

Basic Skills
Communication Skills
Computing / ICT
Health & Safety
Languages
Managing Finance
Managing Information
Managing People
Personal Development
Processes & Operations
Sales / Marketing

Main Category	Sub Category	Product	ID	Price EX VAT	Duration (mins)
Basic Skills	Literacy	Grammar Series	4298	£75.00	540
Basic Skills	Literacy	Basic Skills Literacy Entry Levels 1, 2 and 3 (Train 2 Gain/Real Talk Literacy)	6998	£150.00	7200
Communication Skills	General	Quality Communications	7016	£21.00	30
Communication Skills	General	Communications Management	6161	£30.00	120
Communication Skills	General	Effective Communications	6143	£30.00	45
Communication Skills	Body Language	A Background to Body Language	6776	£33.75	40
Communication Skills	Body Language	Silent Selling - Using Body Language in Sales	6779	£33.75	40
Communication Skills	Body Language	Silent Speech - Understanding Body Language	6777	£33.75	60
Communication Skills	Body Language	Using Body Language in the Workplace	6778	£33.75	40
Communication Skills	Negotiation	Introduction to Negotiation	179	£33.75	40
Communication Skills	Negotiation	Negotiating Strategies 1 – Strategy Basics	178	£33.75	40
Communication Skills	Negotiation	Negotiating Strategies 2 – Psychological Strategies	177	£33.75	40
Communication Skills	Oral Communication Skills	An Introduction to Listening	166	£33.75	40
Communication Skills	Oral Communication Skills	Becoming a Better Listener	164	£33.75	40
Communication Skills	Oral Communication Skills	Questioning Skills - Unproductive Questions	167	£33.75	40
Communication Skills	Oral Communication Skills	Questioning Skills - Using Closed Questions	168	£33.75	40
Communication Skills	Oral Communication Skills	Questioning Skills - Using Open Questions	170	£33.75	40
Communication Skills	Oral Communication Skills	Questioning Skills - Using Probing Questions	169	£33.75	40
Communication Skills	Oral Communication Skills	Questioning Skills - Why Are Questions Important?	171	£33.75	40
Communication Skills	Oral Communication Skills	Removing the Barriers to Listening	165	£33.75	40
Communication Skills	Oral Communication Skills	The Persuasion Process	175	£33.75	40
Communication Skills	Presentation Skills	Presentations 1 - Preparing For the Presentation	174	£33.75	40
Communication Skills	Presentation Skills	Presentations 2 - The Presentation	173	£33.75	40
Communication Skills	General	Communicating with Power Series	6992	£45.00	540
Communication Skills	General	Effective Business Communication Series	6237	£45.00	660
Communication Skills	Negotiation	Negotiating Series	909	£45.00	1080
Communication Skills	Presentation Skills	Effective Presentations Series	6512	£45.00	600
Communication Skills	Written Communication Skill	E-Mailing Your Way to the Top Series	7134	£45.00	480
Communication Skills	General	Fast Effective Reading (Speed Reading)	7042	£50.87	150
Communication Skills	General	Communication (Videos)	5587	£75.00	172
Communication Skills	General	Difficult Interactions (HMM10)	6958	£198.00	60
Communication Skills	General	Meeting Management (HMM10)	6971	£198.00	60
Communication Skills	Negotiation	Negotiating (HMM10)	6972	£198.00	60
Communication Skills	Oral Communication Skills	Persuading Others (HMM10)	6976	£198.00	60
Communication Skills	Presentation Skills	Presentation Skills (HMM10)	6977	£198.00	60
Communication Skills	Written Communication Skill	Writing Skills (HMM10)	6988	£198.00	60
Computing / ICT	ECDL / IC DL	ECDL Office 2003 - Module 1 - Basic Concepts of Information Technology	6181	£18.00	180
Computing / ICT	ECDL / IC DL	ECDL Office 2003 - Module 2 - Using the Computer and Managing Files	6182	£18.00	180
Computing / ICT	ECDL / IC DL	ECDL Office 2003 - Module 3 - Word Processing	6183	£18.00	180
Computing / ICT	ECDL / IC DL	ECDL Office 2003 - Module 4 - Spreadsheets	6184	£18.00	180
Computing / ICT	ECDL / IC DL	ECDL Office 2003 - Module 5 - Databases	6185	£18.00	180
Computing / ICT	ECDL / IC DL	ECDL Office 2003 - Module 6 - Presentations	6186	£18.00	180
Computing / ICT	ECDL / IC DL	ECDL Office 2003 - Module 7 - Outlook - Information and Communication	6187	£18.00	180
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 Module 1 – Concepts of Information Technology	6411	£24.00	180
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 Module 2 – Using the Computer and Managing Files	6412	£24.00	300
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 Module 3 – Word Processing	6413	£24.00	420
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 Module 4 – Spreadsheets	6414	£24.00	540
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 Module 5 – Database	6415	£24.00	300
