



## What is CoursesForYou

Welcome to CoursesForYou, where you can assemble a range of online courses from the key learning suppliers to face the challenges of your business, department or learning centre. The courses can be accessed from anywhere in the world whenever it's convenient.



Once your site is set up, simply login and start by creating a library of courses for you and your colleagues. You choose the titles which your learners have access to, giving you total control.

## The Solution



CoursesForYou has been created to increase accessibility to online learning provision. We believe that by taking away the complexities of setting up and running online learning, we are letting you take control of your learning provision, allowing you to concentrate on meeting your internal customer needs and building upon new and existing relationships.

CoursesForYou offers a diverse and evolving list of titles, meaning that you don't have to have one restrictive contract with one supplier. We are also constantly sourcing new courses from new providers, so that you don't have to.

We provide technical and customer support at no additional cost, and also a monthly newsletter announcing updates or amendments to the course offering.

## Setting up an Index

We ask you to identify learning content from the CoursesForYou offering which addresses your development needs. Fact sheets for all courses are available on the CoursesForYou website. When you are happy with the learning you have chosen, we will setup your learning website reflecting your organisation's colours and insignia. It is easy to alter the course selection at any time via the online administration system provided.

The system is quick and easy to set up with your own insignia and selection of titles. You will have your own labelled learning library in no time at all.

You will need to select an administrator of the system within your business. This person will receive logon details to access the account, and manage the site on a daily basis; creating usernames and passwords, changing your list of selected courses, updating contact details and adding funds to your account.

AVAILABLE COURSES	SELECTED COURSES
<p><b>IT / ICT, Databases</b></p> <ul style="list-style-type: none"> <li>Access 2000 MOS Series (674)</li> <li>Access 2002 Series (677)</li> <li>Crystal Reports 8 Series (699)</li> <li>FOCUS - Series (2371)</li> <li>Lotus Notes (1307)</li> <li>Lotus Notes 4.6 Series (893)</li> <li>Lotus Notes RS Series (838)</li> <li>Oracle 9 Series (270)</li> <li>Oracle Series (977)</li> <li>Oracle Database Fundamentals 1Z1-031 Series (979)</li> <li>PowerBuilder 5 Series (1013)</li> <li>PowerBuilder 6 Series (1016)</li> <li>RDBMS Fundamentals (1026)</li> </ul> <p><b>IT / ICT, DTP / Graphics / Powerpoint</b></p> <ul style="list-style-type: none"> <li>Adobe Acrobat 5 (486)</li> <li>Adobe Image Ready (482)</li> <li>Adobe Photoshop 6.0 (481)</li> <li>Introducing PowerPoint 97 (145)</li> <li>Macromedia Fireworks MX (492)</li> <li>Macromedia Flash 5.0 (480)</li> <li>Macromedia Freehand 10.0 (490)</li> <li>Microsoft Photo Editor (484)</li> <li>Microsoft Publisher (473)</li> <li>Microsoft Visio 2002 PRO (477)</li> <li>Paint Shop Pro 5 Series (200)</li> <li>Paintshop Pro 7.0 (491)</li> <li>Photoshop 7 Series (432)</li> <li>PowerPoint 2000 MOS Series (701)</li> </ul> <p><b>IT / ICT, Internet &amp; email</b></p> <ul style="list-style-type: none"> <li>Certified Internet Webmaster Foundations (2432)</li> <li>Certified Internet Webmaster Foundations (2432)</li> </ul>	<p><b>IT / ICT, Databases</b></p> <ul style="list-style-type: none"> <li>Introducing Access 2000 (138)</li> <li>Introducing Access XP (139)</li> </ul> <p><b>IT / ICT, DTP / Graphics / Powerpoint</b></p> <ul style="list-style-type: none"> <li>Introducing PowerPoint XP (146)</li> <li>Introducing PowerPoint 2000 (144)</li> </ul> <p><b>IT / ICT, Spreadsheets</b></p> <ul style="list-style-type: none"> <li>Introducing Excel 2000 (140)</li> <li>Introducing Excel XP (143)</li> </ul> <p><b>IT / ICT, Word processing</b></p> <ul style="list-style-type: none"> <li>Introducing Word 2000 (147)</li> <li>Introducing Word XP (149)</li> </ul> <p><b>Marketing, Customer service</b></p> <ul style="list-style-type: none"> <li>Caring For Your Customers (454)</li> </ul> <p><b>Marketing, Marketing strategies</b></p> <ul style="list-style-type: none"> <li>Marketing Essentials (ManageMentor Plus) (683)</li> </ul> <p><b>Mgmt. of finances, Budgeting</b></p> <ul style="list-style-type: none"> <li>Understanding Profit and Loss (416)</li> </ul>

## **Pay-as-you-learn**

Each title within the CoursesForYou offering is accessed at a per user cost, which is not seen by the learner. The learner then has unlimited access to the course for the licence period\*.

We ask you to deposit funds into your account. Monies are deducted each time an order is placed. A full statement of the orders placed can be viewed by the system administrator at any time giving the real-time balance of your account.

You can top up your account as and when you need to. Top ups can be made by credit card, purchase order, BACS, Paypal or cheque.

## **Statistics**

Student's usage information can be seen by the administrator at any time through a secure online facility, allowing you to keep track of your learners progress.

## **Depositing Funds against Your Account**

The service shall only commence when funds have been received by CoursesForYou and deposited into your account.

CoursesForYou will take care of, and be responsible for, all technical aspects of your learning index. CoursesForYou will invoice you for funds when requested. The invoice can be paid by BACS, Cheque or PayPal. Funds will be added to your account once we have notification of a cleared payment<sup>†</sup>.

With the CoursesForYou system, there is no budgetary year end, enabling you to commit the training budget when it is convenient for you by pre banking funds.

## **Reselling the CoursesForYou System**

As a client of CoursesForYou, you have the ability to resell the system to your contacts. For each client to whom you sell the system, there is a charge of £350 (ex VAT) and an annual renewal fee of £350 (ex VAT). We do not prescribe to you how much you should charge your client, this is your decision. These charges are to cover set up, hosting and support costs.

In addition, your client will never see the price of the titles, allowing you to use the system as an additional revenue stream.

All of your clients will receive 'stats user' access in order to manage their system on a daily basis, and you will also have access to their account through your own CoursesForYou administration system.

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\* Generally 12 months, with 6 month access for some suppliers

† Once funds have cleared into your account there is no cash equivalent, even if the account is closed. The outstanding balance can be taken as learning based goods. For more information, please contact Customer Services.