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## Level 2 Certificate in IT User Skills in Open Systems and Enterprise

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### Level 2

The following is a selection of available units.

## Level 2, Unit 1 - Improving Productivity Using IT (4 credits)

**1. Plan select and use appropriate IT systems and software to meet needs**

[1.1 I can describe the purpose for using IT.](#) [1]

[1.2 I can describe the methods skills and resources required to complete tasks successfully.](#) [4]

[1.3 I can plan how to carry out tasks using IT to achieve the required purpose and outcome.](#) [7]

[1.4 I can describe factors that might affect the task.](#) [10]

[1.5 I can select and use IT systems and software applications to complete planned tasks and produce effective results.](#) [13]

[1.6 I can describe how the](#)

**2. Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful**

[2.1 I can review the on-going use of IT tools and techniques and change the approach as needed.](#) [2]

[2.2 I can describe whether the IT tools selected were appropriate for the task and purpose.](#) [5]

[2.3 I can assess the strengths and weaknesses in my final work.](#) [8]

[2.4 I can describe ways to make further improvements to my work.](#) [11]

[2.5 I can review outcomes to make sure they match requirements and are fit for purpose.](#) [14]

**3. Develop and test solutions to improve the ongoing use of IT tools and systems**

[3.1 I can review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency.](#) [3]

[3.2 I can describe ways to improve productivity and efficiency.](#) [6]

[3.3 I can develop solutions to improve my own productivity in using IT.](#) [9]

[3.4 I can test solutions to check that they work as intended.](#) [12]

[purpose and outcomes have been met by the chosen IT systems and software applications.](#) [15]

[1.7 I can describe any legal or local guidelines or constraints that apply to the task or activity.](#) [16]

## Level 2, Unit 4 - IT Security for Users (2 credits)

### 1. Select and use appropriate methods to minimise security risk to IT systems and data

[1.1 I can describe the security issues that may threaten system performance.](#) [18]

[1.2 I can apply a range of security precautions to protect IT systems and data.](#) [19]

[1.3 I can describe the threats to system and information security and integrity.](#) [20]

[1.4 I can keep information secure and manage personal access to information sources securely.](#) [21]

[1.5 I can describe ways to protect hardware, software and data and minimise security risk.](#) [22]

[1.6 I can apply guidelines and procedures for the secure use of IT.](#) [23]

[1.7 I can describe why it is important to backup data and how to do so securely.](#) [24]

[1.8 I can select and use effective backup procedures for systems and data.](#) [25]

## Level 2, Unit 7 - Word processing (4 credits)

**1. Enter and combine text and other information accurately within word processing documents**

[1.1 I can identify what types of information are](#)

**2. Create and modify layout and structures for word processing documents**

[2.1 I can identify the document requirements for](#)

**3. Use word processing software tools to format and present documents effectively to meet requirements**

[3.1 I can identify how the document should be](#)

[needed in documents.](#) [27]

[1.2 I can use appropriate techniques to enter text and other information accurately and efficiently.](#) [30]

[1.3 I can select and use appropriate templates for different purposes.](#) [33]

[1.4 I can identify when and how to combine and merge information from other software or other documents.](#) [36]

[1.5 I can select and use a range of editing tools to amend document content.](#) [39]

[1.6 I can combine or merge information within a document from a range of sources.](#) [41]

[1.7 I can store and retrieve document and template files effectively, in line with local guidelines and conventions where available.](#) [43]

[structure and style.](#) [28]

[2.2 I can identify what templates and styles are available and when to use them.](#) [31]

[2.3 I can create and modify columns, tables and forms to organise information.](#) [34]

[2.4 I can select and apply styles to text.](#) [37]

[formatted to aid meaning.](#) [29]

[3.2 I can select and use appropriate techniques to format characters and paragraphs.](#) [32]

[3.3 I can select and use appropriate page and section layouts to present and print documents.](#) [35]

[3.4 I can describe any quality problems with documents.](#) [38]

[3.5 I can check documents meet needs, using IT tools and making corrections as necessary.](#) [40]

[3.6 I can respond appropriately to quality problems with documents so that outcomes meet needs.](#) [42]

