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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	Basic Skills Literacy Entry Levels 1, 2 and 3 (Train 2 Gain/Real Talk Literacy)	6998	£150.00	7200
Basic Skills	Literacy	Grammar Series	4298	£75.00	540
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	General	Communicating with Power Series	6992	£45.00	540
Communication Skills	General	Communication (Videos)	5587	£75.00	172
Communication Skills	General	Communications Management	6161	£30.00	120
Communication Skills	General	Difficult Interactions (HMM10)	6958	£198.00	60
Communication Skills	General	Effective Business Communication Series	6237	£45.00	660
Communication Skills	General	Effective Communications	6143	£30.00	45
Communication Skills	General	Fast Effective Reading (Speed Reading)	7042	£50.87	150
Communication Skills	General	Meeting Management (HMM10)	6971	£198.00	60
Communication Skills	General	Quality Communications	7016	£21.00	30
Communication Skills	Negotiation	Introduction to Negotiation	179	£33.75	40
Communication Skills	Negotiation	Negotiating (HMM10)	6972	£198.00	60
Communication Skills	Negotiation	Negotiating Series	909	£45.00	1080
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	Persuading Others (HMM10)	6976	£198.00	60
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	Effective Presentations Series	6512	£45.00	600
Communication Skills	Presentation Skills	Presentation Skills (HMM10)	6977	£198.00	60
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	Written Communication Skill	Become More Productive with E-mail in 60 minutes or Less	7430	£42.00	60
Communication Skills	Written Communication Skill	E-Mailing Your Way to the Top Series	7134	£45.00	480
Communication Skills	Written Communication Skill	Writing Skills (HMM10)	6988	£198.00	60
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	DB2 Universal Database Series	6229	£75.00	1920
Computing / ICT	Databases	FOCUS Series	2371	£75.00	3180
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	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	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	Microsoft SQL Server 2008 Maintenance MCTS 70-432 Series	7439	£75.00	240
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 Database 11g Administration I (1Z0-052) Series	7448	£75.00	1320
Computing / ICT	Databases	Oracle Database 11g SQL Fundamentals I (1Z0-051) Series	7449	£75.00	900
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	SAP R/3 Release 4.6 Series	865	£45.00	720

Computing / ICT	Databases	SQL for the Windows Environment Series	6651	£75.00	1260
Computing / ICT	Databases	SQL Server 2000 Admin MCDDBA 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	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	DTP / Graphics / Powerpoint	Paint Shop Pro 5 Series	700	£45.00	540
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	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	DTP / Graphics / Powerpoint	Visio 2002 Series	4310	£75.00	1800
Computing / ICT	DTP / Graphics / Powerpoint	Visio 2007 Series	7437	£45.00	960
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2003) - European Computer Driving Licence	7441	£30.00	2400
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - European Computer Driving Licence	7442	£30.00	2400
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (XP) - European Computer Driving Licence	7440	£30.00	2400
Computing / ICT	ECDL / ICDL	ECDL V 4.5 2000 (European Computer Driving Licence)	6921	£30.00	1800
Computing / ICT	ECDL / ICDL	ECDL V 4.5 2003 (European Computer Driving Licence)	6922	£30.00	1800
Computing / ICT	ECDL / ICDL	ECDL V 4.5 Vista/2007 (European Computer Driving Licence)	7152	£45.00	1800
Computing / ICT	ECDL / ICDL	ECDL V 4.5 XP (European Computer Driving Licence)	6923	£30.00	1800
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 Module 1 – Concepts of Information Technology	6411	£24.00	180
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 Module 2 – Using the Computer and Managing Files	6412	£24.00	300
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 Module 3 – Word Processing	6413	£24.00	420
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 Module 4 – Spreadsheets	6414	£24.00	540
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 Module 5 – Database	6415	£24.00	300
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 Module 6 – Presentation	6416	£24.00	420

