

# CIA TIMES

THIS QUARTER'S UPDATE, AS ALWAYS, BRINGS YOU WHAT'S NEW,  
WHAT'S HOT AND WHAT'S COMING SOON.

'Bringing you quality courseware at affordable prices'

## SUMMER SPECIALS...

We're kicking off this newsletter with some exciting summer offers...

- |                   |  |
|-------------------|--|
| Summer Offer 1... | 20% off all site licences  |
| Summer Offer 2... | 50% of Revision Series title with purchase of equivalent training materials* |
| Summer Offer 3... | 3 for 2 on all Open Learning Guides*   |

\* offer applies to both books and site licences

Quote SO11 to receive your discount  
Offers valid until 31 August 2011

## OFFICE 2010 ICOURSE...



Those that pre-ordered our new Office 2010 iCourse Professional courseware will now have their copies. As always, we'd love to hear any feedback that you have to feed back to our publishing team. Endless amounts of hard work and effort go into product development and so it's great to hear comments from those actually using the resources day in day out.

For those who have upgraded or are planning an upgrade over the summer, Office 2010 resources are now available in the following ranges:

- ECDL 5.0
- ECDL Advanced 2.0
- OCR ITQ Level 1-3
- New CLAIT Series
- Open Learning Guides

Samples are available at [www.ciatraining.co.uk](http://www.ciatraining.co.uk) or feel free to get in touch if there's something specific you want to see.

You will soon be able to benefit from our exciting new Functional Skills ICT resources. The resources provide a comprehensive and practical guide to using technology at home, at work and in education. The unique approach to the syllabus aims to equip students with the knowledge and confidence needed to independently develop, apply and present ICT solutions to a wide range of real-world problems.

Key features of our resources:

- Designed specifically for the Functional Skills ICT syllabus
- Practical experience of using ICT in a real-world context
- A unique and engaging journey which goes beyond the classroom
- 8 authentic vocational scenarios to explore
- Encourages creativity, effective planning and communication
- A range of fun and challenging problems to solve
- A focus on independent critical thinking and confidence building
- Case studies and revision exercises to reinforce learning

Available as an A4 book or  
site licence with unlimited editing and printing rights.



Contact us now at [functionalskills@ciatraining.co.uk](mailto:functionalskills@ciatraining.co.uk)  
for your free sample section

## NEW OCR ITQ RESOURCES ...

Our exciting new range of resources for OCR ITQ Levels 1-3 are proving extremely popular with those centres running this qualification. Based on the standards from the OCF this range contains loads of new features and takes the following approach:

Level 1 - Recognise and see how to use basic features/techniques

Level 2 - Identify and use features/techniques

Level 3 - Use features independently and explain their use



All available for Office 2007 and 2010

Available as individual copies £13.50 or fully editable site licences where master files are supplied in Microsoft Word format allowing unlimited editing and printing and can be placed on a secure intranet or VLE. See above offers for site licence prices or contact us directly.

## LET US KNOW WHAT YOU WANT SEE...

We have some exciting developments in the pipeline but we'd like you to shape any future product development. Whether you're struggling with resources in a particular area or would like to see more choice, please let us know by dropping an email to [info@ciatraining.co.uk](mailto:info@ciatraining.co.uk) with 'What I'd like to see...' in the subject line.

Contact us with any enquiries on 0191 549 5002 or  
email [sales@ciatraining.co.uk](mailto:sales@ciatraining.co.uk)