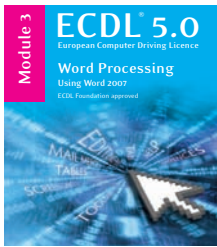


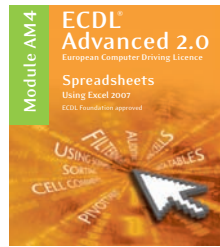
## product portfolio

Site Licence ITQ Start IT Skill for Life ECDL/ICDL e-Citizen CLAIT City & Guilds e-Equals  
Open Learning Trainers Pack iCourse Professional Site Licence ITQ Start IT Skill for Life  
ECDL/ICDL **e-Citizen** CLAIT City & Guilds e-Equals Open Learning Trainers Pack iCourse  
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Trainers Pack iCourse Professional Site Licence ITQ Start IT Skill for Life ECDL/ICDL

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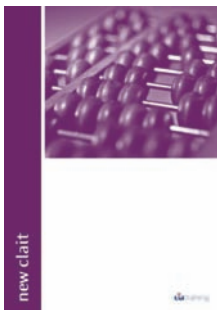


cia training



Start IT

cia training



new clait

cia training



clait advanced

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clait plus

cia training



CIA Revision Series  
CLAIT Plus 2006

Access to Downloadable Data Files

cia training



open learning

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ITQ Level 1

ITQ

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ITQ Level 2

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ITQ Level 3

ITQ

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## Sample Sections

Sample sections of our products are available to download from our website, please follow the link [http://www.cia training.co.uk/products\\_and\\_store.php](http://www.cia training.co.uk/products_and_store.php), then simply select the product you are interested in.

## Back Copies

Earlier versions of our titles are available from our extensive product library. Please ask for details if the one you're looking for isn't on the list.



introducing

ciatraining

## ...and our brand new product portfolio

CiA Training are a leading light in publishing training resources for ICT qualifications, as well as bespoke products and courses, with over 400 titles in it's product portfolio.

CiA Training began life in 1985 in response to the demand for high quality training solutions and have been offering flexible and user friendly resources to partners and clients all over the world, within both further and higher education, schools, local government, health care, corporates and training organisations, as well as supporting individual learners.

Our blended learning solutions take a step by step approach, which closely guide the user around the various features of a wide range of software applications. All materials can be used to support personal or professional development. We have supported thousands of learners in gaining new skills and qualifications, to enhance their personal development and employability.

Our products are an invaluable asset to tutors and training managers to support their training and programme delivery.

We would like to welcome you to our new product portfolio which has been designed to make it easier for you to browse our range of products, simplifying the ordering process.

If you would like to discuss our products or your requirements further, please call us on 0191 549 5002.

[www.ciatraining.co.uk](http://www.ciatraining.co.uk)

## ECDL Training Materials

The European Computer Driving Licence (ECDL) is the world's largest end-user computer skills certification programme, with more than 6 million candidates in 146 countries. ECDL was established in 1997 and is an internationally recognised qualification, which aims to benchmark ICT competency throughout the world. To find out more about the ECDL/ICDL syllabus visit [www.ecdl.com](http://www.ecdl.com)

We have been committed to providing quality and user-friendly ECDL resources for a number of years. Our products have been written specifically to the syllabi and are designed to steer the learner around the required software features needed to pass the assessments.



We were one of the first companies to bring you ECDL Foundation accredited resources for the new syllabus versions of ECDL and ECDL Advanced.



Our ECDL resources use a tried and tested approach and accompanying data files are supplied with each title to engage the user in the learning process.



