

## **Lifelong Learning**

### ECDL

Amicus can provide access to the tests and registration needed to gain the ECDL for an extra £115. To do this you will need to be able to come down to one of the Amicus offices or learning centres in Watford, Leeds, Manchester, West Midlands or Moreland St, London. If you have Union Learning Reps in place then a member of Amicus may be able to come down and invigilate tests on site.

For more information contact your RLO on telephone or at [rlo@amicustheunion.org](mailto:rlo@amicustheunion.org).

Preview a course

Have a look at one of the courses **at:** [www.reachtms.co.uk](http://www.reachtms.co.uk)

Type in amic33617 for User Id

Type in phone for password

Follow the onscreen prompts and see if it's for you.

See what you could learn below:

End User Desktop Computing – £20 pays for access to the following courses for one year:

Access 2000 MOS

Access 2002

Computer Basics

Computing Concepts

Crystal Reports 8

Excel 2000 MOS Expert

Excel 2000 MOS

Exchange 5

Excel 2003

Exchange Server 4

Excel 2002

GroupWise 5.5

GroupWise 6.5

Internet Explorer 4

Internet Explorer 5

Internet Explorer 6

Internet Explorer 3

Internet

Internet Tools (Explorer)

Internet Tools (Navigator)

Lotus Notes

Lotus Notes 6.5

Access 2003

Netscape Communicator 4  
Networking  
Netscape Navigator 4  
Netscape Navigator 3  
Lotus Notes 5  
Windows NT Wkstn 4.0  
Office 2000  
Office 97  
Outlook 98  
Office 2003 - Whets New  
Office XP Upgrade  
Windows XP Upgrade  
Outlook 2003  
Outlook 2002  
PowerPoint 2000 MOS  
Introduction to PCs - Part I  
Project 98  
Project 2003  
Project 2000 MOS  
Paint Shop Pro  
PowerPoint 2003  
PowerPoint 2002  
SAP R/3 Release 4.6  
SharePoint 2003  
Visio 2002  
Word 2000 MOS Expert  
Word 2000 MOS  
Windows 95  
Windows 98  
Windows 2000 Basics  
Word 2003  
Windows 98 Tips  
Word 2002  
Crystal Reports XI

European Computer Driving Licence for Office 2000– £20 pays for access to the following courses for one year:

European Computer Driving Licence Version 4.0: Concepts of Information Technology  
European Computer Driving Licence Version 4.0: Using the Computer and Managing Files  
European Computer Driving Licence Version 4.0: Word Processing  
European Computer Driving Licence Version 4.0: Spreadsheets  
European Computer Driving Licence Version 4.0: Database  
European Computer Driving Licence Version 4.0: Presentations

European Computer Driving Licence Version 4.0: Information and Communication

International Computer Driving Licence Version 4.0 – £20 pays for access to the following courses for one year:

Concepts of Information Technology  
Using the Computer and Managing Files  
Word Processing  
Spreadsheets  
Database  
Presentations  
Information and Communication

European Computer Driving Licence for Office XP – £20 pays for access to the following courses for one year:

International Computer Driving Licence Version 4.0  
Concepts of Information Technology  
Using the Computer and Managing Files  
Word Processing  
Spreadsheets  
Database  
Presentations  
Information and Communication

International Computer Driving Licence 4.0 XP – £20 pays for access to the following courses for one year:

Concepts of Information Technology  
Using the Computer and Managing Files  
Word Processing  
Spreadsheets  
Database  
Presentations  
Information and Communication

Business Skills Development – £20 pays for access to the following courses for one year:

Business Communication  
Business Ethics  
Fundamentals of Business Management  
Fundamentals of Business Management  
Effective Business Communication  
Business Management  
Customer Service  
Dealing with Difficult People

Effective Presentations  
Business Grammar  
Instructional Design  
Basics of Business Math  
Managing Change  
Management Skills Introduction  
Motivation Methods and Strategies  
Motivation  
Negotiating  
Project Management Professional Certification 2005  
Project Management Professional PMP  
Project Management  
Sarbanes-Oxley Act  
Stress Management  
Teams That Work  
Time Management Fundamentals  
Time Management

Personal Skills – £20 pays for access to the following courses for one year:

Interview Skills  
Money 98  
QuickBooks 2004  
QuickBooks  
Quicken  
Resume  
Works

Technical Web Development – £20 pays for access to the following courses for one year:

Macromedia Flash MX ActionScript  
Flash MX 2004 ActionScript 2.0  
ColdFusion MX  
CGI/Perl  
CIW Foundations 1D0-410  
CIW Security 1D0-470  
Dynamic HTML  
Dreamweaver MX 2004  
Dreamweaver 8  
Dreamweaver MX  
E-Commerce  
Flash MX 2004  
Flash 8  
Flash MX  
FrontPage 98  
FrontPage 97

FrontPage 2000  
GUI Design  
HTML  
Web Publishing and Design with HTML 4.01 and XHTML  
Java 2 5.0 Programming  
Java 2 Programmer Certification 310-035  
Java 2 Enterprise Design  
Java 1.1  
Java 1.2  
Photoshop 7  
PHP and MySQL  
Photoshop CS  
Photoshop  
Visual InterDev 6  
Web Design & Graphics  
WebSphere Studio Application Developer and J2EE  
XML

Technical Microsoft Certification– £20 pays for access to the following courses for one year:

Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316  
Microsoft .NET Architectures MCP/MCSD 70-300  
Exchange 2000 Administration MCSE 70-224  
Exchange Server 5  
Exchange Server 4  
Microsoft Exchange Server 2003 MCSA/MCSE 70-284  
IIS 4  
SQL Server 7 Admin  
Networking Essentials  
Windows NT Wkstn 4.0  
Windows NT Server 4.0 Enterprise  
Windows NT Server 4.0  
Project Server 2003  
SQL Server 2000 Admin MCDBA MCSA MCSE 70-228  
SQL Server 2000 Database Design MCSE 70-229  
SQL Server 6.5  
Windows Server 2003 Infrastructure MCSE 70-297  
Windows Server 2003 Security MCSE 70-298  
Server 2003 Security Admin MCSA/MCSE 70-299  
TCP/IP  
Visual Studio .NET and ASP.NET Series  
Visual Basic .NET for Web MCSD/MCAD 70-305  
Visual Basic .NET Windows Apps MCSD/MCAD 70-306  
Visual Studio .NET Programming with Visual C#  
Visual Studio .NET Overview

Visual Studio .NET Advanced Topics  
Windows 2000 Server MCSE 70-215  
Windows 2000 Network Administration MCSE 70-216  
Windows 2000 Active Directory MCSE 70-217  
Windows 2000 Network Management MCSA 70-218  
Windows 2000 Directory Design MCSE 70-219  
Windows 2000 Security Design MCSE 70-220  
Windows 2000 Network Design MCSE 70-221  
Windows XP System Support MCDST 70-271  
Windows Server 2003 Administration MCSA/MCSE 70-290  
Windows Server 2003 Network Management MCSA/MCSE 70-291  
Windows Server 2003 Network Planning MCSE 70-293  
Windows Server 2003 Active Directory MCSE 70-294  
Visual C# Web Applications MCAD 70-315  
Windows 2000 Professional  
Windows Server 2003  
Windows XP Professional MCSE 70-270  
Exchange Server 5.5  
Visual C# XML MCAD 70-320  
Visual Basic .NET for XML Web MCSD/MCAD 70-310  
Windows XP Application Support MCDST 70-272

**Technical General– £20 pays for access to the following courses for one year:**

Novell 560 CNE  
Novell 570 CNE Advanced Administration  
CompTIA A+  
Cisco Related Series by MindLeaders BCMSN 642-811  
Cisco Related Series by MindLeaders BCRAN 642-821  
Cisco Related Series by MindLeaders BSCI 642-801  
Cisco Related Series by MindLeaders CCDA  
Cisco Related Series by MindLeaders CIT 642-831  
Cisco Related Series by MindLeaders CCNA 640-801  
CISSP Security Professional  
C  
OOP Using C++  
Client/Server for Managers  
DB2  
DB2 Universal Database  
Data Warehousing  
FOCUS  
Sun Java 2 Developer SCJD CX-310-252A/CX-310-027  
LAN  
Linux LPIC 101  
Oracle 10g Administration

Visual Basic 2005  
Notes 5 Programming  
Network+  
Networking  
CompTIA Network+ 2005 (N10-003)  
Object-Oriented Analysis & Design  
Oracle9i/SQL 1z0-007  
Oracle9i Database Fundamentals 1Z1-031  
Oracle 8  
Oracle Developer 2000  
PowerBuilder 5  
PowerBuilder 6  
PowerBuilder 9 Advanced Development  
Oracle PL/SQL  
Rational Unified Process  
RDBMS Fundamentals  
Linux Red Hat Technician RHCT RH202  
RPG IV Programming  
SAS 8  
SAS  
Cisco  
Security+  
Server+  
Solaris 8 System Administrator 310-011  
Solaris 9 System Administrator 310-014/310-015  
SQL for the Windows Environment  
CompTIA Server+ 2005 (SK0-002)  
Sybase  
UML 2.0  
UNIX  
Visual Basic 4  
Visual Basic 5.0  
Visual Basic 6.0  
Windows 2000 Basics

**BSV Global Business– £20 pays for access to the following courses for one year:**

Global Business

**BSV Career Development – £20 pays for access to the following courses for one year:**

Career Development

**BSV Coaching – £20 pays for access to the following courses for one year:**

Coaching

**BSV Communication – £20 pays for access to the following courses for one year:**

Communication

**BSV Customer Service – £20 pays for access to the following courses for one year:**

BSV - Customer Service

**BSV Finance – £20 pays for access to the following courses for one year:**

Finance

BSV Leadership – £20 pays for access to the following courses for one year:

Leadership

BSV Leading Teams – £20 pays for access to the following courses for one year:

Leading Teams

BSV Management– £20 pays for access to the following courses for one year:

Management

BSV Six Sigma– £20 pays for access to the following courses for one year:

Six Sigma

BSV Sales and Marketing– £20 pays for access to the following courses for one year:

Sales and Marketing

BSV Workplace Environment– £20 pays for access to the following courses for one year:

Workplace Environment

BSV Self-Management– £20 pays for access to the following courses for one year:

Self-Management

BSV Work and Life Balance– £20 pays for access to the following courses for one year:

Work and Life Balance

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**REMEMBER WE CAN ONLY ENROL PEOPLE ONTO THESE COURSES UNTIL THE 22ND OF DECEMBER 2006. THIS IS A FIRST COME FIRST SERVED OFFER SO ACT QUICKLY IF YOU WANT TO TAKE ADVANTAGE!**