## Level 2, Unit 5 - Spreadsheet Software (4 credits)

**1. Use a spreadsheet to enter, edit and organise numerical and other data**

[1.1 I can identify what numerical and other data is needed in the spreadsheet and how it should be structured.](#) [45]

**2. Select and use appropriate formulas and data analysis tools to meet requirements**

[2.1 I can identify how to summarise and display the required information.](#) [46]

**3. Select and use tools and techniques to present and format spreadsheet information**

[3.1 I can select and use appropriate tools and techniques to format spreadsheet cells, rows and columns.](#) [47]

[1.2 I can enter and edit numerical and other data accurately.](#) [48]

[2.2 I can use functions and formulas to meet calculation requirements.](#) [49]

[3.2 I can identify which chart or graph type to use to display information.](#) [50]

[1.3 I can store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available.](#) [51]

[2.3 I can use spreadsheet tools and techniques to summarise and display information.](#) [52]

[3.3 I can select and use appropriate tools and techniques to generate, develop and format charts and graph.](#) [53]

[1.4 I can combine and link data across worksheets.](#) [54]

[3.4 I can select and use appropriate page layout to present and print spreadsheet information.](#) [55]

[3.5 I can check spreadsheet information meets needs, using IT tools and making corrections as appropriate.](#) [56]

[3.6 I can describe how to find errors in spreadsheet formulas.](#) [57]

[3.7 I can respond appropriately to any problems with spreadsheets.](#) [58]

## Level 2, Unit 10 - Presentation software (4 credits)

**1. Input and combine text and other information within presentation slides**

**2. Use presentation software tools to structure, edit and format slide sequences**

**3. Prepare slideshow for presentation**

[1.1 I can identify what types of information are required for the presentation.](#) [60]

[2.1 I can identify what slide structure and themes to use.](#) [61]

[3.1 I can describe how to present slides to meet needs and communicate effectively.](#) [62]

[1.2 I can enter text and other information using layouts appropriate to type of information.](#) [63]

[2.2 I can select, change and use appropriate templates for slides.](#) [64]

[3.2 I can prepare slideshow for presentation.](#) [65]

[1.3 I can insert charts and tables into presentation slides.](#) [66]

[2.3 I can select and use appropriate techniques to edit slides and presentations to meet needs.](#) [67]

[3.3 I can check presentation meets needs, using IT tools and making corrections as necessary.](#) [68]

[1.4 I can insert images and video or sound to enhance the presentation.](#) [69]

[2.4 I can select and use appropriate techniques to format slides and presentations.](#) [70]

[3.4 I can identify and respond to any quality problems with presentations to ensure that presentations meet needs.](#) [71]

[1.5 I can identify any constraints which may affect the presentation.](#) [72]

[2.5 I can identify what presentation effects to use to enhance the presentation.](#) [73]

[1.6 I can organise and combine information of different forms or from different sources for presentations.](#) [74]

[2.6 I can select and use animation and transition effects appropriately to enhance slide sequences.](#) [75]

[1.7 I can store and retrieve presentation files effectively, in line with local guidelines and conventions where available.](#) [76]

## Level 2, Unit 2 - Website Software (4 credits)

### 1. Create structures and styles for web sites

[1.1 I can describe what web site content and layout will be needed for each page.](#) [78]

[1.2 I can plan and create web page templates to layout.](#) [81]

[1.3 I can select and use](#)

### 2. Use web site software tools to prepare content for websites

[2.1 I can prepare content for my web pages so that it is ready for editing and formatting.](#) [79]

[2.2 I can organise and combine information needed for web pages including across different platforms.](#) [82]

[2.3 I can select and use](#)

### 3. Publish web sites

[3.1 I select and use appropriate testing methods to check that all the elements in my web site work as planned.](#) [80]

[3.2 I can identify any quality problems with web sites and how to respond to them.](#) [83]

[3.3 I can select and use an](#)

## Level 2 Certificate in IT User Skills in Open Systems and Enterprise

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[web site features and structures to help the user navigate round web pages with the site.](#) [84]

[appropriate editing and formatting techniques to aid both clarity and navigation.](#) [85]

[appropriate programme to upload and publish the web site.](#) [86]