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 Module 6 – Presentation	6416	£24.00	420
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 Module 7 – Information and Communication	6417	£24.00	360
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 XP Module 1 – Concepts of Information Technology	6418	£24.00	180
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 XP Module 2 – Using the Computer and Managing Files	6419	£24.00	300
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 XP Module 3 – Word Processing	6420	£24.00	360
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 XP Module 4 – Spreadsheets	6421	£24.00	540
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 XP Module 5 – Database	6422	£24.00	300
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 XP Module 6 – Presentation	6423	£24.00	360
Computing / ICT	ECDL / IC DL	ECDL Version 4.0 XP Module 7 – Information and Communication	6424	£24.00	360
Computing / ICT	ECDL / IC DL	ECDL V4 (European Computer Driving Licence)	5528	£25.50	1800
Computing / ICT	PC Basics	TypingWeb Typing Tutor	6920	£27.00	3000

Computing / ICT	ECDL / IC DL	ECDL V 4.5 2000 (European Computer Driving Licence)	6921	£30.00	1800
Computing / ICT	ECDL / IC DL	ECDL V 4.5 2003 (European Computer Driving Licence)	6922	£30.00	1800
Computing / ICT	ECDL / IC DL	ECDL V 4.5 XP (European Computer Driving Licence)	6923	£30.00	1800
Computing / ICT	Networking	TCP/IP (Transmission Control Protocol/Internet Protocol)	6434	£32.61	960
Computing / ICT	ECDL / IC DL	e-Citizen	6587	£36.00	360
Computing / ICT	Databases	Microsoft Office Access 2000 Level 1	6795	£42.00	240
Computing / ICT	Databases	Microsoft Office Access 2000 Level 2	6796	£42.00	180
Computing / ICT	Databases	Microsoft Office Access 2000 Level 3	6797	£42.00	300
Computing / ICT	Databases	Microsoft Office Access 2002 Level 1	6812	£42.00	360
Computing / ICT	Databases	Microsoft Office Access 2002 Level 2	6818	£42.00	300
Computing / ICT	Databases	Microsoft Office Access 2002 Level 3	6819	£42.00	360
Computing / ICT	Databases	Microsoft Office Access 2003 Level 1	6783	£42.00	360
Computing / ICT	Databases	Microsoft Office Access 2003 Level 2	6784	£42.00	360
Computing / ICT	Databases	Microsoft Office Access 2003 Level 3	6785	£42.00	360
Computing / ICT	Databases	Microsoft Office Access 2007 Level 1	6884	£42.00	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2000 Level 1	6801	£42.00	240
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2000 Level 2	6802	£42.00	240
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2000 Level 3	6805	£42.00	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2002 Level 1	6813	£42.00	420
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2002 Level 2	6827	£42.00	300
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2002 Level 3	6828	£42.00	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2003 Level 1	6833	£42.00	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2003 Level 2	6837	£42.00	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2003 Level 3	6844	£42.00	300
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2007 Level 1	6889	£42.00	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2007 Level 2	6890	£42.00	360
Computing / ICT	Internet & email	Microsoft Office FrontPage 2000 Level 1	6808	£42.00	240
Computing / ICT	Internet & email	Microsoft Office FrontPage 2000 Level 2	6809	£42.00	240
Computing / ICT	Internet & email	Microsoft Office FrontPage 2002 Level 1	6831	£42.00	420
Computing / ICT	Internet & email	Microsoft Office FrontPage 2002 Level 2	6832	£42.00	360
Computing / ICT	Internet & email	Microsoft Office FrontPage 2003 Level 1	6841	£42.00	360
Computing / ICT	Internet & email	Microsoft Office Outlook 2000 Level 1	6806	£42.00	240
Computing / ICT	Internet & email	Microsoft Office Outlook 2000 Level 2	6807	£42.00	240
Computing / ICT	Internet & email	Microsoft Office Outlook 2002 Level 1	6829	£42.00	1080
Computing / ICT	Internet & email	Microsoft Office Outlook 2002 Level 2	6830	£42.00	300
Computing / ICT	Internet & email	Microsoft Office Outlook 2003 Level 1	6834	£42.00	420
Computing / ICT	Internet & email	Microsoft Office Outlook 2003 Level 2	6840	£42.00	300
Computing / ICT	Internet & email	Microsoft Office Outlook 2007 Level 1	6887	£42.00	420
Computing / ICT	Internet & email	Microsoft Office Outlook 2007 Level 2	6888	£42.00	300
Computing / ICT	Operating Systems	Windows Vista	6893	£42.00	300
Computing / ICT	Spreadsheets	Microsoft Office Excel 2000 Level 1	6798	£42.00	300
Computing / ICT	Spreadsheets	Microsoft Office Excel 2000 Level 2	6799	£42.00	240
