



ICA11

Information and Communications Technology Training Package

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ICA11 Information and Communications Technology Training Package

ICA10111 Certificate I Information, Digital Media and Technology

Core Units

ICAICT101A Windows 7	Operate a personal computer <i>Software Publications writing team</i>	978-1-921971-99-0	24.95
	<i>Training and assessment guide CD</i>	978-1-922012-44-9	99.95
ICAICT102A Word 2010	Operate a word-processing application <i>Software Publications writing team</i>	978-1-922012-00-5	24.95
	<i>Training and assessment guide CD</i>	TBA	TBA
ICAICT103A Internet Explorer 9 Outlook 2010 Gmail	Use, communicate and search securely on the internet <i>Software Publications writing team</i>	978-1-922012-01-2	24.95
	<i>Training and assessment guide CD</i>	TBA	TBA
ICAICT104A	Use digital devices <i>Software Publications writing team</i>	978-1-922012-02-9	24.95
	<i>Training and assessment guide CD</i>	TBA	TBA
Core pack	A pack of the above four core units	978-1-921885-39-6	69.95



ICA10111 Certificate I Information, Digital Media and Technology

Elective Units

ICAICT105A Excel 2010	Operate spreadsheet applications <i>Software Publications writing team</i> <i>Training and assessment guide CD</i>	978-1-922012-03-6 TBA	24.95
ICAICT106A PowerPoint 2010	Operate presentation packages <i>Software Publications writing team</i> <i>Training and assessment guide CD</i> includes training and assessment mapping, training plans, exercise and assessment instructions and solutions plus the Assessment Workbook for learners	978-1-922012-04-3 978-1-922012-12-8	24.95 99.95
BSBWHS201A	Contribute to health and safety of self and others <i>Stephen Harvey LLM LLB (Hons)</i>	978-1-922241-08-5	24.95
BSBSUS201A	Participate in environmentally sustainable work practices <i>Software Publications writing team</i>	1-74123-949-4	22.95
BSBCMM101A	Apply basic communication skills 2 nd edition <i>Simon Thompson</i>	978-1-922012-09-8	19.95



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**ICA05 Information and Communications
Training Package**

Microsoft 2003 and earlier

**Contents and sample pages of learning
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