[1.4 I can create select and use styles to keep the appearance of web pages consistent and make them easy to understand.](#) [87]

[2.4 I can select and use appropriate development techniques to link information across pages.](#) [88]

[3.4 I can respond appropriately to problems with multiple page web sites.](#) [89]

[1.5 I can describe how copyright and other constraints may affect the web site.](#) [90]

[2.5 I can change the file formats of documents appropriately for content.](#) [91]

[1.6 I can describe access issues that might need to be taken into account.](#) [92]

[2.6 I can check that my web pages meet needs using IT tools and making corrections as necessary.](#) [93]

[1.7 I can describe what filetypes to use for saving content.](#) [94]

[1.8 I can store and retrieve files effectively, in line with local guidelines and conventions where available.](#) [95]

## Links to ITQ units

Entry Level

Level 1

Level 2

Level 3

[Entry Level 1, Unit R - Registration](#) [97]

[Level 1, Unit R - Registration](#) [98]

[Level 2, Unit R - Registration](#) [99]

[Level 3, Unit R - Registration](#) [100]

[Entry Level 1, Unit 1 - Improving Productivity Using IT \(1 credit\)](#) [101]

[Level 1, Unit 1 - Improving Productivity Using IT \(3 credits\)](#) [102]

[Level 2, Unit 1 - Improving Productivity Using IT \(4 credits\)](#) [103]

[Level 3, Unit 1 - Improving Productivity Using IT \(5 credits\)](#) [104]

[Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information \(2 credits\)](#) [105]

[Level 1, Unit 2 - Website Software \(3 credits\)](#) [106]

[Level 2, Unit 2 - Website Software \(4 credits\)](#) [107]

[Level 3, Unit 2 - Website Software \(5 credits\)](#) [108]

[Entry Level 1, Unit](#)

[Level 1, Unit 3 -](#)

[Level 2, Unit 3 -](#)

[Level 3, Unit 3 -](#)

## Level 2 Certificate in IT User Skills in Open Systems and Enterprise

-->

[3 - Online Basics \(2 credits\) \[109\]](#)

[Using Collaborative Technologies \(3 credits\) \[110\]](#)

[Using Collaborative Technologies \(4 credits\) \[111\]](#)

[Using Collaborative Technologies \(6 credits\) \[112\]](#)

[Entry Level 1, Unit 4 - Desktop Publishing Software \(2 credits\) \[113\]](#)

[Level 1, Unit 4 - IT Security for Users \(1 credit\) \[114\]](#)

[Level 2, Unit 4 - IT Security for Users \(2 credits\) \[115\]](#)

[Level 3, Unit 4 - IT Security for Users \(3 credits\) \[116\]](#)

[Entry Level 1, Unit 5 - Safe Working Practices \(2 credits\) \[117\]](#)

[Level 1, Unit 5 - Spreadsheet Software \(3 credits\) \[118\]](#)

[Level 2, Unit 5 - Spreadsheet Software \(4 credits\) \[119\]](#)

[Level 3, Unit 5 - Spreadsheet Software \(6 credits\) \[120\]](#)

[Entry Level 1, Unit 6 - Using ICT in the Workplace \(2 credits\) \[121\]](#)

[Level 1, Unit 6 - Specialist Software \(2 credits\) \[122\]](#)

[Level 2, Unit 6 - Specialist software \(3 credits\) \[123\]](#)

[Level 3, Unit 6 - Specialist Software \(4 credits\) \[124\]](#)

[Entry Level 1, Unit 7 - Imaging software \(2 credits\) \[125\]](#)

[Level 1, Unit 7 - Word Processing \(3 credits\) \[126\]](#)

[Level 2, Unit 7 - Word processing \(4 credits\) \[127\]](#)

[Level 3, Unit 7 - Word Processing Software \(6 credits\) \[128\]](#)

[Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place \(2 credits\) \[129\]](#)

[Level 1, Unit 8 - Using the Internet \(3 credits\) \[130\]](#)

[Level 2, Unit 8 - Using the internet \(4 credits\) \[131\]](#)

[Level 3, Unit 8 - Using the Internet \(5 credits\) \[132\]](#)

[Entry Level 1, Unit 9 - Using Word Processing Software \(2 credits\) \[133\]](#)