Computing / ICT	Spreadsheets	Microsoft Office Excel 2000 Level 3	6800	£42.00	360
Computing / ICT	Spreadsheets	Microsoft Office Excel 2002 Level 1	6811	£42.00	420
Computing / ICT	Spreadsheets	Microsoft Office Excel 2002 Level 2	6816	£42.00	360
Computing / ICT	Spreadsheets	Microsoft Office Excel 2002 Level 3	6817	£42.00	300
Computing / ICT	Spreadsheets	Microsoft Office Excel 2003 Level 1	6836	£42.00	420
Computing / ICT	Spreadsheets	Microsoft Office Excel 2003 Level 2	6839	£42.00	360
Computing / ICT	Spreadsheets	Microsoft Office Excel 2003 Level 3	6842	£42.00	360
Computing / ICT	Spreadsheets	Microsoft Office Excel 2007 Level 1	6885	£42.00	420
Computing / ICT	Spreadsheets	Microsoft Office Excel 2007 Level 2	6886	£42.00	360
Computing / ICT	Word processing	Microsoft Office Word 2000 Level 1	6794	£42.00	240
Computing / ICT	Word processing	Microsoft Office Word 2000 Level 2	6803	£42.00	300
Computing / ICT	Word processing	Microsoft Office Word 2000 Level 3	6804	£42.00	360
Computing / ICT	Word processing	Microsoft Office Word 2002 Level 1	6810	£42.00	360
Computing / ICT	Word processing	Microsoft Office Word 2002 Level 2	6814	£42.00	300
Computing / ICT	Word processing	Microsoft Office Word 2002 Level 3	6815	£42.00	480
Computing / ICT	Word processing	Microsoft Office Word 2003 Level 1	6835	£42.00	360
Computing / ICT	Word processing	Microsoft Office Word 2003 Level 2	6838	£42.00	420
Computing / ICT	Word processing	Microsoft Office Word 2003 Level 3	6845	£42.00	420
Computing / ICT	Word processing	Microsoft Office Word 2007 Level 1	6891	£42.00	360
Computing / ICT	Word processing	Microsoft Office Word 2007 Level 2	6892	£42.00	420
Computing / ICT	Databases	Access 2000 MOS Series	674	£45.00	1320
Computing / ICT	Databases	Access 2002 Series	677	£45.00	1320
Computing / ICT	Databases	Access 2003 Series	5473	£45.00	1320
Computing / ICT	Databases	Access 2007 Advanced Series	6994	£45.00	540
Computing / ICT	Databases	Access 2007 Series	6657	£45.00	540
Computing / ICT	Databases	Crystal Reports 8 Series	699	£45.00	1620
Computing / ICT	Databases	Crystal Reports XI Series	6646	£45.00	1260
Computing / ICT	Databases	Lotus Notes 6.5 Series	5478	£45.00	1200
Computing / ICT	Databases	Lotus Notes R5 Series	838	£45.00	2580
Computing / ICT	Databases	SAP R/3 Release 4.6 Series	865	£45.00	720
Computing / ICT	DTP / Graphics / Powerpoint	Paint Shop Pro 5 Series	700	£45.00	540

Computing / ICT	DTP / Graphics / Powerpoint	PowerPoint 2000 MOS Series	701	£45.00	900
Computing / ICT	DTP / Graphics / Powerpoint	PowerPoint 2002 Series	840	£45.00	960
Computing / ICT	DTP / Graphics / Powerpoint	PowerPoint 2003 Series	5477	£45.00	1500
Computing / ICT	DTP / Graphics / Powerpoint	PowerPoint 2007 Series	6995	£45.00	1140
Computing / ICT	ECDL / ICDL	BCS Certificate for IT Users (Level 2) - Unit E Series	6238	£45.00	240
Computing / ICT	ECDL / ICDL	ECDL V 4.5 Vista/2007 (European Computer Driving Licence)	7152	£45.00	1800
Computing / ICT	ECDL / ICDL	International Computer Driving Licence 4.0 XP Series	5568	£45.00	2400
Computing / ICT	ECDL / ICDL	International Computer Driving Licence Version 4.0 Series	7149	£45.00	2520
Computing / ICT	Internet & email	GroupWise 5.5 Series	845	£45.00	960
Computing / ICT	Internet & email	GroupWise 6.5 Series	6228	£45.00	1560
Computing / ICT	Internet & email	Internet Explorer 6 Series	5479	£45.00	360
Computing / ICT	Internet & email	Internet Explorer 7 Series	6620	£45.00	180
Computing / ICT	Internet & email	Lotus Notes 8.5 Series	7138	£45.00	240
Computing / ICT	Internet & email	Outlook 2002 Series	698	£45.00	1080
Computing / ICT	Internet & email	Outlook 2003 Series	5480	£45.00	1500
Computing / ICT	Internet & email	Outlook 2007 Series	7023	£45.00	900
Computing / ICT	Operating Systems	Computing Concepts Series	695	£45.00	1380
Computing / ICT	Operating Systems	Windows 2000 Basics - Client Series	6514	£45.00	180
Computing / ICT	Operating Systems	Windows Vista Series	6821	£45.00	120
Computing / ICT	Operating Systems	Windows XP Upgrade Series	880	£45.00	360
Computing / ICT	PC Basics	Computer Basics Series	5474	£45.00	240
Computing / ICT	PC Basics	Introduction to PCs Series	891	£45.00	2100
Computing / ICT	PC Basics	Office 2000 Series	692	£45.00	1620
Computing / ICT	PC Basics	Office 2003 - Whats New Series	5481	£45.00	120
Computing / ICT	PC Basics	Office 2007 Series	6621	£45.00	840
Computing / ICT	PC Basics	Office XP Upgrade Series	696	£45.00	600
Computing / ICT	PC Basics	QuickBooks 2004 Series	5485	£45.00	1980
Computing / ICT	PC Basics	Works Series	4325	£45.00	1320
Computing / ICT	Programming	SharePoint 2003 Series	6245	£45.00	960
