



Workbook &
e-Learning Solutions

Microsoft Office 2010-2000

IT Courseware

C&G OCR ECDL EdExcel iTQ (QCF) : Microsoft Office Specialist

workbooks : photocopy : multimedia : online : blended learning

ITQ IT Learning Centre - books, e-learning, courseware & free modules

Student Information | Tutor Information | CLAIT | e-Quals | MOS | MCAS | Order | Catalogue | Contact | Tel: 020 8866 1419
To access our FREE modules click on the book covers below. Office 2007 - 2003 - 2002 - 2000 available.

Study iTQ Online
www.itq2009.co.uk

FREE REGISTRATION
Enrol

IMPROVING PRODUCTIVITY USING IT
WORKBOOK ITQ (2009) L1

IT USER FUNDAMENTALS
WORKBOOK ITQ (2009) L1

SECURITY FOR IT USERS
WORKBOOK ITQ (2009) L1

USING THE INTERNET
WORKBOOK ITQ (2009) L1



www.stworkbooks.co.uk

FREE MOODLE COURSEWARE FOR iTQ & MOS

Free

- If you have several groups of learners we can provide you with virtually free courseware

Moodle

- Our courseware includes step-by-step exercises combined with online video clips and theory

Courseware

- Workbooks – we would supply you with PDF files to print off workbooks

iTQ

- E-Learning – we can provide you with courseware on CD to put on your own Moodle

MOS

- Call Paul on 020 8866 1419 for further details

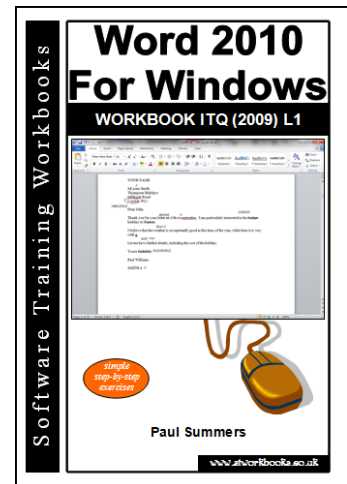
HOW YOU CAN USE OUR COURSEWARE

To make purchasing our courseware cost effective we offer a range of solutions, one of which should suite your needs.

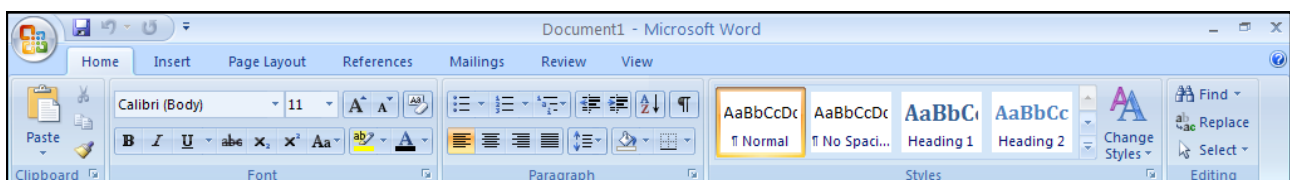
INDIVIDUAL LEARNERS can enrol at our e-learning portal or purchase workbooks. For small groups this is the most cost effect solution.

LICENSES (from £150) provide you with a cost effective solution that enables you to deliver both traditional classroom based learning using workbooks with the added advantage that you can also delivery your courses using Moodle. Our courseware is provide in two formats. Application modules are supplied in Adobe PDF format so that multiple copies of workbooks can be printed off. All modules, including applications, come in HTML/PDF format that can run from within your Moodle CMS. If you don't have Moodle it is possible to run the courseware via an Intranet.

With a licence:



- ◆ Your students can access their course 24/7.
- ◆ Your students can be given a copy of each workbook or alternatively you can reduce your costs by keeping books on site and allowing students to print off their own exercises at home from the Moodle courseware.
- ◆ All the Microsoft Office versions that you need (2000/2002/2003/2007/2010) are included in the price with no extra costs when you upgrade.



e-Skills UK iTQ 2009 (QCF)



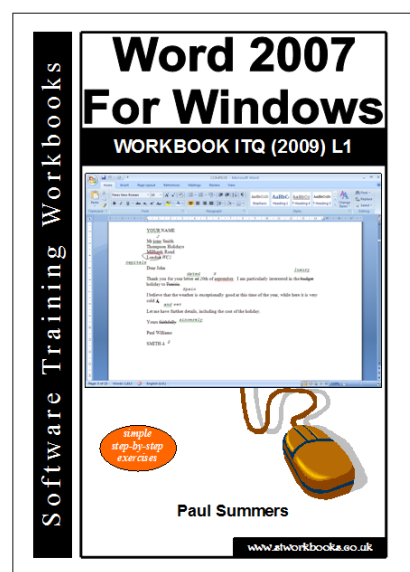
IT USER QUALIFICATIONS

The iTQ 2009 (QCF) is the new Vocational IT qualification from OCR/C&G/ECDL/e-Skills UK.

STW produce learning resources for the iTQ 2009 (QCF) for Office 2000/XP/2003/2007/2010 applications. Because the new iTQ 2009 (QCF) qualification can be undertaken in the workplace STW have developed courseware that can be delivered over the Internet. You will find this at our Moodle e-learning portal the iTQ IT Learning Centre (www.iTQ2009.co.uk). If you wish to purchase workbooks instead please call us for details on 020 8866 1419.

