-4:00
October 07	Tuesday	5:30-10:00
November 20	Thursday	8:30-4:00
December 01	Monday	8:30-4:00

Microsoft Word 2000 - Level Three

October 03	Friday	8:30-4:00
December 16	Tuesday	8:30-4:00

Spreadsheets

Microsoft Excel XP

Microsoft Excel 2002 (XP) - Level One

September 04	Thursday	5:30-10:00
September 05	Friday	8:30-4:00
September 17	Wednesday	8:30-4:00
September 29	Monday	8:30-4:00
October 07	Tuesday	5:30-10:00
October 10	Friday	8:30-4:00
October 21	Tuesday	8:30-4:00
October 23	Thursday	8:30-4:00
October 31	Friday	8:30-4:00
November 04	Tuesday	5:30-10:00
November 12	Wednesday	8:30-4:00
November 24	Monday	8:30-4:00

December 04	Thursday	5:30-10:00
December 05	Friday	8:30-4:00
December 16	Tuesday	8:30-4:00

Microsoft Excel 2002 (XP) - Level Two

September 19	Friday	8:30-4:00
September 23	Tuesday	5:30-10:00
November 07	Friday	8:30-4:00
December 03	Wednesday	8:30-4:00

Microsoft Excel 2002 - Level Three

October 16	Thursday	8:30-4:00
November 17	Monday	8:30-4:00
December 19	Friday	8:30-4:00

Microsoft Excel 2000

Microsoft Excel 2000 - Level One

September 04	Thursday	5:30-10:00
September 05	Friday	8:30-4:00
September 17	Wednesday	8:30-4:00
September 29	Monday	8:30-4:00
October 07	Tuesday	5:30-10:00
October 10	Friday	8:30-4:00
October 21	Tuesday	8:30-4:00
October 23	Thursday	8:30-4:00
October 31	Friday	8:30-4:00
November 04	Tuesday	5:30-10:00
November 12	Wednesday	8:30-4:00
November 24	Monday	8:30-4:00
December 04	Thursday	5:30-10:00
December 05	Friday	8:30-4:00
December 16	Tuesday	8:30-4:00

Microsoft Excel 2000 - Level Two

September 19	Friday	8:30-4:00
September 23	Tuesday	5:30-10:00
November 07	Friday	8:30-4:00
December 03	Wednesday	8:30-4:00

Microsoft Excel 2000 - Level Three

October 16	Thursday	8:30-4:00
November 17	Monday	8:30-4:00
December 19	Friday	8:30-4:00

Presentations

Microsoft PowerPoint 2002

Microsoft PowerPoint 2002 - Level One

August 11	Monday	8:30-4:00
September 11	Thursday	8:30-4:00
September 30	Tuesday	8:30-4:00
October 02	Thursday	5:30-10:00
October 13	Monday	8:30-4:00
October 28	Tuesday	8:30-4:00

For more information, or to register for a class, please contact your account executive at 843.725.2500.
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PowerPoint 2002 - Level Two

October 09	Thursday	8:30-4:00
November 05	Wednesday	8:30-4:00
November 20	Thursday	8:30-4:00
December 3	Wednesday	8:30-4:00

Microsoft PowerPoint 2000

PowerPoint 2000 - Level One

September 05	Friday	8:30-4:00
September 16	Tuesday	8:30-4:00
September 23	Tuesday	5:30-10:00
September 24	Wednesday	8:30-4:00
October 01	Wednesday	8:30-4:00
October 20	Monday	8:30-4:00
November 10	Monday	8:30-4:00
November 14	Friday	8:30-4:00
November 25	Tuesday	8:30-4:00
December 2	Tuesday	8:30-4:00
December 15	Monday	8:30-4:00

PowerPoint 2000 - Level Two

September 08	Monday	8:30-4:00
October 30	Thursday	5:30-10:00
October 31	Friday	8:30-4:00
November 17	Monday	8:30-4:00
November 18	Tuesday	5:30-10:00
December 04	Thursday	8:30-4:00

Databases

Microsoft Access XP

Microsoft Access 2002 - Level One

October 01, 02	Wednesday	8:30-4:00
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Microsoft Access 2002 - Level Two

