

# ICA11 Training Manuals

Self-Paced and Instructor-Led Courseware Options

## ICA10111 Certificate I in Information, Digital Media and Technology

All manuals include Assessment Tools and Marking Guides.

Core Units – 4 units	Exercise Files	Order Code	Price
ICAICT101A Operate a personal computer (Windows 7)	-	DDICT101	\$24.95
ICAICT102A Operate word-processing applications (Word 2010)	✓	DDICT102	\$24.95
ICAICT103A Use, communicate and search securely on the internet (Windows 7)	-	DDICT103	\$24.95
ICAICT104A Use digital devices (Windows 7)	-	DDICT104	\$24.95
Elective Units – Choose 2 units	Exercise Files	Order Code	Price
BSBOHS201A Participate in OHS processes BSBSUS201A Participate in environmentally sustainable work practices	-	DDICTE106	\$45.50
BSBCMM101A Apply basic communication skills	-	DDICTE107	\$19.95
ICAICT105A Operate spreadsheet applications (Excel 2010)	✓	DDICTE108	\$24.95
ICAICT106A Operate presentation packages (Powerpoint 2010)	✓	DDICTE109	\$24.95
ICAICT107A Use personal productivity tools (Outlook 2010)	-	DDICTE110	\$24.95
<b>+ BUNDLE PACK – 4 Core units</b>	✓	<b>DDICT100</b>	<b>\$65.95</b>
<b>+ BUNDLE PACK – 4 Core units + 2 Elective units</b>	✓	<b>DDICTE150</b>	<b>\$95.50</b>

## ICA20111 Certificate II in Information, Digital Media and Technology

All manuals include Assessment Tools and Marking Guides.

Core Units – 7 Units	Exercise Files	Order Code	Price
BSBOHS201A Participate in OHS processes BSBSUS201A Participate in environmentally sustainable work practices	-	DDICTE106	\$45.50
ICAICT201A Use computer operating systems and hardware (Windows 7)	-	DDICT201	\$24.95
ICAICT202A Work and communicate effectively in an IT environment	-	DDICT202	\$24.95
ICAICT203A Operate application software packages (Word, Excel, Access 2010)	✓	DDICT203	\$33.95
ICAICT204A Operate a digital media technology package (Windows 7)	-	DDICT204	\$24.95
ICAWEB201A Use social media tools for collaboration and engagement	-	DDICT205	\$24.95
<b>+ BUNDLE PACK – 7 Core units</b>	-	<b>DDICT200</b>	<b>\$95.50</b>
Elective Units – 9 Units	Exercise Files	Order Code	Price
CUFDIG303A Produce and prepare photo images	✓	DDICTE206	\$24.95
ICAICT205A Design basic organisational documents using computing packages (Office 2010)	✓	DDICTE207	\$36.95
ICAICT206A Install software applications ICASAS206A Detect and protect from spam and destructive software	-	DDICTE209	\$29.95
ICAICT207A Integrate commercial computing packages (Office 2010)	✓	DDICTE208	\$29.95
ICAICT210A Operate database applications (Access 2010)	✓	DDICTE210	\$24.95
ICASAS203A Connect hardware peripherals ICASAS209A Connect and use a home-based local wireless network	-	DDICTE211	\$29.95
ICPMM321C Capture a digital image	✓	DDICTE212	\$24.95
CUFDIG303A Produce and prepare photo images ICPMM321C Capture a digital image	✓	DDICTE213	\$29.95
<b>+ BUNDLE PACK – 7 Elective units</b>	✓	<b>DDICTE250</b>	<b>\$95.50</b>

# ICA11 TRAINING MANUALS

Self-Paced and Instructor-Led Courseware Options

## ICA30111 Certificate III in Information, Digital Media and Technology

All manuals include Assessment Tools and Marking Guides.

Core Units – 6 Units	Exercise Files	Order Code	Price
BSBOHS302B Participate effectively in OHS communication and consultative processes	-	DDICT301	\$24.95
BSBSUS301A Implement and monitor environmentally sustainable work practices	-	DDICT302	\$24.95
ICAICT202A Work and communicate effectively in an IT environment	-	DDICT303	\$24.95
ICAICT301A Create user documentation (Word 2010)	✓	DDICT304	\$24.95
ICAICT302A Install and optimise operating system software (Windows 7)	-	DDICT305	\$24.95
ICASAS301A Run standard diagnostic tests (Windows 7)	-	DDICT306	\$24.95
<b>+ BUNDLE PACK – 6 Core units</b>	✓	<b>DDICT300</b>	<b>\$79.50</b>
Elective Units – Group A – Applications	Exercise Files	Order Code	Price
ICAICT203A Operate application software packages (Word, Excel, Access 2010)	-	DDICT203	\$33.95
ICAICT304A Implement system software changes	-	DDICTA308	\$24.95
ICAICT307A Customise packaged software applications for clients (Windows 7, Office 2010)	-	DDICTA309	\$29.95
ICAICT308A Use advanced features of computer applications (Word, Excel, Access 2010)	✓	DDICTA310	\$45.50
ICAICT409A Develop macros and templates for clients using standard products (Word, Excel, Access 2010)	-	DDICTA311	\$24.95
<b>+ BUNDLE PACK – 5 Applications Elective units</b>	✓	<b>DDICTA350</b>	<b>\$79.50</b>
Elective Units – Group C – Support	Exercise Files	Order Code	Price
ICAICT303A Connect internal hardware components (Windows 7)	-	DDICTS312	\$29.95
ICASAS303A Care for computer hardware	-	DDICTS313	\$24.95
ICASAS304A Provide basic system administration (Windows 7)	-	DDICTS314	\$24.95
ICASAS305A Provide IT advice to clients	-	DDICTS315	\$24.95
ICASAS306A Maintain equipment and software (Windows 7)	-	DDICTS316	\$29.95
<b>+ BUNDLE PACK – 5 Support Elective units</b>	-	<b>DDICTS351</b>	<b>\$95.50</b>
Elective Units – Group D – Web Technologies	Exercise Files	Order Code	Price
ICAWEB201A Use social media tools for collaboration and engagement	-	DDICT205	\$24.95
Elective Units – Group F – General	Exercise Files	Order Code	Price
ICAICT306A Migrate to new technology (Windows 7)	-	DDICTW318	\$24.95