E-Skills UK iTQ 2009 (QCF) modules include:

- ◆ Improving Productivity Using IT
- ◆ IT User Fundamentals
- ◆ Security for IT Users
- ◆ Using the Internet
- ◆ Word Processing Software
- ◆ Spreadsheet Software
- ◆ Database Software
- ◆ Website Software
- ◆ Imaging Software
- ◆ Presentation Software
- ◆ Desktop Publishing Software



iTQ (QCF)	Prices
iTQOnline @ www.iTQ2009.co.uk	IT User iTQ from £45 per student
iTQ Photocopy Licences	from £150

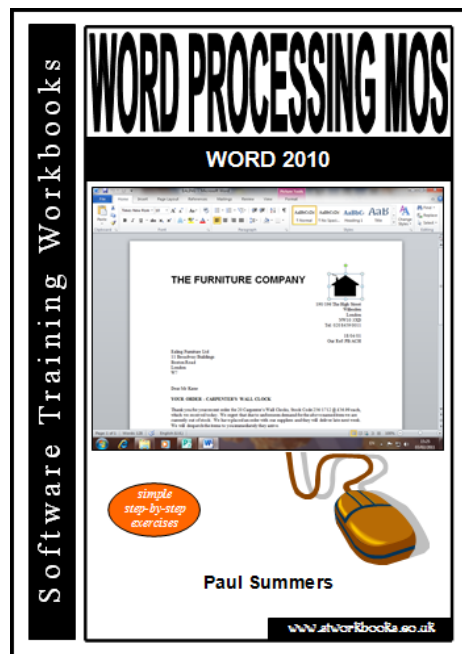
www.iTQ2009.co.uk

Microsoft Office Specialist



Over 90% of UK businesses use Microsoft Office, the world's leading application suite. Our MOS courseware covers the four main Microsoft Office applications, **Word** (Word Processing), **Excel** (Spreadsheets), **Access** (Database) and **PowerPoint** (Presentations and Graphics).

STW produce learning materials for MOS Core for Office 2000/2002/2003/2007/2010 applications as well as providing online study at the STW IT Learning Centre (www.stwitlc.com). The options available include:



- ◆ Books for students.
- ◆ Online MOS modules.
- ◆ Photocopiable Courseware.
- ◆ 2 for 1 Photocopiable Multimedia e-Learning Courseware.

MCAS/MOS (Core)	Prices
Word Processing (Word) Spreadsheet (Excel) Databases (Access) Presentation Graphics (PowerPoint)	MOS Online £185 per student
Photocopy Licences	£300 per module

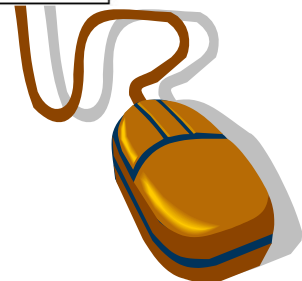
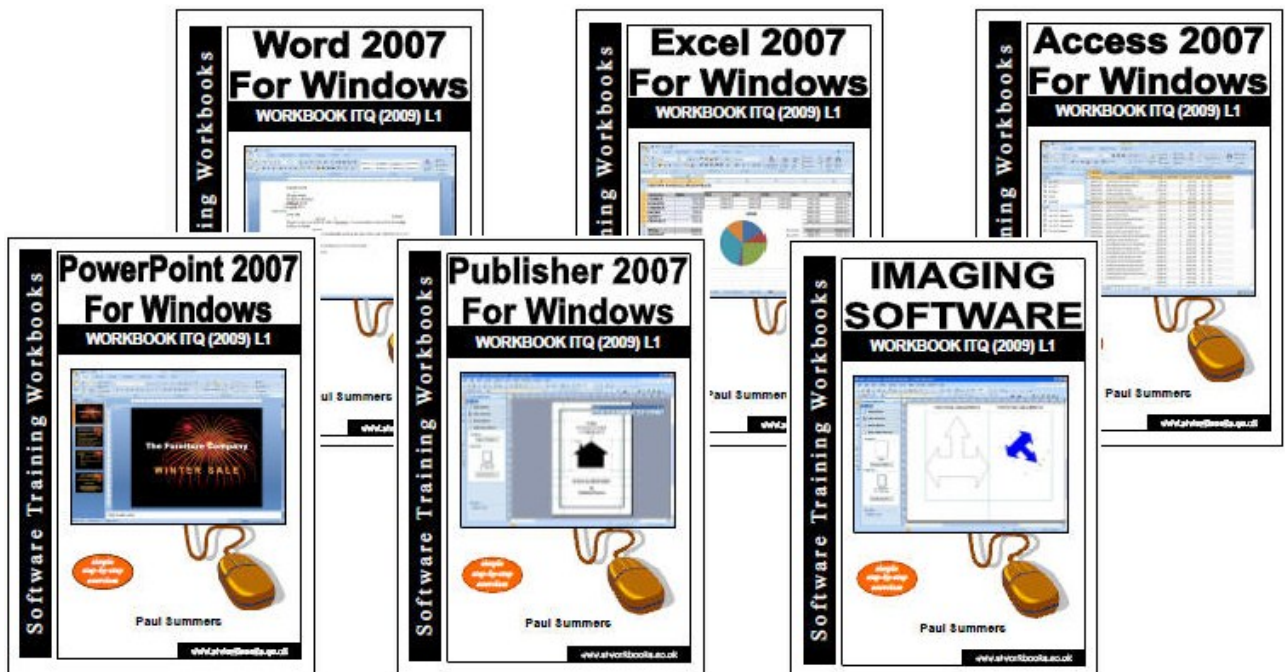
www.stwitlc.com



STAFF DEVELOPMENT

Using our e-learning portal at www.iTQ2009.co.uk you can enrol your staff on the following IT courses at any time:

- ♦ iTQ Level 1/2/3 - £185
- ♦ Microsoft Office Specialist Core (MOS) - £185
- ♦ New CLAIT (2006) - endorsed by OCR - £185
- ♦ CLAIT Plus (2006) - endorsed by OCR - £185
- ♦ C&G e-Quals Level 1/2/3 - £185



www.iTQ2009.co.uk