November 12, 13	Wednesday	8:30-4:00
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Microsoft Access 2002 - Level Three

December 17	Wednesday	8:30-4:00
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Microsoft Access 2000

Microsoft Access 2000 - Level One

September 11, 12	Thursday	8:30-4:00
November 03, 04	Monday	8:30-4:00
December 01, 02	Monday	8:30-4:00

Microsoft Access 2000 - Level Two

September 24, 25	Wednesday	8:30-4:00
December 10, 11	Wednesday	8:30-4:00

Microsoft Access 2000 - Level Three

August 25	Monday	8:30-4:00
October 27	Monday	8:30-4:00
December 3	Wednesday	8:30-4:00

Productivity

Microsoft Outlook

Microsoft Outlook 2002 - Level One

September 18	Thursday	8:30-4:00
October 10	Friday	8:30-4:00
October 16	Thursday	5:30-10:00
October 20	Monday	8:30-4:00
November 17	Monday	8:30-4:00
December 5	Friday	8:30-4:00
December 12	Friday	8:30-4:00
December 18	Thursday	8:30-4:00

Microsoft Outlook 2000 - Level One

September 04	Thursday	5:30-10:00
September 12	Friday	8:30-4:00
September 23	Tuesday	8:30-4:00
October 15	Wednesday	8:30-4:00
October 30	Thursday	8:30-4:00
November 10	Monday	8:30-4:00
November 21	Friday	8:30-4:00
December 12	Friday	8:30-4:00

Act!

Act! 2000 - Level One

October 1	Wednesday	8:30-4:00
December 8	Monday	8:30-4:00

Act! 2000 - Level Two

October 24	Friday	8:30-4:00
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Internet & Graphics

HTML

HTML 4.0 - Level One

September 16	Tuesday	8:30-4:00
October 21	Tuesday	5:30-10:00
November 05	Wednesday	8:30-4:00
November 19	Wednesday	8:30-4:00
December 08	Monday	8:30-4:00

HTML 4.0 - Level Two

September 26	Friday	8:30-4:00
October 23	Thursday	8:30-4:00

Dreamweaver

Dreamweaver - Level One

September 26	Friday	8:30-4:00
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Dreamweaver - Level Two

October 6	Monday	8:30-4:00
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FrontPage XP

FrontPage 2002 (XP) - Level One

September 09	Tuesday	8:30-4:00
October 17	Friday	8:30-4:00
November 18	Tuesday	8:30-4:00
December 17	Wednesday	8:30-4:00

FrontPage 2002 (XP) - Level Two

October 3	Friday	8:30-4:00
November 06	Thursday	8:30-4:00

FrontPage 2000

FrontPage 2000 - Level One

September 04	Thursday	8:30-4:00
September 22	Monday	8:30-4:00
October 02	Thursday	5:30-10:00
October 07	Tuesday	8:30-4:00
October 24	Friday	8:30-4:00
November 24	Monday	8:30-4:00
December 11	Thursday	8:30-4:00

FrontPage 2000 - Level Two

October 22	Wednesday	8:30-4:00
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FrontPage 2000 - Level Two

November 11	Tuesday	8:30-4:00
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QuarkXPress

QuarkXPress - Level One

November 24, 25	Mon-Tues.	8:30-4:00
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Microsoft Publisher

Microsoft Publisher 2K - Level One

September 02	Tuesday	8:30-4:00
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Project Management

Microsoft Project 2000 - Level One

September 29, 30	Monday	8:30-4:00
December 08, 09	Monday	8:30-4:00

Reports & Flow Charts

Crystal Reports 8 - Fundamentals

September 22, 23	Monday	8:30-4:00
November 6, 7	Thurs-Fri	8:30-4:00

Crystal Reports 8 - Level Two

October 13, 14	Monday	8:30-4:00
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Visio - Level 1

August 20	Wednesday	8:30-4:00
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CompTIA Certifications

A+ Certification - Operating Systems

In this course, student build on their skills with using a Windows-based operating system to learn the specific skills they need to install, maintain, and troubleshoot the Windows 9x, Windows 2000, and Windows XP operating systems.