Computing / ICT	Spreadsheets	Excel 2000 MOS Expert Series	702	£45.00	1380
Computing / ICT	Spreadsheets	Excel 2000 MOS Series	4300	£45.00	1260
Computing / ICT	Spreadsheets	Excel 2002 Series	839	£45.00	1320
Computing / ICT	Spreadsheets	Excel 2003 Series	5475	£45.00	1560
Computing / ICT	Spreadsheets	Excel 2007 Advanced Series	6820	£45.00	720
Computing / ICT	Spreadsheets	Excel 2007 Series	6658	£45.00	660
Computing / ICT	Word processing	Word 2000 MOS Expert Series	883	£45.00	960
Computing / ICT	Word processing	Word 2000 MOS Series	882	£45.00	1080
Computing / ICT	Word processing	Word 2002 Series	888	£45.00	1080
Computing / ICT	Word processing	Word 2003 Series	5476	£45.00	1920
Computing / ICT	Word processing	Word 2007 Series	6781	£45.00	840
Computing / ICT	ECDL / ICDL	European Computer Driving Licence 4.0 XP Series	5567	£49.50	2400
Computing / ICT	ECDL / ICDL	European Computer Driving Licence Version 4.0 Series	4326	£49.50	2280
Computing / ICT	ECDL / ICDL	European Computer Driving Licence Version 4.5 Series	6924	£49.50	2640
Computing / ICT	ECDL / ICDL	International Computer Driving License 4.0 XP U.S. Series	6252	£49.50	2400
Computing / ICT	Networking	Active Directory Quickstart	6436	£65.22	480
Computing / ICT	Networking	Microsoft Windows XP/Server 2003 Deployment	6439	£65.22	1440
Computing / ICT	Networking	Networking and Services	6508	£65.22	2400
Computing / ICT	Networking	Networking Services Rapid	5402	£65.22	960
Computing / ICT	Networking	Remote Administration	6435	£65.22	480
Computing / ICT	Networking	User Management In Active Directory	6437	£65.22	2400
Computing / ICT	Databases	DB2 Universal Database Series	6229	£75.00	1920
Computing / ICT	Databases	FOCUS Series	2371	£75.00	3180
Computing / ICT	Databases	Microsoft SQL Server 2005 Admin MCITP 70-444 Series	7037	£75.00	780
Computing / ICT	Databases	Microsoft SQL Server 2005 Data Access MCITP 70-442 Series	7038	£75.00	840
Computing / ICT	Databases	Microsoft SQL Server 2005 Design MCITP 70-443 Series	7039	£75.00	960
Computing / ICT	Databases	Microsoft SQL Server 2005 Solutions MCITP 70-441 Series	7040	£75.00	720
Computing / ICT	Databases	Microsoft SQL Server 2005 Upgrade MCITP 70-447 Series	7041	£75.00	300
Computing / ICT	Databases	Oracle 10g Administration Series	6650	£75.00	891
Computing / ICT	Databases	Oracle 10g Database Administration II 1Z0-043 Series	7029	£75.00	1140
Computing / ICT	Databases	Oracle 8 Series	978	£75.00	1800
Computing / ICT	Databases	Oracle Series	977	£75.00	2100
Computing / ICT	Databases	Oracle9i Database Fundamentals 1Z1-031 Series	979	£75.00	1860
Computing / ICT	Databases	Oracle9i Database Fundamentals II 1Z0-032 Series	7030	£75.00	1440
Computing / ICT	Databases	Oracle9i Database Performance Tuning 1Z0-033 Series	7031	£75.00	1080
Computing / ICT	Databases	Oracle9i SQL 1Z0-007 Series	5515	£75.00	1440
Computing / ICT	Databases	PowerBuilder 9 Advanced Development Series	5507	£75.00	720
Computing / ICT	Databases	RDBMS Fundamentals Series	1026	£75.00	240
Computing / ICT	Databases	SQL for the Windows Environment Series	6651	£75.00	1260
Computing / ICT	Databases	SQL Server 2000 Admin MCDBA MCSA MCSE 70-228 Series	5529	£75.00	780
Computing / ICT	Databases	SQL Server 2000 Database Design MCSE 70-229 Series	2407	£75.00	1320
Computing / ICT	Databases	SQL Server 2005 MCTS 70-431 Series	6623	£75.00	1560
Computing / ICT	Databases	SQL Server 6.5 Series	2408	£75.00	2760
Computing / ICT	Databases	SQL Server 7 Admin Series	2413	£75.00	3720

Computing / ICT	Databases	Sybase Series	2388	£75.00	1380
Computing / ICT	Databases	XML Series	2454	£75.00	1140
Computing / ICT	DTP / Graphics / Powerpoint	Flash 8 Series	6517	£75.00	420
Computing / ICT	DTP / Graphics / Powerpoint	Flash MX 2004 ActionScript 2.0 Series	5546	£75.00	660
Computing / ICT	DTP / Graphics / Powerpoint	Flash MX 2004 Series	6248	£75.00	1440
Computing / ICT	DTP / Graphics / Powerpoint	Flash MX ActionScript Series	5565	£75.00	2160
Computing / ICT	DTP / Graphics / Powerpoint	Flash MX Series	2447	£75.00	1080
Computing / ICT	DTP / Graphics / Powerpoint	GUI Design Series	2450	£75.00	600
Computing / ICT	DTP / Graphics / Powerpoint	Photoshop 7 Series	4329	£75.00	2640
Computing / ICT	DTP / Graphics / Powerpoint	Photoshop CS Series	5563	£75.00	1980
Computing / ICT	DTP / Graphics / Powerpoint	Photoshop Series	2451	£75.00	1140
Computing / ICT	DTP / Graphics / Powerpoint	Visio 2002 Series	4310	£75.00	1800
Computing / ICT	Internet & email	CIW Foundations 1D0-510 Series	6625	£75.00	680
Computing / ICT	Internet & email	CIW Security 1D0-470 Series	5562	£75.00	2340