Title	Versions	Syllabus 5.0 UK Version	Syllabus 5.0 Irish Version
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## ECDL Syllabus 5.0

### Irish Edition Only

1 Concepts of ICT	-	-	€10.00
2 Using the Computer & Managing files	XP VISTA XP/2007	-	€10.00

### UK Edition Only

BCS Improving Productivity using IT Level 2	-	£5.00	-
BCS IT Security Level 1	-	£5.00	-
2 IT User Fundamentals	XP VISTA XP/2007	£7.00	-

### Generic UK and Irish Editions

3 Word Processing - <b>Word</b>	XP 2003 2007	£7.00	€10.00
4 Spreadsheets - <b>Excel</b>	XP 2003 2007	£7.00	€10.00
5 Database - <b>Access</b>	XP 2003 2007	£7.00	€10.00
6 Presentation - <b>PowerPoint</b>	XP 2003 2007	£7.00	€10.00
7a Web Browsing - <b>Internet Explorer</b>	6.0 7.0 8.0	£5.00	€7.00
7b Communication - <b>Outlook</b>	XP 2003 2007	£5.00	€7.00

Title	Versions	Syllabus 2.0
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## ECDL Advanced Syllabus 2.0

BCS Improving Productivity using IT Level 3 UK Edition Only	-	£7.00	-
AM3 Word Processing - Word	XP 2003 2007	£14.00	€20.00
AM4 Spreadsheet - Excel	XP 2003 2007	£14.00	€20.00
AM5 Database - Access	XP 2003 2007	£14.00	€20.00
AM6 Presentation - PowerPoint	XP 2003 2007	£14.00	€20.00

## ECDL Advanced Syllabus 2.0 Revision Series

AM3 Word Processing - Word	-	£10.00	€13.50
AM4 Spreadsheet - Excel	-	£10.00	€13.50
AM5 Database - Access	-	£10.00	€13.50
AM6 Presentation - PowerPoint	-	£10.00	€13.50

Resources also available for ECDL Syllabus 4/4.5 and ECDL Advanced 1/1.5. Contact us for details.

## e-Citizen Training Materials

The e-Citizen qualification has been designed to give the learner the necessary skills to allow online interaction, from communicating with family and friends, to dealing with government departments, as well as Internet banking.

This user friendly and easy to use training manual, approved by the ECDL Foundation, demonstrates all of the features needed to pass the e-Citizen assessments. It uses a simple, step by step approach, supported by a number of simulated websites known as Learners World, maximising the learning experience.



e-Citizen - The essential guide for the e-Citizen qualification	£14.95	€23.00
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## CLAIT

We have developed self-teach guides for New CLAIT 2006, CLAIT Plus 2006 and CLAIT Advanced 2006, designed to equip the learner with the software skills needed for the CLAIT assessments.

New CLAIT (Level 1) is the benchmark qualification in ICT. Over 2 million people in the UK now hold CLAIT certificates.

CLAIT Plus (OCR Level 2 Certificate/Diploma for IT Users) is a qualification designed for those with some experience, wishing to increase their ICT productivity. It allows you to increase your efficiency and improve your computer capabilities.

CLAIT Advanced (OCR Level 3 Certificate/Diploma for IT Users) is for confident ICT users looking to advance their ICT skills. CLAIT Advanced is a qualification designed to recognise the skills, knowledge and understanding of those who use advanced ICT skills.

To find out more about the CLAIT series of qualifications please visit [www.ocr.org.uk](http://www.ocr.org.uk).

Title	Versions	A4 Size	
		£	€

### New CLAIT 2006

1 File Management & e-Document Production - <b>Windows/Word</b>	2000 XP XP/2003 XP/2007 Vista/2007	£8.50	€13.00
2 Creating Spreadsheets & Graphs - <b>Excel</b>	2000 XP 2003 2007	£8.50	€13.00
3 Database Manipulation - <b>Access</b>	2000 XP 2003 2007	£8.50	€13.00
4 Producing an e-Publication - <b>Publisher</b>	2000 XP 2003 2007	£8.50	€13.00
5 Creating an e-Presentation - <b>PowerPoint</b>	2000 XP 2003 2007	£8.50	€13.00
6 e-Image Creation - <b>Publisher</b>	2000 XP 2003 2007	£8.50	€13.00
7 Web Page Creation - <b>FrontPage or Expression Web</b>	2000 XP 2003 Exp Web	£8.50	€13.00
8 Online Communication - <b>Outlook</b>	2000 XP 2003 2007	£8.50	€13.00

