

New Horizons Comprehensive Programs

Do you need to master more than one Application? With New Horizons' Comprehensive Applications Program, you can take as many classes as you want for one year - yet you pay one low price. Take just a few classes, take every class offered, or even repeat a class - and take them whenever it is convenient for you. As an added bonus, we have included a 6-month subscription to New Horizons Online ANYTIME Web-based training for each course you complete. This is an excellent way of keeping your skills current and fresh.

Office Comprehensive Program

As an Office Comprehensive Program Member, you may take any or all of these courses as many times as you like

Classroom Learning Courses

Access	Level 1	Outlook	Level 2	Windows	Level 1
Access	Level 2	OneNote	Level 1	Windows	Level 2
Access	Level 3	Publisher	Level 1	Word	Level 1
Crystal Reports	Level 1	PowerPoint	Level 1	Word	Level 2
Crystal Reports	Level 2	PowerPoint	Level 2	Word	Level 3
Excel	Level 1	Project	Level 1	Effective Presentations	
Excel	Level 2	Project	Level 2	Time Management	
Excel	Level 3	Sharepoint	Level 1	Project Management Fundamentals	
InfoPath	Level 1	Sharepoint	Level 2		
Outlook	Level 1	Visio	Level 1		

Add a one year subscription to the Online ANYTIME Office Comprehensive Program for \$299

[*Click here for a Complete Course Listing*](#)

To purchase any of our clubs and to register for classes, call an Education Consultant at 614 798-1000. Availability of courses may vary and are subject to change. Visit www.nhcolumbus.com for course outlines and a current schedule. Most course titles include a 6-month subscription to New Horizons Online ANYTIME web-based training that is provided to attending students.

New Horizons Comprehensive Programs

Internet and Graphics Comprehensive Program

You may take any or all of these courses as many times as you like

Classroom Learning Courses

Acrobat Reader	Level 1	HTML	Level 1	PowerPoint	Level 2
Dreamweaver	Level 1	HTML	Level 2	Publisher	Level 1
Dreamweaver	Level 2	Illustrator	Level 1	Windows	Level 1
Excel	Level 1	Illustrator	Level 2	Windows	Level 2
Excel	Level 2	InDesign	Level 1	Word	Level 1
Fireworks	Level 1	InDesign	Level 2	Word	Level 2
Fireworks	Level 2	PageMaker	Level 1	Word	Level 3
Flash	Level 1	PageMaker	Level 2	XML	Level 1
Flash	Level 2	Photoshop	Level 1		
FrontPage	Level 1	Photoshop	Level 2		
FrontPage	Level 2	PowerPoint	Level 1		

Most Classroom Learning course titles include a 6-month subscription to New Horizons Online ANYTIME Web-based training that is provided to attending students.

Add to Internet & Graphics Program a one-year subscription to the Design & Media Online ANYTIME Library for just \$599

[Click here for a Complete Course Listing](#)

Project Management Comprehensive Program

Project Management is the application of knowledge, skills, tools, and techniques to a broad range of activities in order to meet the requirements of a particular project. It is comprised of five processes - initiating, planning, executing, controlling, and closing. Students will learn the generally accepted project management best practices recognized by the Project Management Institute® to successfully manage projects

Classroom Learning Courses

Change Management	Visio	Level 1
Conducting Meetings	Excel	Level 1
Managerial Leadership	Excel	Level 2
Project Teams	Excel	Level 3
Team Participation	PowerPoint	Level 1
Time Management	PowerPoint	Level 2
Project Level 1	Project + Certification	
Project Level 2	Project Management Fundamentals	

Included in the Executive Project Management Series Club is a one year subscription to the Project Management Online ANYTIME Library

[Click here for a Complete Course Listing](#)

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New Horizons Comprehensive Programs

New! Business Skills Comprehensive Program

You may take any or all of these courses as many times as you like

Classroom Learning Courses

Interviewing Skills	Project Teams	Outlook	Level 2
Diversity	Change Management	PowerPoint	Level 1
Managing Performance Coaching	Managerial Leadership	Powerpoint	Level 2
Effective Presentations	Access	Word	Level 1
Advanced Interpersonal Communication	Access	Word	Level 2
Negotiating	Access	Word	Level 3
Grammar Skills	Excel	Windows	Level 1
Time Management	Excel	Windows	Level 2
Conducting Meetings	Excel		
Team Participation	Outlook		

Included in the Business Skills Program choose ONE of the following Business Skills Libraries to be added to your Business Skills Program at NO additional charge

Business Skills - Sales & Customer Service Library

From Negotiation skills to building client relationships & giving effective presentations, these courses will help develop and enhance both sales and customer service skills

[Click here for a Complete Course Listing](#)