Computing / ICT	ECDL / ICDL	ECDL Version 4.0 Module 7 – Information and Communication	6417	£24.00	360
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 XP Module 1 – Concepts of Information Technology	6418	£24.00	180
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 XP Module 2 – Using the Computer and Managing Files	6419	£24.00	300
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 XP Module 3 – Word Processing	6420	£24.00	360
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 XP Module 4 – Spreadsheets	6421	£24.00	540
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 XP Module 5 – Database	6422	£24.00	300
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 XP Module 6 – Presentation	6423	£24.00	360
Computing / ICT	ECDL / ICDL	ECDL Version 4.0 XP Module 7 – Information and Communication	6424	£24.00	360
Computing / ICT	ECDL / ICDL	European Computer Driving Licence Version 4.5 Series	6924	£49.50	2640
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	GroupWise 5.5 Series	845	£45.00	960
Computing / ICT	Internet & email	GroupWise 6.5 Series	6228	£45.00	1560
Computing / ICT	Internet & email	IIS 6 Series	6622	£75.00	2220
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	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	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	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	Active Directory Quickstart	6436	£65.22	480
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	Comp TIA Security+ 2008 (SYO-201) Series	7438	£75.00	1980
Computing / ICT	Networking	CompTIA A+ 2009 Essentials (220-701) Series	7446	£75.00	1680
Computing / ICT	Networking	CompTIA A+ 2009 Practical Application (220-702) Series	7447	£75.00	900
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 Certified Systems Administrator (MCSA)	6425	£300.00	7200
Computing / ICT	Networking	Microsoft Certified Systems Engineer (MCSE)	6426	£525.00	9600
Computing / ICT	Networking	Microsoft Exchange Server 2003 MCSA/MCSE 70-284 Series	5519	£75.00	960
Computing / ICT	Networking	Microsoft Windows XP/Server 2003 Deployment	6439	£65.22	1440
Computing / ICT	Networking	MS Exchange Server 5.5 Series	5524	£75.00	2400
Computing / ICT	Networking	Networking and Services	6508	£65.22	2400
Computing / ICT	Networking	Networking Services Rapid	5402	£65.22	960
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	Remote Administration	6435	£65.22	480
Computing / ICT	Networking	Server 2003 Security Admin MCSA/MCSE 70-299 Series	5527	£75.00	660
Computing / ICT	Networking	TCP/IP (Transmission Control Protocol/Internet Protocol)	6434	£32.61	960
Computing / ICT	Networking	TCP/IP Series	2415	£75.00	2460
Computing / ICT	Networking	User Management In Active Directory	6437	£65.22	2400
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	Computing Concepts Series	695	£45.00	1380
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 Basics - Client Series	6514	£45.00	180
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	6893	£42.00	300
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 Series	6821	£45.00	120
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	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	Computing in Business	5660	£75.00	2400
Computing / ICT	PC Basics	IC3 - Internet & Computing Core Certification	6919	£75.00	1440
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	PC Applications Series	7445	£45.00	2400
Computing / ICT	PC Basics	QuickBooks 2004 Series	5485	£45.00	1980
Computing / ICT	PC Basics	QuickBooks Series	4320	£37.50	1860
Computing / ICT	PC Basics	TypingWeb Typing Tutor	6920	£27.00	3000
Computing / ICT	PC Basics	Works Series	4325	£45.00	1320
Computing / ICT	Programming	AJAX Series	6996	£75.00	1200
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 70-5520 316 Series	£75.00	720	
Computing / ICT	Programming	Microsoft .NET Architectures MCP/MCSD 70-300 Series	5521	£75.00	960
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
Computing / ICT	Programming	Object-Oriented Analysis & Design Series	2386	£75.00	360
Computing / ICT	Programming	OOP Using C++ Series	2387	£75.00	1740
Computing / ICT	Programming	Rational Unified Process Series	5516	£75.00	1080
Computing / ICT	Programming	RPG IV Programming Series	2375	£75.00	2280
Computing / ICT	Programming	SharePoint 2003 Series	6245	£45.00	960
Computing / ICT	Programming	SharePoint 2007 Series	7130	£75.00	840
Computing / ICT	Programming	Sun Java 2 Developer SCJD CX-310-252A/CX-310-027 Series	5518	£75.00	600
