

CIA ECDL TRAINING MATERIAL ORDER FORM

CiA Training Materials can be ordered from the J B Priestley Library Welcome Desk, on receipt of an order, cash, or debit card payment (if over £5). The materials are printed to order, double-sided on A4 paper, and **unbound**.

Please allow 1 week for delivery.

CiA Training Materials are available to borrow from the J B Priestley Library, the School of Management Library (L681.31 EUR), and the School of Health Studies Library (QA 125 EUR).

YOUR DETAILS

FULL NAME [block capitals].....

DEPARTMENT.....

CONTACT NO..... DATE

Please tick the course material you require:

ECDL Syllabus 4 / 4.5 Course workbooks (for Candidates registered before 1/9/09)

Module	Title	
<input type="checkbox"/> 1	Concepts of IT	£2.00
<input type="checkbox"/> 2	Windows XP	£3.00
<input type="checkbox"/> 3	Word 2007	£3.00
<input type="checkbox"/> 4	Excel 2007	£3.00
<input type="checkbox"/> 5	Access 2007	£3.00
<input type="checkbox"/> 6	PowerPoint 2007	£2.50
<input type="checkbox"/> 7	Internet Explorer 7/ Outlook	£2.50

ECDL Syllabus 5 Course workbooks (for Candidates registered after 1/9/09)

Unit	Title	
<input type="checkbox"/> 1	IT Security	£1.00
<input type="checkbox"/> 2	Windows XP	£3.00
<input type="checkbox"/> 3	Word 2007	£3.00
<input type="checkbox"/> 4	Excel 2007	£3.00
<input type="checkbox"/> 5	Access 2007	£3.00
<input type="checkbox"/> 6	PowerPoint 2007	£2.50
<input type="checkbox"/> 7a	Internet Explorer 7	£1.50
<input type="checkbox"/> 7b	Outlook 2007	£1.50

ECDL Advanced Syllabus 2 workbooks

Module	Title	
<input type="checkbox"/> AM3	Advanced Word 2007	£3.00
<input type="checkbox"/> AM4	Advanced Excel 2007	£3.00
<input type="checkbox"/> AM5	Advanced Access 2007	£3.00
<input type="checkbox"/> AM6	Advanced PowerPoint 2007	£2.50

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TOTAL PAIDCASH/CHEQUE/DEBIT/REQUISITION NO

DATE.....

Please allow 1 week for delivery