

To:
Secondary schools

Your Ref: Paul Gohl
My Ref: PG/MCP
Contact: Paul Gohl
Tel: 01482 613968
Fax: 01482 613290
E-mail: paul.gohl@hullcc.gov.uk
Date: 27th November 03

Dear Head Teacher,

The LEA is able to fund training for ICT Managers and Technicians in Microsoft Professional and Server 2000.

As a result training is available for one ICT Manager or Technician from each secondary school in the LEA.

The training consists of the following courses:

Microsoft Certified Profession (MCP) Fast track in Windows 2000 Professional and Server. This is a 5 day training course.

This has been chosen primarily because of the amount of Windows technologies in the schools and that Windows 2000 professional is a base line for Windows XP. Undertaking this MCP is the most desirable elective of the MS training suite. After the training has been completed delegates will have the option to take the 2 MCP examinations. One voucher is provided with the course to take one of the examinations. The school would have to fund the additional cost for the other examination should they wish to do so. Please find attached the course details.

The cost normally would be £1495.00 however the LEA will subsidise 90% of this leaving the school to only have to pay £150 per delegate.

The training will take place during the spring half term break (16th – 20th February). The location will be IT Interface, Hull.

If you wish one person from your school to attend this training then please complete the fax back form and return to myself no later than 19th December 2003 with your budget codes. Not all schools may wish to take up this offer so if you would like an additional person from your school to attend then please specify on the fax back form. The ICT Training and Security section can not guarantee places for additional people. Costs per additional will be £500.

Please call me direct should you require any additional details.

Regards

Paul Gohl

ICT Training and Security Officer

On behalf of the IT Manager

Fax

Contact me on:
Tel: 01482 613968
Fax: 01482 613290
email: paul.gohl@hullcc.gov.uk

To: Paul Gohl

Fax: 01482 613290

From:

Date:

No. of pages including this one:

School

IT Interface

I wish to book a place on the MCP Fast track 5 day course:

YES NO

Attendee

Additional attendee

Budget Codes/.....

Signed

Print Name

Please return to Claire Winship, IT Clerk, Learning Services, IT Section, 3rd Floor Essex House, Manor Street, Hull, HU1 1YD **no later than the 19th December 2003.**

FAX 613290

EMAIL Claire.winship@hullcc.gov.uk

Please note the following conditions exist and individual schools will be charged accordingly if they cancel within the periods of time below:

Cancellation of training within 28 days will be charged at the full rate of £1495.

it interface

2151/2152 MCP Fast Track (5 days)

Course Outline

Prerequisites:

- Windows 2000: Network and Operating System Basics or equivalent knowledge.

Chapter 1: Installing Windows 2000

Topics:

- Overview of Windows 2000
- Installing Windows 2000
- Upgrading to Windows 2000
- Server-based Installation

Chapter 2: The Windows 2000 Boot Process

Topics:

- Examining the Windows 2000 Boot Process
- Troubleshooting the Boot Process

Chapter 3: Customizing a Windows 2000 Installation

Topics:

- Installing and Configuring Hardware
- Customizing Windows 2000
- Adding and Removing Software and Operating System Updates

Chapter 4: Managing Hard Disks and Partitions

Topics:

- Creating and Managing Partitions on Basic Disks
- Dynamic Disks
- Disk Defragmentation and Compression

Chapter 5: Managing Users and Groups in a Windows 2000 Workgroup

Topics:

- Creating and Managing Local User Accounts
- Creating and Managing Local Groups

Chapter 6: Sharing and Securing File System Resources

Topics:

- Securing Files with NTFS
- Security System Interactions

Chapter 7: Configuring Windows 2000 Network Clients

Topics:

- Configuring DHCP and DNS Clients
- Joining a Windows 2000 Active Directory Domain

Chapter 8: Managing Users and Groups in a Domain

Topics:

- Domain User Accounts
- Groups in a Domain Environment
- User Profiles

Chapter 9: Connecting to a Novell NetWare Network

Topics:

- Installing and Configuring the NWLink Protocol
- Using the Microsoft Gateway and Client Services for NetWare

Chapter 10: Managing Network Storage

Topics:

- Using the Distributed File System (Dfs)
- Setting and managing disk quotas
- Creating user home folders
- Configuring and using Offline Files
- Managing encryption

Chapter 11: Managing Network Printing

Topics:

- Windows 2000 Printing
- Administering Printers
- Web-based Printing in Windows 2000

Chapter 12: Monitoring and Optimizing Performance

Topics:

- Using Event Viewer
- Monitoring performance
- Optimizing Windows 2000 Performance

Chapter 13: Protecting Against Disaster

Topics:

- Overview of Windows 2000 disaster protection features
- Using the Windows 2000 Backup utility
- Creating fault-tolerant volumes
- Configuring an Uninterruptible Power Supply

Chapter 14: Using Terminal Services

Topics:

- Installing Terminal Services
- Terminal Services Clients
- Installing Applications for Multiple Users
- Modifying and Uninstalling Terminal Services

Chapter 15: Skills

Skills:

- At the end of the course, students will be able to:
- Install Windows 2000 Server and Profesional, understand the upgrade process from Windows 9x and Windows NT, and prepare for an unattended installation.
- Explain the Windows 2000 boot process.
- Install Plug and Play and legacy hardware, use Device Manager to configure hardware devices, customize a Windows 2000 installation, and add and remove software and operating system updates.
- Create partitions on basic disks, upgrade basic disks to dynamic disks, defragment a hard disk, and use NTFS file compression.
- Create and manage users and groups in a Windows 2000 workgroup.
- Secure files with NTFS security, and analyze the interaction between share permissions and NTFS security.
- Configure DNS and DHCP clients, and join a Windows 2000 Active Directory domain.
- Create and manage users and groups in an Active Directory domain, and create and assign user profiles.
- Connect to a Novell NetWare network using Gateway and Client Services for NetWare.
- Use the Distributed File System, set and manage disk quotas, create user home folders, configure Offline Files, and encrypt files and folders.
- Create a local printer, connect to a network printer, manage network printing, and connect to a network printer through the Web.
- Use Event Viewer to analyze network information, use Performance to analyze network activity, and optimize network and server performance.
- Define Windows 2000 fault tolerance features, use the Windows 2000 Backup utility, and create mirrored and RAID-5 volumes.
- Install and configure a Terminal Services server and client, establish a terminal session, and remotely administer a user session using Terminal Services.