[Level 1, Unit 9 - Drawing and planning \(2 credits\) \[134\]](#)

[Level 2, Unit 9 - Drawing and planning \(3 credits\) \[135\]](#)

[Level 3, Unit 9 - Drawing and Planning Software \(4 credits\) \[136\]](#)

[Entry Level 1, Unit 11 - Audio and Video Software \(2 credits\) \[137\]](#)

[Level 1, Unit 10 - Presentation Software \(3 credits\) \[138\]](#)

[Level 2, Unit 10 - Presentation software \(4 credits\) \[139\]](#)

[Level 3, Unit 10 - Presentation Software \(6 credits\) \[140\]](#)

[Entry Level 1, Unit 12 - Presentation Software \(2 credits\) \[141\]](#)

[Level 1, Unit 11 - Database Software \(3 credits\) \[142\]](#)

[Level 2, Unit 11 - Database software \(4 credits\) \[143\]](#)

[Level 3, Unit 11 - Database Software \(6 credits\) \[144\]](#)

[Entry Level 1, Unit 13 - Computer Games Development \(2 credits\) \[145\]](#)

[Level 1, Unit 12 - Desktop Publishing Software \(3 credits\) \[146\]](#)

[Level 2, Unit 12 - Desktop Publishing Software \(4 credits\) \[147\]](#)

[Level 3, Unit 12 - Desktop Publishing Software \(5 credits\) \[148\]](#)

[Entry Level 1, Unit 14 - Video Communication \(2 credits\) \[149\]](#)

[Level 1, Unit 13 - Using Email \(2 credits\) \[150\]](#)

[Level 2, Unit 13 - Using Email \(3 credits\) \[151\]](#)

[Level 3, Unit 13 - Using Email \(3 credits\) \[152\]](#)

[Entry Level 1, Unit](#)

[Level 1, Unit 14 -](#)

[Level 2, Unit 14 -](#)

[Level 3, Unit 14 -](#)

## Level 2 Certificate in IT User Skills in Open Systems and Enterprise

-->

[29 - Understand social media \(2 credits\) \[153\]](#)

[Audio Software \(2 credits\) \[154\]](#)

[Audio Software \(3 credits\) \[155\]](#)

[Audio Software \(4 credits\) \[156\]](#)

[Entry Level 2, Unit R - Registration \[157\]](#)

[Level 1, Unit 15 - Imaging Software \(3 credits\) \[158\]](#)

[Level 2, Unit 15 - Imaging Software \(4 credits\) \[159\]](#)

[Level 3, Unit 15 - Imaging Software \(5 credits\) \[160\]](#)

[Entry Level 2, Unit 1 - Improving Productivity Using IT \(2 credits\) \[161\]](#)

[Level 1, Unit 16 - IT Communication Fundamentals \(2 credits\) \[162\]](#)

[Level 2, Unit 16 - IT Communication Fundamentals \(2 credits\) \[163\]](#)

[Level 3, Unit 17 - Video Software \(4 credits\) \[164\]](#)

[Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information \(2 credits\) \[165\]](#)

[Level 1, Unit 17 - Video Software \(2 credits\) \[166\]](#)

[Level 2, Unit 17 - Video Software \(3 credits\) \[167\]](#)

[Level 3, Unit 23 - Multimedia Software \(6 credits\) \[168\]](#)

[Entry Level 2, Unit 3 - Online Basics \(2 credits\) \[169\]](#)

[Level 1, Unit 18 - IT Software Fundamentals \(3 credits\) \[170\]](#)

[Level 2, Unit 18 - IT Software Fundamentals \(3 credits\) \[171\]](#)

[Level 3, Unit 24 - Additive Manufacture \(6 credits\) \[172\]](#)

[Entry Level 2, Unit 4 - Desktop Publishing Software \(2 credits\) \[173\]](#)

[Level 1, Unit 19 - IT User Fundamentals \(3 credits\) \[174\]](#)

[Level 2, Unit 19 - IT User Fundamentals \(3 credits\) \[175\]](#)

[Level 3, Unit 27 - Design Software \(5 credits\) \[176\]](#)

[Entry Level 2, Unit 5 - Using ICT: Safe Working Practices \(1 credit\) \[177\]](#)

