

Level 2 Diploma		Level 3 Diploma	
38 Credits		39 Credits	
Mandatory unit Value	Credit	Mandatory unit Value	Credit
Improving Productivity Using I.T	4	Improving Productivity Using I.T	5
Understanding the Potential of I.T.	8	Understanding the Potential of I.T.	8
Developing Personal & Team Effectiveness using I.T.	4	Developing Personal & Team Effectiveness using I.T.	4
<b>Optional units</b>			
Audio Software	3	Audio Software	4
Bespoke Software	3	Bespoke Software	4
Computerised Accounting Software	3	Computerised Accounting Software	5
Data Management Software	3	Data Management Software	4
Database Software	4	Database Software	6
Design Software	4	Design Software	5
Desktop Publishing Software	4	Desktop Publishing Software	5
Drawing & Planning Software	3	Drawing & Planning Software	4
Imaging Software	4	Imaging Software	5
IT Communications Fundamentals	2		
IT security for users	2	IT security for users	3
IT Software Fundamentals	3		
IT User Fundamentals	3		
Multimedia Software	4	Multimedia Software	6
Optimise IT System Performance	4	Optimise IT System Performance	5
Personal Information Management.	2		
Presentation Software	4	Presentation Software	6
Project Management Software	4	Project Management Software	5
Setting Up an IT System	4	Setting Up an IT System	5
Specialist Software	3	Specialist Software	4
Spreadsheet Software	4	Spreadsheet Software	6
Using Collaborative Technologies	4	Using Collaborative Technologies	6
Using E-mail	3	Using E-mail	3
Using Mobile IT Devices	2		
Using the Internet	4	Using the Internet	5

APPRENTICESHIP & ADVANCED APPRENTICESHIP IN I.T APPLICATIONS SPECIALIST.

Website Software	4	Website Software	5
Word Processing Software	4	Word Processing Software	6
<b>Key Skills</b>		<b>Key Skills</b>	
Application of Number at Level 1		Application of Number at Level 2	
I.T at Level 2		I.T at Level 2	
Communications at Level 1		Communications at Level 2	