



ITQ Level 2 for IT USERS



ABOUT THIS LEVEL

A level 2 user can make use of predefined or commonly used IT tools for activities that are at times non-routine or unfamiliar, they will be able to devise solutions to use IT tools to improve productivity. Any aspect that is unfamiliar will require support and advice from other people.

An activity will typically be non routine or unfamiliar because:

- The task or context is likely to require some preparation, clarification or research (to separate the components and to identify what factors need to be considered, for example. Time available, audience needs, accessibility of source, types of content, message and meaning) before an approach can be planned.
- The techniques required will involve a number of steps and at times be non-routine or unfamiliar.

Unit Number	Unit Title	Credit Value
201	Improving productivity using IT	4
203	Video software	3
107	Using the internet	4
220	Design software	4
221	Imaging software	4
222	Desktop publishing software	4
224	Multimedia software	4
225	Presentation software	4
227	Spreadsheet software	4
228	Website software	4
229	Word processing	4
234	Understanding the potential of IT	8