Computing / ICT	Programming	UML 2.0 Series	5501	£75.00	540
Computing / ICT	Programming	Visual Basic .NET for Web MCSD/MCAD 70-305 Series	5530	£75.00	1140
Computing / ICT	Programming	Visual Basic .NET for XML Web MCSD/MCAD 70-310 Series	5531	£75.00	900
Computing / ICT	Programming	Visual Basic .NET Windows Apps MCSD/MCAD 70-306 Series	5534	£75.00	840
Computing / ICT	Programming	Visual Basic 2005 Series	6652	£75.00	480
Computing / ICT	Programming	Visual Basic 6 Series	2392	£75.00	1920
Computing / ICT	Programming	Visual C# Series	6822	£75.00	1140
Computing / ICT	Programming	Visual C# XML MCAD 70-320 Series	5532	£75.00	3180
Computing / ICT	Programming	Visual InterDev 6 Series	2452	£75.00	2700
Computing / ICT	Programming	Visual Studio .NET Advanced Topic Series	5533	£75.00	1680

Computing / ICT	Programming	Visual Studio. NET and ASP. NET Series	2422	£75.00	480
Computing / ICT	Programming	Visual Studio. NET Overview Series	2423	£75.00	360
Computing / ICT	Programming	Visual Studio. NET Programming with Visual C# Series	2424	£75.00	600
Computing / ICT	Programming	WebSphere 7.0 with Rational Application Developer Series	6661	£75.00	1200
Computing / ICT	Programming	Windows Server 2008 Active Directory MCTS 70-640 Series	7144	£75.00	540
Computing / ICT	Programming	Windows SharePoint Services 3.0 MCTS 70-541 Series	7096	£75.00	360
Computing / ICT	Programming	Windows SharePoint Services 3.0 MCTS 70-631 Series	7097	£75.00	480
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	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	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
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Health & Safety	Assessment	Managing & Handling Stress At Work - Risk Assessment	805	£15.00	30
Health & Safety	Assessment	Repetitive Strain Injury - Risk Assessment	804	£15.00	40
Health & Safety	Assessment	Risk Assessment	7084	£15.00	30
Health & Safety	Assessment	Risk Assessment	6549	£45.00	180
Health & Safety	Assessment	Risk Assessment (Video)	7184	£15.00	11
Health & Safety	Assessment	Risk Assessment for Managers	6771	£33.75	60
Health & Safety	Assessment	Slips, Trips and Falls - Risk Assessment	801	£15.00	40
Health & Safety	Driving	Driving Safely	7086	£15.00	30
Health & Safety	Driving	Driving Safely (Video)	7170	£15.00	15
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Health & Safety	Duty Of Care	Dealing with Anti-Social Behaviour	7101	£45.00	120
Health & Safety	Duty Of Care	Domestic Abuse	7107	£45.00	120
Health & Safety	Duty Of Care	Domestic Violence	7118	£45.00	120
Health & Safety	Duty Of Care	Hidden Harm - Parental Alcohol & Drug Misuse	7124	£45.00	120
Health & Safety	Duty Of Care	NSPCC Child Protection Awareness	7048	£62.51	240
Health & Safety	Duty Of Care	NSPCC Child Protection Awareness - Staying Aware	7161	£18.75	60
Health & Safety	Duty Of Care	NSPCC Child Protection Awareness in Education	7049	£62.51	240
Health & Safety	Duty Of Care	NSPCC Child Protection Awareness in Health	7050	£62.51	240
Health & Safety	Duty Of Care	NSPCC Children's Rights	7443	£62.51	60
Health & Safety	Duty Of Care	NSPCC Creating a Culture of Safety	7051	£58.76	180
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Health & Safety	Duty Of Care	Protecting Vulnerable Adults	7056	£72.50	240
Health & Safety	Duty Of Care	Runaways - South Yorkshire Protocol	7112	£45.00	120
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Health & Safety	Fire / Hazard Safety	Asbestos Awareness	7153	£15.00	30
Health & Safety	Fire / Hazard Safety	Asbestos Awareness (Video)	7167	£15.00	15
Health & Safety	Fire / Hazard Safety	Avoiding Slips, Trips and Falls	158	£33.75	50
Health & Safety	Fire / Hazard Safety	COSHH (Video)	7168	£15.00	14
Health & Safety	Fire / Hazard Safety	Fire Risk Assessment (Video)	7173	£15.00	30
Health & Safety	Fire / Hazard Safety	Fire Safety	7087	£15.00	30
Health & Safety	Fire / Hazard Safety	Fire Safety	6464	£45.00	120
Health & Safety	Fire / Hazard Safety	Fire Safety and Evacuation	156	£33.75	40
Health & Safety	Fire / Hazard Safety	Fire Safety Essentials (Video)	7172	£15.00	34
Health & Safety	Fire / Hazard Safety	Fire Safety Plus	4293	£16.28	35
Health & Safety	Fire / Hazard Safety	Laboratory Safety	7164	£15.00	40
Health & Safety	Fire / Hazard Safety	Lift Truck and Warehouse Safety (Video)	7180	£15.00	22
Health & Safety	Fire / Hazard Safety	Noise (Video)	7182	£15.00	15
Health & Safety	Fire / Hazard Safety	PPE - Personal Protective Equipment (Video)	7183	£15.00	11