### CLAIT Plus 2006

1 Integrated e-Document Production - <b>Windows/Office</b>	2000 XP XP/2003 XP/2007 Vista/2007	£10.50	€16.00
2 Manipulating Spreadsheets & Graphs - <b>Excel</b>	2000 XP 2003 2007	£10.50	€16.00
3 Creating & using a Database - <b>Access</b>	2000 XP 2003 2007	£10.50	€16.00
4 e-Publication Design - <b>Publisher</b>	2000 XP 2003 2007	£10.50	€16.00
5 Design an e-Presentation - <b>PowerPoint</b>	2000 XP 2003 2007	£10.50	€16.00
7 Website Creation - <b>FrontPage or Expression Web</b>	2000 XP 2003 Exp Web	£10.50	€16.00
8 Electronic Communication - <b>Outlook</b>	2000 XP 2003 2007	£10.50	€16.00

Title	Versions	A4 Size	
		£	€

## CLAIT Advanced 2006

1 Creating an IT solution	-	£15.50	€23.00
2 Analysing Spreadsheets & Graphs - <b>Excel</b>	2000 XP 2003 2007	£15.50	€23.00
3 Relational Databases - <b>Access</b>	2000 XP 2003 2007	£15.50	€23.00
4 e-Publication Production - <b>Word</b>	2000 XP 2003 2007	£15.50	€23.00
5 Professional e-Presentation - <b>PowerPoint</b>	2000 XP 2003 2007	£15.50	€23.00

## CLAIT Revision Series

CiA Revision Series - CLAIT Plus 2006	-	£4.99	€7.50
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## CLAIT Plus Assignment CD

CLAIT Assignment CD (supplied on CD as a Site Licence)		£99.00 + VAT	-
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## Start IT

The City & Guilds Start IT entry level 3 qualification is designed specifically for people with little or no experience of using a computer; it is a perfect course for beginners of all ages and provides an excellent starting point for expanding computer-based skills.

We have developed a set of flexible training resources for units 002,003 and 006. These spiral bound guides cover all the topics set out in the Start IT syllabus and are accompanied by data files.

002 Introduction to Computers, Email - <b>Windows</b>	-	£8.50	€13.00
003 Word Processing - <b>Word</b>	-	£8.50	€13.00
006 Internet & Email - <b>Outlook</b>	-	£8.50	€13.00

## ITQ Training Materials

ITQ provides you with a valuable qualification in IT user skills. It has been designed by employers for recruitment purposes as well as for workforce development. Improved IT user skills will enable you to work more efficiently and provide professional development opportunities.

This new range of resources has been designed to assist you in preparing for the qualification by steering you step by step around the skills needed. The suggested practice tasks give you the opportunity to build evidence required as part of the assessment process.



Title	Versions	A4 Size	
		£	€
ITQ Level 1 - Making selective use of IT	-	£8.50	€13.00
ITQ Level 1 - Word Processing Software using Word	XP 2003 2007	£13.50	€20.50
ITQ Level 1 - Operate a Computer	XP VISTA/2007	£13.50	€20.50
ITQ Level 1 - Internets and Intranets	IE6 IE7	£13.50	€20.50
ITQ Level 1 - E-mail Software using Outlook	XP 2003 2007	£13.50	€20.50

ITQ Level 2 - Making selective use of IT	-	£8.50	€13.00
ITQ Level 2 - Word Processing Software using Word	XP 2003 2007	£13.50	€20.50
ITQ Level 2 - Spreadsheet Software using Excel	XP 2003 2007	£13.50	€20.50
ITQ Level 2 - Database Software using Access	XP 2003 2007	£13.50	€20.50
ITQ Level 2 - Web Software using FrontPage or Expression Web	XP 2003 Exp Web	£13.50	€20.50
ITQ Level 2 - Artwork & Imaging Software using Publisher	2003	£13.50	€20.50
ITQ Level 2 - Presentation Software using PowerPoint	XP 2003 2007	£13.50	€20.50
ITQ Level 2 - Email Software using Outlook	XP 2003 2007	£13.50	€20.50
ITQ Level 2 - Internet and Intranets	IE6 IE7	£13.50	€20.50
ITQ Level 2 - IT Trouble Shooting for Users	-	£13.50	€20.50