[Level 1, Unit 20 - Using Mobile IT Devices \(2 credits\) \[178\]](#)

[Level 2, Unit 20 - Using Mobile IT Devices \(2 credits\) \[179\]](#)

[Level 3, Unit 28 - Optimise IT System Performance \(5 credits\) \[180\]](#)

[Entry Level 2, Unit 6 - Using ICT in the Workplace \(3 credits\) \[181\]](#)

[Level 1, Unit 21 - Data Management Software \(2 credits\) \[182\]](#)

[Level 2, Unit 21 - Data Management Software \(3 credits\) \[183\]](#)

[Level 3, Unit 29 - Set Up an IT System \(5 credits\) \[184\]](#)

[Entry Level 2, Unit 7 - Imaging software \(2 credits\) \[185\]](#)

[Level 1, Unit 22 - Understanding the social and environmental impact of architecture and construction \(3 credits\) \[186\]](#)

[Level 2, Unit 22 - Understanding the social and environmental impact of architecture and construction \(4 credits\) \[187\]](#)

[Level 3, Unit 32 - Computerised Accounting Software \(5 credits\) \[188\]](#)

[Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place \(2 credits\) \[189\]](#)

[Level 1, Unit 23 - Multimedia Software \(3 credits\) \[190\]](#)

[Level 2, Unit 23 - Multimedia Software \(4 credits\) \[191\]](#)

[Level 3, Unit 33 - Application Development Using Project Management Methods \(6 credits\) \[192\]](#)



## Level 2 Certificate in IT User Skills in Open Systems and Enterprise

-->

[Entry Level 2, Unit 9 - Using Word Processing Software \(2 credits\) \[193\]](#)

[Level 1, Unit 24 - Additive Manufacture \(3 credits\) \[194\]](#)

[Level 2, Unit 24 - Additive Manufacture \(3 credits\) \[195\]](#)

[Level 3, Unit 37 - Internet of Things \(6 credits\) \[196\]](#)

[Entry Level 2, Unit 10 - ICT for Employment \(1 credit\) \[197\]](#)

[Level 1, Unit 25 - Developing Computer Games and Puzzles \(4 credits\) \[198\]](#)

[Level 2, Unit 25 - Developing Computer Games and Puzzles \(4 credits\) \[199\]](#)

[Level 3, Unit 40 - Cloud Based Services and Applications \(5 credits\) \[200\]](#)

[Entry Level 2, Unit 11 - Audio and Video Software \(2 credits\) \[201\]](#)

[Level 1, Unit 26 - Computer Games Development \(3 credits\) \[202\]](#)

[Level 2, Unit 26 - Computer Games Development \(4 credits\) \[203\]](#)

[Level 3, Unit 41 - Cloud Based Systems and Security \(5 credits\) \[204\]](#)

[Entry Level 2, Unit 12 - Presentation Software \(2 credits\) \[205\]](#)

[Level 1, Unit 27 - Design Software \(3 credits\) \[206\]](#)

[Level 2, Unit 27 - Design Software \(4 credits\) \[207\]](#)

[Level 3, Unit 42 - Undertaking a RealWorld Project \(5 credits\) \[208\]](#)

[Entry Level 2, Unit 14 - Video Communication \(2 credits\) \[209\]](#)

[Level 1, Unit 28 - Optimise IT System Performance \(2 credits\) \[210\]](#)

[Level 2, Unit 28 - Optimise IT System Performance \(4 credits\) \[211\]](#)

[Level 3, Unit 44 - Bespoke Software \(4 credits\) \[212\]](#)

[Entry Level 2, Unit 16 - Using Collaborative Technologies \(2 credits\) \[213\]](#)

[Level 1, Unit 29 - Set Up an IT System \(3 credits\) \[214\]](#)

[Level 2, Unit 29 - Set Up an IT System \(4 credits\) \[215\]](#)

[Level 3, Unit 57 - Networking Fundamentals \(5 credits\) \[216\]](#)

[Entry Level 2, Unit 26 - Computer Games Development \(2 credits\) \[217\]](#)

[Level 1, Unit 30 - CAD \(3 credits\) \[218\]](#)