Computing / ICT	Internet & email	Dreamweaver 8 Series	6516	£75.00	240
Computing / ICT	Internet & email	Dreamweaver MX 2004 Series	5547	£75.00	1380
Computing / ICT	Internet & email	Dreamweaver MX Series	2444	£75.00	2520
Computing / ICT	Internet & email	Dynamic HTML Series	2445	£75.00	1140
Computing / ICT	Internet & email	Exchange 2000 Administration MCSE 70-224 Series	2394	£75.00	1380
Computing / ICT	Internet & email	Frontpage 2000 Series	2448	£75.00	660
Computing / ICT	Internet & email	IIS 6 Series	6622	£75.00	2220
Computing / ICT	Internet & email	PHP and MySQL Series	6240	£75.00	2580
Computing / ICT	Internet & email	Visual C# Web Applications MCAD 70-315 Series	4311	£75.00	600
Computing / ICT	Internet & email	Web Design & Graphics Series	2453	£75.00	960
Computing / ICT	Internet & email	Web Publishing and Design with HTML 4.01 and XHTML Series	6243	£75.00	900
Computing / ICT	Internet & email	WebSphere Studio Application Developer 5.0 and J2EE Series	5564	£75.00	840
Computing / ICT	Networking	Cisco Related Series BCMSN 642-811 Series	5499	£75.00	1500
Computing / ICT	Networking	Cisco Related Series BCMSN 642-812 Series	6823	£75.00	600
Computing / ICT	Networking	Cisco Related Series BCAN 642-821 Series	5500	£75.00	780
Computing / ICT	Networking	Cisco Related Series BSCI 642-801 Series	5510	£75.00	1020
Computing / ICT	Networking	Cisco Related Series BSCI 642-901 Series	6824	£75.00	660
Computing / ICT	Networking	Cisco Related Series CCDA 640-863 Series	7024	£75.00	840
Computing / ICT	Networking	Cisco Related Series CCNA 640-801 Series	5512	£75.00	1920
Computing / ICT	Networking	Cisco Related Series CCNA 640-802 Series	7025	£75.00	1140
Computing / ICT	Networking	Cisco Related Series CIT 642-831 Series	5514	£75.00	1080
Computing / ICT	Networking	Cisco Related Series ICND1 640-822 Series	7026	£75.00	660
Computing / ICT	Networking	Cisco Related Series ICND2 640-816 Series	7027	£75.00	300
Computing / ICT	Networking	Cisco Related Series ISCW 642-825 Series	6825	£75.00	660
Computing / ICT	Networking	Cisco Related Series ONT 642-845 Series	6826	£75.00	540
Computing / ICT	Networking	Client/Server Technology for Managers Series	1061	£75.00	420
Computing / ICT	Networking	CompTIA A+ Depot Technician 220-604 Series	6653	£75.00	900
Computing / ICT	Networking	CompTIA A+ Essentials 220-601 Series	6654	£75.00	1440
Computing / ICT	Networking	CompTIA A+ IT Technician 220-602 Series	6655	£75.00	1260
Computing / ICT	Networking	CompTIA A+ Remote Support Technician 220-603 Series	6656	£75.00	1200
Computing / ICT	Networking	CompTIA Network+ 2005 (N10-003) Series	6235	£75.00	2280
Computing / ICT	Networking	CompTIA Security+ SYO-101 Series	7140	£75.00	1440
Computing / ICT	Networking	CompTIA Server+ 2005 (SK0-002) Series	6515	£75.00	2760
Computing / ICT	Networking	Microsoft Certified Desktop Support Technician (MCDST)	6428	£75.00	2400
Computing / ICT	Networking	Microsoft Certified Professional (MCP) - Windows XP Professional	6427	£75.00	2400
Computing / ICT	Networking	Microsoft Exchange Server 2003 MCSA/MCSE 70-284 Series	5519	£75.00	960
Computing / ICT	Networking	MS Exchange Server 5.5 Series	5524	£75.00	2400
Computing / ICT	Networking	Novell 560 CNE Series	2384	£75.00	1740
Computing / ICT	Networking	Novell 570 CNE Advanced Administration Series	2385	£75.00	1080
Computing / ICT	Networking	Server 2003 Security Admin MCSA/MCSE 70-299 Series	5527	£75.00	660
Computing / ICT	Networking	TCP/IP Series	2415	£75.00	2460
Computing / ICT	Networking	Windows 2000 Active Directory MCSE 70-217 Series	2425	£75.00	1800
Computing / ICT	Networking	Windows 2000 Basics - Server Series	2393	£75.00	180
Computing / ICT	Networking	Windows 2000 Directory Design MCSE 70-219 Series	2399	£75.00	2040
Computing / ICT	Networking	Windows 2000 Network Administration MCSE 70-216 Series	2400	£75.00	1320
Computing / ICT	Networking	Windows 2000 Network Design MCSE 70-221 Series	2401	£75.00	1560
Computing / ICT	Networking	Windows 2000 Network Management MCSA 70-218 Series	2405	£75.00	2640
Computing / ICT	Networking	Windows 2000 Server 70-215 Series	2426	£75.00	2760
Computing / ICT	Networking	Windows Server 2003 Active Directory MCSE 70-294 Series	5539	£75.00	2220
Computing / ICT	Networking	Windows Server 2003 Administration MCSE 70-290 Series	5541	£75.00	3240
Computing / ICT	Networking	Windows Server 2003 Infrastructure MCSE 70-297 Series	5551	£75.00	1320
Computing / ICT	Networking	Windows Server 2003 Network Management MCSE 70-291 Series	5545	£75.00	3240
Computing / ICT	Networking	Windows Server 2003 Network Planning MCSE 70-293 Series	5550	£75.00	3060