ITQ Level 3 - Making selective use of IT	-	£8.50	€13.00
ITQ Level 3 - Word Processing Software using Word	XP 2003 2007	£13.50	€20.50
ITQ Level 3 - Spreadsheet Software using Excel	XP 2003 2007	£13.50	€20.50
ITQ Level 3 - Database Software using Access	XP 2003 2007	£13.50	€20.50
ITQ Level 3 - Presentation Software using PowerPoint	XP 2003 2007	£13.50	€20.50

# Open Learning Guides


## Open Learning Guides

Open Learning Guides have been our flagship product for many years and the range has since expanded to include new products and updated versions. After over two decades of feedback from loyal clients, the resources have been continually improved to bring you the products of today.

These comprehensive self teach guides can be used to support general, as well as qualification-based training and data files are supplied with each title to engage the user in the learning process.

## Course Notes

Course Notes are supplied as a site licence in Word format. They are ideal for training companies and/or training departments as they are reference guides rather than the open learning self teach guides. Samples can be downloaded from [www.ciatraining.co.uk/trainers\\_pack.php](http://www.ciatraining.co.uk/trainers_pack.php).

Title	Versions	A4 Size		COURSE NOTES  - supplied as a licence in Word format
		£	€	
Computers for Beginners	2000 XP	£8.50	€13.00	£99 + VAT
Internet Explorer	7.0 8.0	£8.50	€13.00	£99 + VAT
Windows Mail	-	£8.50	€13.00	£99 + VAT
Access - Introductory	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Access - Intermediate	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Access - Advanced	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Excel - Introductory	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Excel - Intermediate	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Excel - Advanced	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Word - Introductory	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Word - Intermediate	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Word - Advanced	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
FrontPage/Expression Web - Intro	2000 XP 2003 Exp Web	£15.50	€23.00	£99 + VAT
FrontPage - Advanced	2000 XP 2003	£15.50	€23.00	£99 + VAT
Outlook	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Publisher - Introductory	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Publisher - Advanced	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
PowerPoint - Introductory	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
PowerPoint - Advanced	2003 2007	£15.50	€23.00	£99 + VAT
Project - Introductory	2000 XP 2003 2007	£15.50	€23.00	£99 + VAT
Windows - Comprehensive	2000 XP Vista	£15.50	€23.00	£99 + VAT
Internet Explorer	6.0	£15.50	€23.00	£99 + VAT
Safe Surfing	IE6 IE7	£15.50	€23.00	-

## Skill for Life

We are delighted to offer two new products, written to the DCSF Skill for Life - ICT Entry Level 3 Curriculum.

Ten separate elements are supplied within the set, each covering a different aspect of the curriculum. The resources are designed to be used within the tutor-led environment. Supporting data files are available for download, to enhance the learning experience.

**Skill for Life**  
**ICT Entry Level 3**  
Complete set (10 elements)  
**only £39.95/€59.00**

## Also available - ICT Entry Level 3 Tutor CD

The second supporting product is an invaluable CD, providing that much needed support for busy Skill for Life tutors.

These resources are supplied on a CD as a fully editable site licence containing the following:

- 20 general exercises with solutions and data files
- Worksheets, general exercises and progress charts for each element
- 24 worksheets including fun games and quizzes with solutions
- Supporting materials
- PowerPoint Presentation - 'Intro to Course'
- Cross-reference document for using worksheets with elements
- Curriculum cross-reference documents
- Pro-forma Certificate

## The majority of our resources can be supplied in a variety of formats:

### Individual copies

Individual books for a particular module or unit. The resources can be used with an unlimited number of learners however they cannot be reproduced in any format.