[Level 2, Unit 30 - CAD \(3 credits\) \[219\]](#)

[Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks \(6 credits\) \[220\]](#)

[Entry Level 2, Unit 29 - Understand social media \(2 credits\) \[221\]](#)

[Level 1, Unit 31 - Internet Safety for IT users \(3 credits\) \[222\]](#)

[Level 2, Unit 32 - Computerised Accounting Software \(3 credits\) \[223\]](#)

[Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching \(6 credits\) \[224\]](#)

[Entry Level 2, Unit 32 - Website Software \(2 credits\) \[225\]](#)

[Level 1, Unit 32 - Computerised Accounting Software \(2 credits\) \[226\]](#)

[Level 2, Unit 33 - Application Development Using Project Management Methods \(4 credits\) \[227\]](#)

[Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks \(6 credits\) \[228\]](#)

[Entry Level 2, Unit 36 - Specialist Software \(2 credits\) \[229\]](#)

[Level 1, Unit 36 - Financial Modelling \(3 credits\) \[230\]](#)

[Level 2, Unit 34 - Developing skills for project management \(4](#)

[Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks \(6 credits\)](#)

## Level 2 Certificate in IT User Skills in Open Systems and Enterprise

-->

		<a href="#">credits) [231]</a>	[232]
<a href="#">Entry Level 3, Unit R - Registration [233]</a>	<a href="#">Level 1, Unit 38 - Animation Software (3 credits) [234]</a>	<a href="#">Level 2, Unit 35 - Using Project Management Software (4 credits) [235]</a>	<a href="#">Level 3, Unit 64 - Cisco – CCNA Security (6 credits) [236]</a>
<a href="#">Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [237]</a>	<a href="#">Level 1, Unit 39 - Digital Art (3 credits) [238]</a>	<a href="#">Level 2, Unit 38 - Animation Software (4 credits) [239]</a>	<a href="#">Level 3, Unit 65 - Cisco – CyberSecurity Essentials (6 credits) [240]</a>
<a href="#">Entry Level 3, Unit 2 - Online Basics (1 credit) [241]</a>	<a href="#">Level 1, Unit 43 - E-safety for learners (2 credits) [242]</a>	<a href="#">Level 2, Unit 39 - Digital Art (4 credits) [243]</a>	<a href="#">Level 3, Unit 66 - Cisco – IT Essentials (6 credits) [244]</a>
<a href="#">Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [245]</a>	<a href="#">Level 1, Unit 50 - Developing skills for remote working (3 credits) [246]</a>	<a href="#">Level 2, Unit 43 - E-safety for learners (3 credits) [247]</a>	<a href="#">Level 3, Unit 67 - Cisco – Networking Essentials (6 credits) [248]</a>
<a href="#">Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [249]</a>	<a href="#">Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [250]</a>	<a href="#">Level 2, Unit 50 - Developing skills for remote working (3 credits) [251]</a>	
<a href="#">Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [252]</a>	<a href="#">Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [253]</a>	<a href="#">Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [254]</a>	
<a href="#">Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [255]</a>	<a href="#">Level 1, Unit 103 - Digital Modelling (4 credits) [256]</a>	<a href="#">DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [257]</a>	
<a href="#">Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [258]</a>	<a href="#">Level 1, Unit 105 - Digital Design and Graphics (4 credits) [259]</a>	<a href="#">DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [260]</a>	
<a href="#">Entry Level 3, Unit 8 - IT Security for users (1 credit) [261]</a>		<a href="#">DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [262]</a>	
<a href="#">Entry Level 3, Unit</a>		<a href="#">DELLevel 2, Unit</a>	

[10 - Presentation software \(2 credits\)](#)  
[263]

[Entry Level 3, Unit 14 - Audio and Video Software \(2 credits\)](#) [265]

[Entry Level 3, Unit 15 - Imaging Software \(2 credits\)](#)  
[267]

[Entry Level 3, Unit 16 - Using Collaborative Technologies \(3 credits\)](#) [269]

[Entry Level 3, Unit 20 - Introduction to Using mobile IT devices \(2 credits\)](#)  
[271]

[Entry Level 3, Unit 23 - Multimedia Software \(2 credits\)](#)  
[273]