August 20 - Sept. 10	5:30-10:00 p.m.
September 2 - 5	8:30-4:00
October 6 - 10	8:30-4:00
December 1 - 17	5:30-10:00 p.m.

A+ Certification - Core Hardware

In this course, students build on their end-user background knowledge as they acquire the specific skills required to install, configure, upgrade, troubleshoot, and repair PC hardware components and systems.

September 22 - Oct. 3	5:30-10:00 p.m.
November 10 - 13	8:30-4:00
November 18 - 25	5:30-10:00 p.m.

Network + Certification

This course teaches the fundamentals of networking. Students learn the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client.

August 4 - 8	8:30-4:00
September 15 - 18	8:00-5:00
October 20 - Nov. 5	5:30-10:00 p.m.
December 8 - 12	8:30-4:00

Security + Certification

This course teaches basic job responsibilities for security professionals including securing network services, network devices and network traffic.

November 17 - 21	8:30-4:00
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Microsoft Certification

Installation and Administration

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup or domain.

August 5 - 21	5:30-10:00 p.m.
September 8 - 12	8:30-4:00
October 7 - 18	5:30-10:00 p.m.
October 27 - 31	8:30-4:00
December 15 - 19	8:30-4:00

Network and Operating System Basics

The goal of this course is to provide individuals who are new to Microsoft® Windows® 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks.

Sept 16, 18, 20	5:30-10:00 p.m.
October 13 -15	8:30-4:00
November 10-13	5:30-10:00
December 9 - 16	5:30-10:00 p.m.

Managing a Microsoft Network

This course is designed to teach you how to implement, manage and troubleshoot existing network and system environments based on Microsoft Windows 2000 platform.

August 26 - Sept. 13	5:30-10:00 p.m.
October 21 - Nov.1	5:30-10:00 p.m.

Administering the Active Directory

This course is designed to teach the fundamental skills necessary to setup and administer an Active Directory domain in Windows 2000. Topics will cover installation, configuration, management, and security issues.

October 21 - Nov.1	5:30-10:00 p.m.
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Active Directory Design

Designed to meet the needs of current Windows 2000 systems administrators who need to learn how to design an Active Directory structure for their organizations based on business, management, and network factors.

August 5 - 21	5:30-10:00 p.m.
December 3 - 5	8:00-5:00

Network Infrastructure Implementation

This course is for support professionals who are new to Microsoft® Windows® 2000 and will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products.

Sept. 30 - Oct. 11	5:30-10:00 p.m.
October 13 -17	8:30-4:00

Exchange Server 2000: System Admin.

In this course, students learn how to install, configure and manage an Exchange 2000 Server environment. They will create and manage storage groups, stores, recipient objects and public folders.

October 6 - 10	8:30-4:00
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SQL Server 2000 System Admin.

This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of SQL Server™ 2000.

November 3 - 8	5:30-10:00 p.m.
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Windows XP - Installation & Admin.

The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft® Windows® XP Professional in a variety of stand-alone and network operating system environments.

September 15 -19	8:30-4:00
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CISCO

Interconnecting Cisco Network Devices (ICND)

This course includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. The course focuses on using Cisco Catalyst switches and Cisco routers connected in local-area networks (LANs) and wide-area networks.

August 18 - 22	8:30-4:00
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Building Scalable Cisco Internetworks

The course covers routing principles of both distance vector and link-state routing protocols; IP addressing techniques; the theory behind the EIGRP, OSPF, IS-IS, and BGP routing protocols; and configuration and troubleshooting information.

October 20 -24	8:30-4:00
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Building Cisco MultiLayer Switched Networks (BCMSN)

This course explores how routing and switching technologies have evolved to meet the growing needs of the campus environment. Through an examination of multilayer switching, we see how Cisco products can provide solutions for campus network design.

December 8 -12	8:30-4:00
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Building Cisco Remote Access Networks (BCRAN)

In this courses, students learn how to build, configure and troubleshoot a remote access network to interconnect central sites to branch offices and home offices. Students also learn how to control access to the central site.

January 19 -23, 2004	8:30-4:00
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