### Multiple Copies

Discounts are available when ordering over 20 titles from a particular range. Please call our sales team on 0191 549 5002 to find out what discounts are available.

### Site Licences

All resources are available to purchase as a fully editable site licence. The materials will be supplied on CD in Microsoft Word format, allowing full editing, customising and unlimited printing.

All resources are supported by prepared data files that are downloaded from [www.ciatraining.co.uk/datafiles](http://www.ciatraining.co.uk/datafiles). Each learner should have access to their own set of data files for the book they are using.



## Trainers Pack with iCourse Professional

The Trainers Pack brings together our expertise in both publishing and training to bring you this ideal time saver for the training department or organisation.

All the elements of the Trainers Pack are supplied as a site licence in Word format.

The following resources are included:

### • Trainers Guide / Open Learning Guide

A self teach guide for the trainer, following a well-structured and easy to use format. It includes exercises that can be used during the course delivery. Accompanied by specially prepared data files. The guide can also be used as a distance learning course, offering you the ability to adapt training courses to meet your client's exact requirements.

### • Course Notes

Excellent illustrated course reference materials that complement the Trainer's Guide, ideal for supplying to delegates. Can also be placed on a network or Intranet for quick and easy access.

### • Consolidation Exercises

Invaluable time savers for the trainer. Each course comes with extra exercises to reinforce the training. Accompanied by specially prepared data files.

### • Course Documents

Invaluable administration documents, including course contents, pre-course questionnaire, course record, trainer's notes, course evaluation and certificates.

### • iCourse Professional

An invaluable asset to any training operation, this powerful course customising software allows you to create quality personalised courseware in seconds.



The site licence involves a one off payment, no annual fees and no limit on the number of users at the named site.

### Titles include:

- Access Introductory
  - Access Intermediate
  - Access Advanced
  - Excel Introductory
  - Excel Intermediate
  - Excel Advanced
  - Word Introductory
  - Word Intermediate
  - Word Advanced
  - PowerPoint Introductory
  - PowerPoint Advanced
  - Outlook Comprehensive
  - FrontPage Introductory
  - FrontPage Advanced
  - Expression Web
  - Publisher Introductory
  - Publisher Advanced
  - Internet Explorer
  - Project
  - Windows Comprehensive
  - Computers for Beginners
- Available for Office XP, 2003 or 2007**

Samples and demos are available at [www.ciatraining.co.uk/trainerspack](http://www.ciatraining.co.uk/trainerspack)

For further information or to arrange an on-site demonstration please contact us on 0191 549 5002 or email [sales@ciatraining.co.uk](mailto:sales@ciatraining.co.uk)



# \*ciatraining

## Purchasing & Information

### \* Samples...

You can view sample extracts taken from our titles at [www.ciatraining.co.uk](http://www.ciatraining.co.uk). Alternately email [sales@ciatraining.co.uk](mailto:sales@ciatraining.co.uk) with your interested titles and our team will reply with samples and further information.

### \* On-site demonstrations...

We would be more than happy to arrange a meeting to discuss any of our products in more detail. This can be arranged by our Sales Team at a date and time convenient to you.

### \* Quotations...

Please contact our Sales Team on 0191 549 5002 to request a quotation to meet your requirements.

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### \* Order Form

If you would prefer not to order online you can print an order form from our website and fax/post direct to us using the contact details below.

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Call our Sales Team on 0191 549 5002 or email [sales@ciatraining.co.uk](mailto:sales@ciatraining.co.uk) with details of your order, along with required software versions, delivery and invoice address and your Purchase Order number, if required. We will confirm receipt of your order and it will be sent for processing immediately.

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Sunderland Enterprise Park, Sunderland SR5 2TA. UK

**Telephone: +44 (0) 191 549 5002 Fax: +44 (0) 191 549 9005**

**Email: [sales@ciatraining.co.uk](mailto:sales@ciatraining.co.uk)**

**[www.ciatraining.co.uk](http://www.ciatraining.co.uk)**