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Our Assessment Tool and Marking Guide Licence Bundles are ideal for when you purchase class sets of manuals.

<b>+ Certificate I Core &amp; Elective Bundle</b> <i>DDICT100 + 2 Electives</i>	<b>DDICT100M</b>	<b>\$495.00</b>
<b>+ Certificate II Core &amp; Elective Bundle</b> <i>DDICT200 + DDICTE250</i>	<b>DDICT200M</b>	<b>\$770.00</b>
<b>+ Certificate III Core &amp; Application Elective Bundle</b> <i>DDICT300 + DDICTA350</i>	<b>DDICTA350M</b>	<b>\$770.00</b>
<b>+ Certificate III Core &amp; Support Elective Bundle</b> <i>DDICT300 + DDICTS351</i>	<b>DDICTS351M</b>	<b>\$770.00</b>

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# CORPORATE TRAINING MANUALS

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Product	Duration	Exercise Files	Order Code	Price
<b>Introduction to Computers</b>				
Using Windows 7	1 Day	-	DD222	\$28.50
New Features Microsoft Office 2010	1 Day	✓	DD223	\$28.50
<b>Microsoft Access</b>				
Introduction to Microsoft Access 2007	2 Days	✓	DD212	\$33.00
Advanced Microsoft Access 2007	2 Days	✓	DD211	\$33.00
Introduction to Microsoft Access 2010	2 Days	✓	DD224	\$33.00
Advanced Microsoft Access 2010	2 Days	-	DD225	\$33.00
<b>Microsoft Excel</b>				
Introduction to Microsoft Excel 2007	1 Day	-	DD210	\$24.50
Intermediate Microsoft Excel 2007	1 Day	✓	DD209	\$24.50
Advanced Microsoft Excel 2007	2 Days	✓	DD208	\$33.00
Introduction to Microsoft Excel 2010	1 Day	✓	DD226	\$24.50
Intermediate Microsoft Excel 2010	1 Day	✓	DD227	\$24.50
Advanced Microsoft Excel 2010	2 Days	✓	DD228	\$33.00
<b>Microsoft Outlook</b>				
Introduction to Microsoft Outlook 2007	1 Day	-	DD207	\$24.50
Advanced Microsoft Outlook 2007	1 Day	✓	DD206	\$24.50
Introduction to Microsoft Outlook 2010	1 Day	-	DD229	\$24.50
Advanced Microsoft Outlook 2010	1 Day	✓	DD230	\$24.50
<b>Microsoft Powerpoint</b>				
Introduction to Microsoft PowerPoint 2007	1 Day	✓	DD205	\$24.50
Intermediate Microsoft PowerPoint 2007	1 Day	✓	DD204	\$24.50
Introduction to Microsoft PowerPoint 2010	1 Day	-	DD231	\$24.50
Intermediate Microsoft PowerPoint 2010	1 Day	✓	DD232	\$24.50
<b>Microsoft Project</b>				
Introduction to Microsoft Project 2007	2 Days	✓	DD219	\$45.50
Advanced Microsoft Project 2007	2 Days	✓	DD220	\$45.50
Introduction to Microsoft Project 2010	2 Days	✓	DD233	\$45.50
Advanced Microsoft Project 2010	2 Days	✓	DD234	\$45.50
<b>Microsoft Publisher</b>				
Using Microsoft Publisher 2007	1 Day	-	DD203	\$33.00
<b>Microsoft Visio</b>				
Introduction to Microsoft Visio 2007	1 Day	✓	DD202	\$33.00
Introduction to Microsoft Visio 2010	1 Day	✓	DD235	\$33.00
<b>Microsoft Word</b>				
Introduction to Microsoft Word 2007	1 Day	✓	DD200	\$24.50
Intermediate Microsoft Word 2007	1 Day	✓	DD201	\$24.50
Advanced Microsoft Word 2007	2 Days	✓	DD199	\$33.00
Introduction to Microsoft Word 2010	1 Day	✓	DD237	\$24.50
Intermediate Microsoft Word 2010	1 Day	✓	DD238	\$24.50
Advanced Microsoft Word 2010	2 Days	✓	DD239	\$33.00
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Introduction to Adobe Dreamweaver CS4/CS5		✓	DD240	\$38.00
Introduction to Adobe InDesign CS3/CS4/CS5		✓	DD241	\$38.00
Introduction to Adobe Photoshop CS3/CS4/CS5		✓	DD242	\$38.00
Introduction to Adobe Illustrator CS3/CS4/CS5		✓	DD243	\$38.00