Computing / ICT	Networking	Windows Server 2003 Security MCSE 70-298 Series	5555	£75.00	1980
Computing / ICT	Networking	Windows Server 2003 Series	5526	£75.00	1080
Computing / ICT	Networking	Windows Server 2008 Applications MCTS 70-643 Series	7145	£75.00	480
Computing / ICT	Networking	Windows Server 2008 Networking MCTS 70-642 Series	7146	£75.00	480

Computing / ICT	Operating Systems	CISSP Security Professional Series	5506	£75.00	1440
Computing / ICT	Operating Systems	Linux Red Hat Technician RHCT RH202 Series	6247	£75.00	1440
Computing / ICT	Operating Systems	Linux Series	2373	£75.00	1680
Computing / ICT	Operating Systems	SAS 8 Series	2377	£75.00	2220
Computing / ICT	Operating Systems	SAS Series	2376	£75.00	2280
Computing / ICT	Operating Systems	Solaris 8 System Administrator 310-011 Series	2379	£75.00	1860
Computing / ICT	Operating Systems	Solaris 9 System Administrator 310-014/310-015 Series	6250	£75.00	1020
Computing / ICT	Operating Systems	UNIX- Systems Series	2389	£75.00	2220
Computing / ICT	Operating Systems	Windows 2000 Professional MCSE 70-210 Series	2416	£75.00	2520
Computing / ICT	Operating Systems	Windows 2000 Security Design MCSE 70-220 Series	2421	£75.00	2340
Computing / ICT	Operating Systems	Windows Vista & Office 2007 Desktops MCTS 70-624 Series	7128	£75.00	540
Computing / ICT	Operating Systems	Windows Vista Configuration MCTS 70-620 Series	7131	£75.00	840
Computing / ICT	Operating Systems	Windows Vista Enterprise Support MCITP 70-622 Series	7129	£75.00	480
Computing / ICT	Operating Systems	Windows Vista Upgrade Series	6624	£75.00	675
Computing / ICT	Operating Systems	Windows XP Application Support MCDST 70-272 Series	5548	£75.00	780
Computing / ICT	Operating Systems	Windows XP Professional MCSE 70-270 Series	2430	£75.00	1800
Computing / ICT	Operating Systems	Windows XP System Support MCDST 70-271 Series	5549	£75.00	1020
Computing / ICT	PC Basics	Computing in Business	5660	£75.00	2400
Computing / ICT	PC Basics	IC3 - Internet & Computing Core Certification	6919	£75.00	1440
Computing / ICT	PC Basics	QuickBooks Series	4320	£75.00	1860
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Computing / ICT	Programming	C Series	974	£75.00	1920
Computing / ICT	Programming	CGI/Perl Series	2431	£75.00	900
Computing / ICT	Programming	ColdFusion MX Series	4291	£75.00	600
Computing / ICT	Programming	Java 1.2 Series	2437	£75.00	1200
Computing / ICT	Programming	Java 2 5.0 Programmer Certification 310-055 Series	7132	£75.00	720
Computing / ICT	Programming	Java 2 5.0 Programming Series	6242	£75.00	1860
Computing / ICT	Programming	Java 2 Enterprise Design Series	2442	£75.00	2640
Computing / ICT	Programming	Java 2 Programmer Certification 310-035 Series	2443	£75.00	1620
Computing / ICT	Programming	Java Web Services Series	7147	£75.00	900
Computing / ICT	Programming	JavaScript Series	6249	£75.00	840
Computing / ICT	Programming	Microsoft .NET 2.0 App Development MCTS 70-536 Series	6659	£75.00	1140
Computing / ICT	Programming	Microsoft .NET 2.0 Distributed Apps MCTS 70-529 Series	7032	£75.00	720
Computing / ICT	Programming	Microsoft .NET 2.0 Web Development MCTS 70-528 Series	6660	£75.00	960
Computing / ICT	Programming	Microsoft .NET 2.0 Windows Development MCTS 70-526 Series	7033	£75.00	960
Computing / ICT	Programming	Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316 Series	5520	£75.00	720
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Computing / ICT	Programming	Microsoft Exchange Server 2007 MCTS 70-236 Series	7034	£75.00	900
Computing / ICT	Programming	Microsoft SharePoint Server 2007 MCTS 70-542 Series	7095	£75.00	540
Computing / ICT	Programming	Microsoft SharePoint Server 2007 MCTS 70-630 Series	7036	£75.00	1200
Computing / ICT	Programming	Notes 5 Programming Series	2383	£75.00	1320
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Computing / ICT	ECDL / ICDL	ECDL Office 2003	6121	£97.50	1200
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	Health & Safety	Workplace Safety	Safety For Line Managers	4331	£16.28	60
	Health & Safety	Workstation Safety	Workstation Safety Plus	4287	£16.28	35
	Health & Safety	Duty Of Care	NSPCC Child Protection Awareness - Staying Aware	7161	£18.75	60
	Health & Safety	Food Hygiene	Sustainable Food Awareness Programme	4369	£22.50	240
	Health & Safety	Healthcare	Lone Working in the NHS	7104	£22.50	60
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	Health & Safety	Fire / Hazard Safety	Staying Safe with Electricity	6773	£33.75	35
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	Health & Safety	Workplace Safety	Introduction to Health & Safety at Work	154	£33.75	40
