

**SHELBY COUNTY GOVERNMENT**

**TRAINING  
ENROLLMENT  
GUIDE**

**FOR NEW HORIZONS COMPUTER LEARNING CENTER  
(FORMERLY UNITED TRAINING)**

**HR TRAINING & WORKFORCE DEVELOPMENT**

# Perfect Learning System

Welcome to the Shelby County's Training Office ("SCTO") website!

Access to the platform

Username

Password

Log in

Forgotten your username or password?

New account

Login to the Train Together platform via [traintogether.shelbycountyttn.gov](http://traintogether.shelbycountyttn.gov) using your Train Together credentials, or create a New Account if necessary.

- Home
- Dashboard
- Calendar
- Private files

Accessibility settings

# Shelby County's Train Together

## New Horizons

- New Horizons Course Enrollment Guide
- New Horizons Course List
- How to Enroll in Training Classes.
- How to update your Profile. 250.9KB PDF document Uploaded 06/8/23, 16:02
- How to Unenroll from a Training class. PDF document Uploaded 06/8/23, 15:56
- SCG New Horizons Course Enrollment Form

## Course categories

- PD: Professional Development (17)
- SU: Supervisory Development (15)
- HW: Health and Wellness (1)

▶ Expand all

Welcome to the Shelby County's Training Office ("SCTO") website! The SCTO is committed to providing employees with the highest quality work-related developmental and educational programs that promote a knowledgeable and effective workforce.

## Calendar

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Access the United Training Class Enrollment Form and Course List by selecting and downloading the documents from the left column of the homepage, under the "New Horizons" section.

Please follow the following instructions to enroll in a class with New Horizons.

- Follow link to New Horizons website.
  - <https://www.newhorizons.com>
- Click the "Find Training" tab on the menu bar.
- Click on the Technology of choice (A listing of classes will appear).
- Click on course desired (A course schedule will appear of available classes).
- Make your selection by cutting and pasting below on the Course Enrollment template and return to me. Do not Enroll on the website.

Once your class has been scheduled you will receive a confirmation from New Horizons.

Enrollment Request	
Please send all completed Enrollment Request forms to <a href="mailto:salesenablement@newhorizons.com">salesenablement@newhorizons.com</a> .	
Registration Information	
Company Name:	Shelby County TN
Student Name:	
Student Email:	
Course Name:	
Date (1 <sup>st</sup> Choice):	
Date (2 <sup>nd</sup> Choice):	
Retake (Yes/No):	
Reschedule (Yes/No):	
Order ID, Learning Credit,	Terrence Johnson; Extension 3 Seat Corporate Membership with Adobe and Workplace Fundamentals Add-on, 7 Microsoft Dedicated

After downloading the New Horizons Class Enrollment Form, following the instructions at the top of the form, go to the New Horizons website.

# Unlock Your Team's Potential

New Horizons offers hands on virtual and in-person modern IT & Technology training for team optimization and career development. We deliver the IT Training and Certification outcomes you are looking for:

- Over 900 courses to choose from
- 100,000 Students Trained Annually
- 4.8/5 Instructor Rating

Whether you're looking to upskill your team, advance your own skills, or would like private training for your organization, New Horizons can provide the real-world training to take you and your team to the next level. Get Started Today!

View Our Catalog

Speak To An Expert

Find Training



From the United Training website, locate the "Find Training" tab near the upper center of the homepage.

800.500.3135

What Would You Like to Learn?

Student Login

Cart

BRANDS

TOPICS / JOB ROLE

CERTIFICATION

ADVANCED SEARCH

Adobe  
Apple  
AWS  
CertNexus  
Check Point  
Cisco  
Citrix  
CMMC  
CompTIA  
Dell Training  
EC-Council  
F5 Networks  
Google  
IBM

ISACA  
ISC2  
ITIL  
Lean Six Sigma  
Oracle  
Palo Alto  
Python  
PMI  
Red Hat  
Salesforce  
SAP  
SHRM  
Tableau  
VMware

**Microsoft**  
365  
AI  
Azure  
Dynamics  
Office  
Power Platform  
PowerShell  
Security  
SharePoint  
SQL Server  
Teams  
Windows Client  
Windows Server

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- 4.8/5 Instructor Rating

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View Our Catalog

Speak To An Expert



After referencing the United Training Course List, select a training course category from the "Find Training" drop down menu.