Business Skills - Finance Library

Sharpen your finance skills with courses in business accounting and financial management

[Click here for a Complete Course Listing](#)

Business Skills - Communication Library

Hone your communication skills with courses in writing, grammar, and presenting

[Click here for a Complete Course Listing](#)

Business Skills - Personal Development Library

Developing your own personal skills is critical to continues growth within your career path. Courses include time management, communication, writing skills and more

[Click here for a Complete Course Listing](#)

Business Skills - Human Resources Library

Human resources professionals can refresh and enhance their knowledge in their profession with courses including interview skills, diversity, conflict intervention, and more

[Click here for a Complete Course Listing](#)

To purchase any of our clubs and to register for classes, call an Education Consultant at 614 798-1000. Availability of courses may vary and are subject to change. Visit www.nhcolumbus.com for course outlines and a current schedule. Most course titles include a 6-month subscription to New Horizons Online ANYTIME web-based training that is provided to attending students.

New Horizons Comprehensive Programs

Customer Support Professional Comprehensive Program

After completion, students will be able to provide answers and resolve problems for clients in person, via telephone or from remote locations. Students gain knowledge of principles and processes for providing customer and personal services

Classroom Learning Courses

Advanced Interpersonal Communication	Word	Level 2
Customer Support Specialist	Word	Level 3
Negotiating	OS X	Level 1
Time Management	Windows	Level 1
E-mail Etiquette	Windows	Level 2
Help Desk Analyst Project Teams	A+ Certification - Core Hardware	
Project Management Fundamentals	A+ Certification - Operating Systems	
Access	Level 1	Introduction to Networking
Access	Level 2	2261 Supporting Users Running the MS WinXP
Access	Level 3	Operating System
Outlook	Level 1	2262 Supporting Users Running Applications on a
Outlook	Level 2	MS Win XP Operating System
Excel	Level 1	
Excel	Level 2	
Excel	Level 3	
Word	Level 1	

To receive a certificate, students must complete 96 hours of coursework. For Course requirements, call your Account Executive or Educational Consultant.

Included in the Customer Support Professional Series Program is a one year subscription to the Business Fundamentals Sales & Customer Service Online ANYTIME Library

[*Click here for a Complete Course Listing*](#)

To purchase any of our clubs and to register for classes, call an Education Consultant at 614 798-1000. Availability of courses may vary and are subject to change. Visit www.nhcolumbus.com for course outlines and a current schedule. Most course titles include a 6-month subscription to New Horizons Online ANYTIME web-based training that is provided to attending students.

New Horizons Comprehensive Programs

Comprehensive Technical Program

You may take any or all of these courses as many times as you like

CompTIA

A+
Introduction to Networking
Network+
Security+
Server+
IT Project+
Linux+

Microsoft Server 2003

Course 2261: Supporting Users Running the Microsoft Windows XP Operating System (3 days)
Course 2262: Supporting Users Running Applications on a Microsoft Windows XP Operating System (2 days)
Course 2272: Implementing and Supporting Microsoft Windows XP Professional (5 days)
Course 2273: Managing and Maintaining a Microsoft Windows Server 2003 Environment (5 days)
Course 2276: Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts (2 days)
Course 2277: Implementing, Managing, & Maintaining a Microsoft Windows 2003 Network Infrastructure: Network Services (5 days)
Course 2278: Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure (5 days)
Course 2279: Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure (5 days)
Course 2282: Designing a Microsoft Windows Server 2003 Active Directory Structure and Network Infrastructure (5 days)
Course 2830: Designing Security for Microsoft Networks (3 days)
Course 2400: Implementing and Managing a Microsoft Exchange Server 2003 (5 days)

Microsoft SQL Server Electives

Course 2073: Programming a Microsoft SQL Server 2000 Database (5 days)
Course 2071: Querying a Microsoft SQL Server 2000 with Transact-SQL (2 days)
Course 2072: Administering a Microsoft SQL Server 2000 Database (5 days)

CISCO

Interconnecting CISCO Network Devices (ICND)
Building Scalable CISCO Internetworks (BSCI)

Microsoft .NET Programming

Course 2559: Introduction to Visual Basic .NET Programming (5 days)
Course 2373: Programming with Visual Basic .NET
Course 2310: Developing a Microsoft ASP.NET Web Applications Using Visual Studio .NET (5 days)
Course 2389: Programming with Microsoft ADO.NET (3 days)
Course 2565: Developing Microsoft .NET Applications for Windows (Visual Basic .NET) (5 days)

Security

Security Awareness
SCNP Hardening the Infrastructure

Test vouchers are an additional cost. Technical Program is person specific. Valid ONLY at the Newhorizons of Dublin, OH location

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