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Languages	French	French Beginner +	6502	£30.00	2400
Languages	French	French Intermediate	6503	£30.00	2400
Languages	German	German Beginner	6520	£30.00	2400
Languages	German	German Beginner +	6521	£30.00	2400
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**	Managing Finance	Financial Markets	Risk Management - Liquidity Analysis & Control	6755	£37.50	120
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**	Managing Finance	Financial Markets	Swaps - Applications for Corporates	6728	£37.50	75
**	Managing Finance	Financial Markets	Swaps - Applications for Institutional Investors	6729	£37.50	75
**	Managing Finance	Financial Markets	Swaps - Book Management	6734	£37.50	90
**	Managing Finance	Financial Markets	Swaps - Credit Exposure	6732	£37.50	75
**	Managing Finance	Financial Markets	Swaps - Documentation & Settlement	6733	£37.50	75
**	Managing Finance	Financial Markets	Swaps - Pricing & Valuation (Part I)	6730	£37.50	60

**	Managing Finance	Financial Markets	Swaps - Pricing & Valuation (Part II)	6731	£37.50	75
**	Managing Finance	Financial Markets	Swaptions	6724	£37.50	75
**	Managing Finance	Financial Markets	Treating Customers Fairly - Insurance Firms	7092	£37.50	30
**	Managing Finance	Financial Markets	UK Bond Market	6691	£37.50	60
**	Managing Finance	Financial Markets	UK Equity Market	6682	£37.50	65
**	Managing Finance	Financial Markets	Unit Trusts	6762	£37.50	50
**	Managing Finance	Financial Markets	Zero - Coupon Bonds	6697	£37.50	60
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	Managing Finance	Budgeting	Context and Purpose of Budgeting	232	£45.00	120
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	Managing Finance	Budgeting	Master Budgets	236	£45.00	60
	Managing Finance	Budgeting	Revenue Budgeting	234	£45.00	30
	Managing Finance	Budgeting	The Budgeting Process	233	£45.00	120
	Managing Finance	Business & strategic plans	401 (K) Plans Series	5484	£45.00	180
	Managing Finance	Business Basics	Balance Sheet	221	£45.00	150
	Managing Finance	Business Basics	Basics of Business Math Series	896	£45.00	960
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	Managing Finance	Business Basics	Cash Flow	222	£45.00	150
	Managing Finance	Business Basics	Cash, Debtors and Creditors	248	£45.00	120
	Managing Finance	Business Basics	Introduction to Financial Analysis	7062	£45.00	30
	Managing Finance	Business Basics	Introduction to Financial Statements	219	£45.00	120
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	Managing Finance	Business Basics	Understanding the Business	242	£45.00	120
	Managing Finance	Currency & Risk	International Currency Management	244	£45.00	90
	Managing Finance	Currency & Risk	Managing International Currency Risk	245	£45.00	120
	Managing Finance	Financial Accounts	Asset Turnover	226	£45.00	150
	Managing Finance	Financial Accounts	Costing Decisions	223	£45.00	150
	Managing Finance	Financial Accounts	Dividends and Growth	229	£45.00	150
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	Managing Finance	Financial Accounts	Investment Appraisal	224	£45.00	180
	Managing Finance	Financial Accounts	Profit Margin	225	£45.00	120
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	Managing Finance	Financial Accounts	Return on Equity	228	£45.00	150
	Managing Finance	Targets & performance	Driving Value	250	£45.00	120
	Managing Finance	Targets & performance	Introduction to ABM	252	£45.00	90
	Managing Finance	Targets & performance	Introduction to Shareholder Value	231	£45.00	90
	Managing Finance	Targets & performance	Moving to ABM	254	£45.00	120
	Managing Finance	Targets & performance	The Value Creation Concept	249	£45.00	120
	Managing Finance	Targets & performance	The Value Model	251	£45.00	120
	Managing Finance	Targets & performance	Traditional Costing and ABM	253	£45.00	90
	Managing Finance	Business Basics	Accounting - An Introduction	6402	£52.50	45
	Managing Finance	Business Basics	The Balance Sheet	6404	£52.50	45
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	Managing Finance	Business Basics	The Income Statement	6405	£52.50	45
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	Managing Finance	Currency & Risk	Anti-Money Laundering (UK)	6409	£52.50	60
	Managing Finance	Financial Accounts	Financial Statements - Ratio Analysis	6403	£52.50	60
**	Managing Finance	Financial Markets	Credit Management	6398	£52.50	60
	Managing Finance	Business & strategic plans	Planning for Business	7055	£73.95	300
	Managing Finance	Budgeting	Budgeting and Saving Series	4313	£75.00	1260
	Managing Finance	Business Basics	Home Business Series	4315	£75.00	1200