# Microsoft Office Training

[Microsoft Office Training](#)

[UT Pro Subscription](#)

[Free Resources](#)

[Why Choose New Horizons?](#)

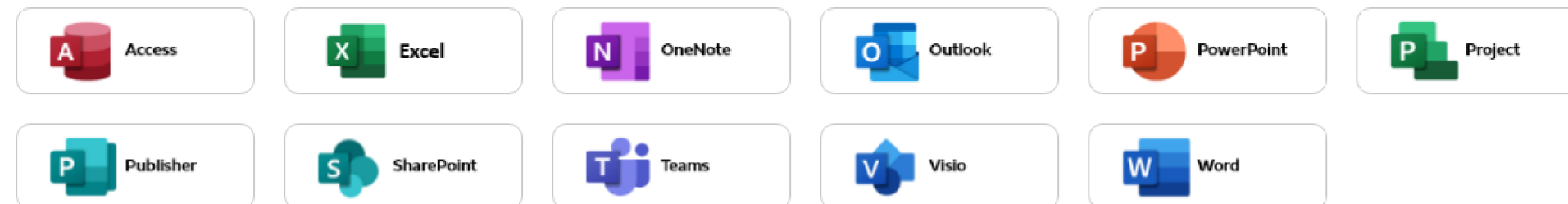
[Contact Us](#)

Microsoft Office has flexible and powerful ways to deliver your best work—at the office or at home. From beginner to advanced, Microsoft Office courses from New Horizons are designed to get the student engaged in hands-on activities to show you how to work more efficiently—producing amazing results however and wherever you work.



New Horizons offers more learning solutions for Microsoft Office than any other training provider.

## Microsoft Office Product Training



[Free Microsoft Office Resources](#)

Within the selected training course category, select the desired training course from the available options.

# Microsoft Excel Training Courses

[Full Day Courses](#)

[Half Day Courses](#)

[Short Duration / On Demand](#)

[UT Pro Subscription](#)

[Free Resources](#)

[Why Choose New Horizons?](#)

[Contact Us](#)

Microsoft Excel is the standard spreadsheet application for both the business world and personal use. New Horizons offers flexible learning methods and more ways to get trained in Microsoft Office than any other learning provider.


Regardless if you're new to Excel or an advanced user, our Microsoft certified subject matter experts will teach you everything you need to know to become an Excel power user.



## Microsoft Excel Training - Full Day(s)


### Excel - Part 1

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

1 Day | \$295 


### Excel - Part 2

This course builds upon the foundational knowledge presented in Excel- Part 1 and will help you to create advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence.

1 Day | \$295 

### Excel - Part 3

Put the full power of Excel right at your fingertips, and learn to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions.

1 Day | \$295 

[Data Analysis and Visualization with Microsoft Excel](#)

[Programming and Data Wrangling with VBA and Excel](#)

[VBA with Microsoft Excel](#)

Select the specific training course level from the dropdown menu under the selected training course. (Ex. Excel - Part 1)



# Excel - Part 1

**Price**  
\$295.00 USD

**Duration** ⓘ  
1 Day

**Delivery Methods**  
Virtual Instructor Led  
Private Group

Request More Information

Download Course Details

Course Details Only

Course Details & Schedule

## Course Overview

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201.

## Course Objectives

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will: Get started with Microsoft Excel. Perform calculations. Modify a worksheet. Format a worksheet. Print workbooks. Manage workbooks.

Why Choose New Horizons?

Eligible New Horizons Programs



## Upcoming Class Dates and Times

**May 10**  
8:00 AM - 4:00 PM  
**ENROLL**  
\$295.00 USD

**Guaranteed to Run**  
Virtual: Online - CST

**May 13**  
8:00 AM - 4:00 PM  
**ENROLL**  
\$295.00 USD

**Guaranteed to Run**  
Virtual: Online - CST

Identify a preferred date, time, and method for the training course.

\*This step of the process is a tool to determine training offerings.

**DO NOT ENROLL IN THE COURSE VIA NEW HORIZON'S WEBSITE**



Please follow the following instructions to enroll in a class with New Horizons.

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### Enrollment Request

Please send all completed Enrollment Request forms to [salesenablement@newhorizons.com](mailto:salesenablement@newhorizons.com).

#### Registration Information

Company Name:	Shelby County TN
Student Name:	Jennifer Williams
Student Email:	<a href="mailto:jennifer.williams@shelbycountyttn.gov">jennifer.williams@shelbycountyttn.gov</a>
Course Name:	Excel 1
Date (1 <sup>st</sup> Choice):	May 15, 2024
Date (2 <sup>nd</sup> Choice):	May 21, 2024
Retake (Yes/No):	No
Reschedule (Yes/No):	No
Order ID, Learning Credit, Coupon Pool:	Terrence Johnson; Extension 3 Seat Corporate Membership with Adobe and Workplace Fundamentals Add-on, 7 Microsoft Dedicated Office Classes. 9/15/23 ORD-UTC-0120833

**Thank you for choosing New Horizons for your training needs and have a great class!**

After selecting a training, date, and method, return to the New Horizons Class Enrollment Form to input your personal and course information. Email the completed form to Dan Dale ([daniel.dale@newhorizons.com](mailto:daniel.dale@newhorizons.com)), with your manager/supervisor copied, to enroll in the training course.