



Jun-11

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

Main Category	Sub Category	Product	ID	Price EX VAT
Basic & Functional Skills	General	Level 1 - English, ICT, Maths	7789	£130.00
Basic & Functional Skills	General	Level 2 - English, ICT, Maths	7790	£130.00
Basic & Functional Skills	ICT	ICT Level 1	7784	£52.00
Basic & Functional Skills	ICT	ICT Level 2	7785	£52.00
Basic & Functional Skills	Literacy	Basic Skills Literacy Entry Levels 1, 2 and 3 (Train 2 Gain/Real Talk Literacy)	6998	£130.00
Basic & Functional Skills	Literacy	English Level 1	7778	£52.00
Basic & Functional Skills	Literacy	English Level 2	7779	£52.00
Basic & Functional Skills	Numeracy	Mathematics Level 1	7772	£39.00
Basic & Functional Skills	Numeracy	Mathematics Level 2	7774	£52.00
Communication Skills	Body Language	A Background to Body Language	6776	£29.25
Communication Skills	Body Language	Silent Selling - Using Body Language in Sales	6779	£29.25
Communication Skills	Body Language	Silent Speech - Understanding Body Language	6777	£29.25
Communication Skills	Body Language	Using Body Language in the Workplace	6778	£29.25
Communication Skills	General	Communications Management	6161	£26.00
Communication Skills	General	Difficult Interactions (HMM10)	6958	£171.60
Communication Skills	General	Effective Communications	6143	£26.00
Communication Skills	General	Fast Effective Reading (Speed Reading)	7042	£44.08
Communication Skills	General	Meeting Management (HMM10)	6971	£171.60
Communication Skills	Negotiation	Introduction to Negotiation	179	£29.25
Communication Skills	Negotiation	Negotiating (HMM10)	6972	£171.60
Communication Skills	Negotiation	Negotiating Strategies 1 – Strategy Basics	178	£29.25
Communication Skills	Negotiation	Negotiating Strategies 2 – Psychological Strategies	177	£29.25
Communication Skills	Oral Communication Skills	An Introduction to Listening	166	£29.25
Communication Skills	Oral Communication Skills	Becoming a Better Listener	164	£29.25
Communication Skills	Oral Communication Skills	Persuading Others (HMM10)	6976	£171.60
Communication Skills	Oral Communication Skills	Questioning Skills - Unproductive Questions	167	£29.25
Communication Skills	Oral Communication Skills	Questioning Skills - Using Closed Questions	168	£29.25
Communication Skills	Oral Communication Skills	Questioning Skills - Using Open Questions	170	£29.25
Communication Skills	Oral Communication Skills	Questioning Skills - Using Probing Questions	169	£29.25
Communication Skills	Oral Communication Skills	Questioning Skills - Why Are Questions Important?	171	£29.25
Communication Skills	Oral Communication Skills	Removing the Barriers to Listening	165	£29.25
Communication Skills	Oral Communication Skills	The Persuasion Process	175	£29.25
Communication Skills	Presentation Skills	Presentation Skills (HMM10)	6977	£171.60
Communication Skills	Presentation Skills	Presentations 1 - Preparing For the Presentation	174	£29.25
Communication Skills	Presentation Skills	Presentations 2 - The Presentation	173	£29.25
Communication Skills	Written Communication Skill	Become More Productive with E-mail in 60 minutes or Less	7430	£36.40
Communication Skills	Written Communication Skill	Writing Skills (HMM10)	6988	£171.60
Computing / ICT	Databases	Advanced Skills in Microsoft Access 2010	7686	£8.84
Computing / ICT	Databases	Beginner Skills for Microsoft Access 2010	7684	£27.65
Computing / ICT	Databases	Core Training for Microsoft Office Access 2003	7454	£22.11
Computing / ICT	Databases	Core Training for Microsoft Office Access 2007	7457	£27.65
Computing / ICT	Databases	DB2 Universal Database Series	6229	£117.00
Computing / ICT	Databases	FOCUS Series	2371	£117.00
Computing / ICT	Databases	Getting Started with Microsoft Office Access 2007	7456	£8.84
Computing / ICT	Databases	Intermediate Skills in Microsoft Access 2010	7685	£8.84
Computing / ICT	Databases	Microsoft Office Access 2000 Level 1	6795	£36.40
Computing / ICT	Databases	Microsoft Office Access 2000 Level 2	6796	£36.40
Computing / ICT	Databases	Microsoft Office Access 2000 Level 3	6797	£36.40
Computing / ICT	Databases	Microsoft Office Access 2002 Level 1	6812	£36.40