[Entry Level 3, Unit 25 - Developing Computer Games and Puzzles \(3 credits\)](#) [275]

[Entry Level 3, Unit 26 - Computer Games Development \(3 credits\)](#) [277]

[Entry Level 3, Unit 28 - Personal information management software \(1 credit\)](#)  
[278]

[Entry Level 3, Unit](#)

[73 - Extended Project: Securing and Defending Online Systems \(6 credits\)](#) [264]

[Level 2, Unit 80 - Digital Tools and Best Practice for Project Management \(5 credits\)](#) [266]

[Level 2, Unit 81 - Digital Safety and Security Policies and Procedures \(4 credits\)](#) [268]

[Level 2, Unit 82 - Digital Editing and Publishing \(3 credits\)](#) [270]

[Level 2, Unit 83 - Digital Design and Graphics \(3 credits\)](#)  
[272]

[Level 2, Unit 84 - Digital Modelling and Data Management \(3 credits\)](#) [274]

[Level 2, Unit 85 - Virtual Reality and the Development Life Cycle \(4 credits\)](#)  
[276]

[32 - Website  
Software \(2 credits\)](#)  
[279]

[Entry Level 3. Unit  
36 - Specialist  
Software \(2 credits\)](#)  
[229]

**Source URL:** [https://theingots.org/community/ITQ\\_L2\\_Adult](https://theingots.org/community/ITQ_L2_Adult)

### Links

- [1] <https://theingots.org/community/sil2u1x#1.1>
- [2] <https://theingots.org/community/sil2u1x#2.1>
- [3] <https://theingots.org/community/sil2u1x#3.1>
- [4] <https://theingots.org/community/sil2u1x#1.2>
- [5] <https://theingots.org/community/sil2u1x#2.2>
- [6] <https://theingots.org/community/sil2u1x#3.2>
- [7] <https://theingots.org/community/sil2u1x#1.3>
- [8] <https://theingots.org/community/sil2u1x#2.3>
- [9] <https://theingots.org/community/sil2u1x#3.3>
- [10] <https://theingots.org/community/sil2u1x#1.4>
- [11] <https://theingots.org/community/sil2u1x#2.4>
- [12] <https://theingots.org/community/sil2u1x#3.4>
- [13] <https://theingots.org/community/sil2u1x#1.5>
- [14] <https://theingots.org/community/sil2u1x#2.5>
- [15] <https://theingots.org/community/sil2u1x#1.6>
- [16] <https://theingots.org/community/sil2u1x#1.7>
- [17] <https://theingots.org/community/sil2u1i>
- [18] <https://theingots.org/community/sil2u4x#1.1>
- [19] <https://theingots.org/community/sil2u4x#1.2>
- [20] <https://theingots.org/community/sil2u4x#1.3>
- [21] <https://theingots.org/community/sil2u4x#1.4>
- [22] <https://theingots.org/community/sil2u4x#1.5>
- [23] <https://theingots.org/community/sil2u4x#1.6>
- [24] <https://theingots.org/community/sil2u4x#1.7>
- [25] <https://theingots.org/community/sil2u4x#1.8>
- [26] <https://theingots.org/community/sil2u4i>
- [27] <https://theingots.org/community/sil2u7x#1.1>
- [28] <https://theingots.org/community/sil2u7x#2.1>
- [29] <https://theingots.org/community/sil2u7x#3.1>
- [30] <https://theingots.org/community/sil2u7x#1.2>
- [31] <https://theingots.org/community/sil2u7x#2.2>
- [32] <https://theingots.org/community/sil2u7x#3.2>
- [33] <https://theingots.org/community/sil2u7x#1.3>
- [34] <https://theingots.org/community/sil2u7x#2.3>
- [35] <https://theingots.org/community/sil2u7x#3.3>
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- [37] <https://theingots.org/community/sil2u7x#2.4>
- [38] <https://theingots.org/community/sil2u7x#3.4>
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- [40] <https://theingots.org/community/sil2u7x#3.5>
- [41] <https://theingots.org/community/sil2u7x#1.6>
- [42] <https://theingots.org/community/sil2u7x#3.6>

## Level 2 Certificate in IT User Skills in Open Systems and Enterprise

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