Health & Safety	Fire / Hazard Safety	Staying Safe with Electricity	6773	£33.75	35
Health & Safety	Fire / Hazard Safety	Staying Safe with Hazardous Substances	6774	£33.75	35
Health & Safety	Fire / Hazard Safety	Staying Safe with Noise	6772	£33.75	35
Health & Safety	Fire / Hazard Safety	Welding Safety	6553	£45.00	180
Health & Safety	Fire / Hazard Safety	Working at Heights (Video)	7186	£15.00	35
Health & Safety	First Aid	First Aid	7127	£45.00	90
Health & Safety	First Aid	First Aid for Managers	7154	£15.00	40
Health & Safety	First Aid	Horroric Accidents (Video)	7188	£15.00	12
Health & Safety	Food Hygiene	Basic Food Hygiene	7043	£78.87	180
Health & Safety	Food Hygiene	Food Hygiene	7088	£15.00	45
Health & Safety	Food Hygiene	Food Hygiene & Safety Levels 1 and 2 including HACCP	6925	£36.00	240
Health & Safety	Food Hygiene	Food Hygiene (Video)	7187	£15.00	20
Health & Safety	Food Hygiene	Food Safety & Hygiene Level 2 for Catering	7098	£37.50	180
Health & Safety	Food Hygiene	Food Safety & Hygiene Level 2 for Manufacturing	7100	£37.50	180
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Health & Safety	Food Hygiene	In Your Hands: An Introduction to Safe Food Handling	7046	£74.13	360
Health & Safety	Food Hygiene	IOSH Food Safety Foundation Course in Catering	7150	£82.50	420

Health & Safety	Food Hygiene	Polish Food Hygiene & Safety Levels 1 and 2 including HACCP	7022	£52.50	240
Health & Safety	Food Hygiene	Sustainable Food Awareness Programme	4369	£22.50	240
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Health & Safety	Healthcare	Caldicott	6529	£45.00	180
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Health & Safety	Healthcare	Data Protection	6534	£45.00	180
Health & Safety	Healthcare	Health Records	6540	£45.00	180
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Health & Safety	Healthcare	Lone Working in the NHS	7104	£22.50	60
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Health & Safety	Healthcare	Tiger Essentials	6550	£45.00	180
Health & Safety	Infection Control	H1N1 - Swine Flu (Video)	7177	£15.00	6
Health & Safety	Infection Control	Infection Control	6460	£45.00	60
Health & Safety	Infection Control	Legionella (Video)	7179	£15.00	6
Health & Safety	Manual Handling	Manual Handling	7090	£15.00	30
Health & Safety	Manual Handling	Manual Handling	7114	£45.00	120
Health & Safety	Manual Handling	Manual Handling - Risk Assessment	803	£15.00	40
Health & Safety	Manual Handling	Manual Handling (Video)	7181	£15.00	12
Health & Safety	Manual Handling	Manual Handling Plus	4292	£16.28	45
Health & Safety	Manual Handling	Moving and Handling Objects	6463	£45.00	180
Health & Safety	Manual Handling	Moving and Handling Objects and People	6462	£45.00	180
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Health & Safety	Manual Handling	Safe Manual Handling	157	£33.75	40
Health & Safety	Workplace Safety	Core Health and Safety	7077	£45.00	120
Health & Safety	Workplace Safety	Health & Safety	6130	£30.00	60
Health & Safety	Workplace Safety	Health & Safety Essentials	4330	£16.28	90
Health & Safety	Workplace Safety	Health and Safety (IOSH)	7045	£87.21	360
Health & Safety	Workplace Safety	Health and Safety for Cleaners (Video)	7174	£15.00	20
Health & Safety	Workplace Safety	Health and Safety for Managers	7155	£15.00	30
Health & Safety	Workplace Safety	Health and Safety in the Office	7082	£15.00	30
Health & Safety	Workplace Safety	Health and Safety in the Office (Video)	7175	£15.00	33
Health & Safety	Workplace Safety	Health and Safety Induction	7083	£15.00	30
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Health & Safety	Workplace Safety	Introduction to Health & Safety at Work	154	£33.75	40
Health & Safety	Workplace Safety	Introduction to Health and Safety (Video)	7178	£15.00	20
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Health & Safety	Workplace Safety	Managing Health and Safety	806	£33.75	90
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Health & Safety	Workplace Safety	Personal Safety	7078	£73.95	300
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Health & Safety	Workstation Safety	DSE - Display Screen Equipment	7079	£15.00	30
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Languages	English	English Intermediate +	6500	£30.00	2400
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Languages	Spanish	Spanish Beginner	6504	£30.00	2400
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