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**	Managing Finance	Financial Markets	Equities	6681	£75.00	115
**	Managing Finance	Financial Markets	Interest Rate Options	6723	£75.00	560
**	Managing Finance	Financial Markets	Options	6714	£75.00	180
	Managing Finance	Investment	Investing Fundamentals Series	4317	£75.00	1320
	Managing Finance	Currency & Risk	International Currency Management	7068	£90.00	210
**	Managing Finance	Financial Markets	Yield Curves	6719	£112.50	185
	Managing Finance	Grants & funds	Tendering Toolkit	6440	£120.00	120
	Managing Finance	Business Basics	Activity Based Management	7070	£135.00	300
	Managing Finance	Business Basics	Cash Flow Challenge	367	£135.00	180
	Managing Finance	Business Basics	Value Creation	7071	£135.00	360
	Managing Finance	Business Basics	Working Capital Management	7069	£135.00	300
**	Managing Finance	Financial Markets	Collective Investment Schemes (UK)	6759	£150.00	220
**	Managing Finance	Financial Markets	Introduction to Derivatives	6703	£150.00	285
	Managing Finance	Business & strategic plans	Strategic Analysis	7065	£180.00	480
	Managing Finance	Business Basics	Business Basics	7067	£180.00	540
**	Managing Finance	Financial Markets	Forwards & Futures	6708	£187.50	375
**	Managing Finance	Financial Markets	Risk Management	6750	£187.50	420
	Managing Finance	Budgeting	Budgeting (HMM10)	6947	£198.00	60

Managing Finance	Business & strategic plans	Business Plan Development (HMM10)	6949	£198.00	60
Managing Finance	Business & strategic plans	Strategic Thinking (HMM10)	6981	£198.00	60
Managing Finance	Business & strategic plans	Strategy Execution (HMM10)	6982	£198.00	60
Managing Finance	Business Basics	Finance Essentials (HMM10)	6962	£198.00	60
Managing Finance	Targets & performance	Performance Measurement (HMM10)	6975	£198.00	60
Managing Finance	Business Basics	Financial Fundamentals	7063	£225.00	660
Managing Finance	Business Basics	Operational Analysis	7064	£225.00	660
** Managing Finance	Financial Markets	Foreign Exchange	6673	£225.00	415
Managing Finance	Financial Accounts	Accounting / Valuation	6401	£255.00	285
** Managing Finance	Financial Markets	Introduction to Financial Markets	6387	£262.50	520
Managing Finance	Budgeting	Introduction to Budgeting	7066	£270.00	360
** Managing Finance	Financial Markets	Fixed Income	6684	£300.00	825
** Managing Finance	Financial Markets	Interest Rate & Currency Swap Fundamentals	6726	£300.00	585
** Managing Finance	Financial Markets	Fixed Income Analysis	6693	£337.50	545
** Managing Finance	Financial Markets	Credit Derivatives	6735	£525.00	1040
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Managing People	Equal opportunities	Diversity	6126	£30.00	45
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Sales / Marketing	Customer service	Customer Service Series	897	£45.00	1380
Sales / Marketing	Sales management	Inventory Management	247	£45.00	90
Sales / Marketing	Customer service	Buyer Behaviour	4336	£73.50	180
Sales / Marketing	Customer service	eCRM	4360	£73.50	180
Sales / Marketing	Customer service	eCustomers	4356	£73.50	180
Sales / Marketing	Customer service	Service Decisions	4345	£73.50	180
Sales / Marketing	Market Research	Marketing Research	4337	£73.50	180
Sales / Marketing	Marketing strategies	ePlan	4362	£73.50	180
Sales / Marketing	Marketing strategies	eTools	4357	£73.50	180
Sales / Marketing	Marketing strategies	History, Definition and Concept of Marketing	4333	£73.50	180
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Sales / Marketing	Marketing strategies	ReMix	4354	£73.50	180
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Sales / Marketing	Marketing strategies	Web Site Traffic	4359	£73.50	180
Sales / Marketing	Sales management	Pricing Decisions	4347	£73.50	180
Sales / Marketing	Sales management	Product Decisions	4338	£73.50	180
Sales / Marketing	Customer service	Customer Service (Videos)	5575	£75.00	212
Sales / Marketing	Marketing strategies	Internet Marketing Series	7133	£75.00	360
Sales / Marketing	Sales techniques	Sales and Marketing (Videos)	5596	£75.00	231
Sales / Marketing	Sales techniques	Sales Skills	6168	£112.50	360
Sales / Marketing	Customer service	Best Practice Guide for Customer Service Professionals	7044	£118.38	540
Sales / Marketing	Customer service	Customer Focus (HMM10)	6954	£198.00	60
Sales / Marketing	Marketing strategies	Marketing Essentials (HMM10)	6970	£198.00	60
Sales / Marketing	Marketing strategies	Marketing Essentials	4363	£750.00	1800
Sales / Marketing	Marketing strategies	eMarketing Excellence	4365	£1,125.00	2700

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