Computing / ICT	Databases	Microsoft Office Access 2002 Level 2	6818	£36.40
Computing / ICT	Databases	Microsoft Office Access 2002 Level 3	6819	£36.40
Computing / ICT	Databases	Microsoft Office Access 2003 Level 1	6783	£36.40
Computing / ICT	Databases	Microsoft Office Access 2003 Level 2	6784	£36.40
Computing / ICT	Databases	Microsoft Office Access 2003 Level 3	6785	£36.40
Computing / ICT	Databases	Microsoft Office Access 2007 Level 1	6884	£36.40
Computing / ICT	Databases	Microsoft SQL Server 2005 Admin MCITP 70-444 Series	7037	£117.00
Computing / ICT	Databases	Microsoft SQL Server 2005 Data Access MCITP 70-442 Series	7038	£117.00
Computing / ICT	Databases	Microsoft SQL Server 2005 Design MCITP 70-443 Series	7039	£117.00
Computing / ICT	Databases	Microsoft SQL Server 2005 Solutions MCITP 70-441 Series	7040	£117.00
Computing / ICT	Databases	Microsoft SQL Server 2005 Upgrade MCITP 70-447 Series	7041	£117.00
Computing / ICT	Databases	Microsoft SQL Server 2008 Maintenance MCTS 70-432 Series	7439	£117.00
Computing / ICT	Databases	Oracle 10g Administration Series	6650	£117.00
Computing / ICT	Databases	Oracle 10g Database Administration II 1Z0-043 Series	7029	£117.00
Computing / ICT	Databases	Oracle 8 Series	978	£117.00
Computing / ICT	Databases	Oracle Database 11g Administration I (1Z0-052) Series	7448	£117.00
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Computing / ICT	Databases	Oracle9i Database Fundamentals 1Z1-031 Series	979	£117.00
Computing / ICT	Databases	Oracle9i Database Fundamentals II 1Z0-032 Series	7030	£117.00
Computing / ICT	Databases	Oracle9i Database Performance Tuning 1Z0-033 Series	7031	£117.00
Computing / ICT	Databases	Oracle9i SQL 1Z0-007 Series	5515	£117.00
Computing / ICT	Databases	PowerBuilder 9 Advanced Development Series	5507	£117.00
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Computing / ICT	Databases	SQL Server 2005 MCTS 70-431 Series	6623	£117.00
Computing / ICT	Databases	SQL Server 6.5 Admin, Config, Install Series	2408	£117.00
Computing / ICT	Databases	SQL Server 7 Admin, Config, Install Series	2413	£117.00
Computing / ICT	Databases	Sybase Series	2388	£117.00
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Computing / ICT	Databases	XML Series	2454	£117.00
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Computing / ICT	DTP / Graphics / Powerpoint	Beginner Skills in Microsoft PowerPoint 2010	7709	£11.05
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office PowerPoint 2003	7474	£22.11
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office PowerPoint 2007	7479	£27.65
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office Project 2003	7480	£22.11
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office Visio 2007	7493	£27.65
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office Visio Standard 2003	7487	£22.11
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office Visio Standard 2002	7488	£22.11
Computing / ICT	DTP / Graphics / Powerpoint	Flash 8 Series	6517	£117.00
Computing / ICT	DTP / Graphics / Powerpoint	Flash MX 2004 Series	6248	£117.00
Computing / ICT	DTP / Graphics / Powerpoint	Flash MX Series	2447	£117.00
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Computing / ICT	DTP / Graphics / Powerpoint	Getting Started with Microsoft Office Visio 2007	7490	£8.84
Computing / ICT	DTP / Graphics / Powerpoint	Getting Started with PowerPoint 2007	7477	£8.84
Computing / ICT	DTP / Graphics / Powerpoint	GUI Design Series	2450	£117.00
Computing / ICT	DTP / Graphics / Powerpoint	Intermediate Skills in Microsoft PowerPoint 2010	7711	£8.84
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2000 Level 1	6801	£36.40
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2000 Level 2	6802	£36.40
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2000 Level 3	6805	£36.40
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2002 Level 1	6813	£36.40
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2002 Level 2	6827	£36.40
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2002 Level 3	6828	£36.40
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2003 Level 1	6833	£36.40
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2003 Level 2	6837	£36.40
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2003 Level 3	6844	£36.40
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2007 Level 1	6889	£36.40
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2007 Level 2	6890	£36.40
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Computing / ICT	DTP / Graphics / Powerpoint	Photoshop CS Series	5563	£117.00

