

# IT Users

## Level 2 Diploma

This diploma is for those working with IT tools and systems as part of their everyday job. Such job roles could be; an IT Clerk, a Digital Assistant, a Website Technician or a Data Administrator.

The apprenticeship is work-based and online, so learners will not have to leave the workplace and can fit study around their day job.

There are a set of mandatory units and a selection of optional units to choose from, the optional units listed below are only a selection, there is a wide choice available. We'll help you put together the right combination to fit the job you're doing and the way you want to develop your career.

### Mandatory units

- Improving Productivity Using IT
- Understand the Potential of IT
- Developing Personal and Team Effectiveness Using IT

### Optional units

- IT User Fundamentals
- Set up an IT System
- Optimise IT System Performance
- IT Security for Users
- IT Communication Fundamentals
- Using the Internet
- Using Mobile IT Devices
- Using Email
- Personal Information Management Software
- Using Collaborative Technologies
- IT Software Fundamentals
- Audio Software
- Video Software
- Bespoke Software
- Specialist Software
- Computerised Accounting Software
- Database Software
- Data Management Software
- Design Software
- Imaging Software
- Drawing and Planning Software
- Desktop Publishing Software
- Multimedia Software
- Presentation Software
- Project Management Software
- Spreadsheet Software
- Website Software
- Word Processing Software
- Internet Safety for IT Users
- Using a Computer Keyboard

Call us for more information:  
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