Computing / ICT	DTP / Graphics / Powerpoint	Photoshop CS4 Series	7631	£117.00
Computing / ICT	DTP / Graphics / Powerpoint	Photoshop Series	2451	£117.00
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Computing / ICT	DTP / Graphics / Powerpoint	Skills Training in Microsoft Project 2010	7717	£27.65
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft InfoPath 2010	7693	£8.84
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft Office PowerPoint 2007	7476	£8.84
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft Office Visio 2007	7492	£8.84
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft PowerPoint 2010	7698	£8.84
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft Project 2010	7699	£8.84
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft Publisher 2010	7701	£8.84
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft Visio 2010	7702	£8.84
Computing / ICT	ECDL / ICDL	ECDL Essentials 2007	7734	£16.90
Computing / ICT	ECDL / ICDL	ECDL Essentials 2003	7736	£16.90
Computing / ICT	ECDL / ICDL	ECDL Essentials XP	7737	£16.90
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Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - Module 4 - Spreadsheets	7658	£9.10
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - Module 5 - Database Software	7659	£9.10
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Computing / ICT	ECDL / ICDL	ECDL V 4.5 2003 (European Computer Driving Licence)	6922	£26.00
Computing / ICT	ECDL / ICDL	ECDL V 4.5 Vista/2007 (European Computer Driving Licence)	7152	£39.00
Computing / ICT	ECDL / ICDL	ECDL V 4.5 XP (European Computer Driving Licence)	6923	£26.00
Computing / ICT	Internet & email	Advanced Skills in Microsoft Outlook 2010	7707	£8.84
Computing / ICT	Internet & email	Advanced Training for Microsoft Office Outlook 2003	7466	£22.11
Computing / ICT	Internet & email	Beginner Skills in Microsoft Outlook 2010	7706	£11.05
Computing / ICT	Internet & email	CIW Security 1DO-470 Series	5562	£117.00
Computing / ICT	Internet & email	Core Training for Microsoft Office Outlook 2003	7465	£22.11
Computing / ICT	Internet & email	Core Training for Microsoft Office Outlook 2007	7473	£27.65
Computing / ICT	Internet & email	Dreamweaver 8 Series	6516	£117.00
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Computing / ICT	Internet & email	Dreamweaver MX 2004 Series	5547	£117.00
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Computing / ICT	Internet & email	Flash CS4 Series	7630	£117.00
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Computing / ICT	Internet & email	Intermediate Skills in Microsoft Outlook 2010	7708	£8.84
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Computing / ICT	Internet & email	Microsoft Office Outlook 2002 Level 1	6829	£36.40
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Computing / ICT	Internet & email	Microsoft Office Outlook 2003 Level 1	6834	£36.40
Computing / ICT	Internet & email	Microsoft Office Outlook 2003 Level 2	6840	£36.40
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Computing / ICT	Networking	Cisco Related Series BSCI 642-801 Series	5510	£117.00
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Computing / ICT	Networking	Windows Server 2003 Series	5526	£117.00
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Computing / ICT	Operating Systems	Configuring Network Connectivity Windows 7	7747	£28.76
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Computing / ICT	PC Basics	What's New in Microsoft 2010 Applications	7694	£27.65
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Languages	Italian	Vektor Online Resources - Italian - Beginner Plus	5431	£22.13
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