# ITQ units

| ITQ - Unit Codes, titles and credit values | | Credit values across levels | | | | | |
|---|---|---|---|---|---|---|---|
| Code | Unit title | E1 | E2 | E3 | L1 | L2 | L3 |
| IPU | Improving Productivity Using IT | 1 | 2 | 3 | 3 | 4 | 5 |
| IUF:FS | IT User Fundamentals | | | 2 | 3 | 3 | |
| SIS | Set up an IT System | | | | 3 | 4 | 5 |
| OSP | Optimise IT System Performance | | | | 2 | 4 | 5 |
| ITS | IT Security for Users | | | | 1 | 2 | 3 |
| ICS:FS | IT Communication Fundamentals | | | | 2 | 2 | |
| INT | Using the Internet | | | 1 | 3 | 4 | 5 |
| EML | Using Email | | | 1 | 2 | 3 | 3 |
| UCT | Using Collaborative Technologies | | | | 3 | 4 | 6 |
| UMD | Using Mobile IT Devices | | | 1 | 2 | 2 | |
| PIM | Personal Informati | | | 1 | 2 | 2 | |

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**ITQ units**

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|---|---|---|---|---|---|---|---|
| Code | Unit title | E1 | E2 | E3 | L1 | L2 | L3 |
| | on Management Software | | | | | | |
| ITS:FS | IT Software Fundamentals | | | | 3 | 3 | |
| AS | Audio Software | | | | 2 | 3 | 4 |
| BS | Bespoke Software | | | | 2 | 3 | 4 |
| CAS | Computerised Accounting Systems | | | | 2 | 3 | 5 |
| DMS | Data Management Systems | | | 2 | 2 | 3 | 4 |
| DB | Database Software | | | 2 | 3 | 4 | 6 |
| DS | Design Software | | | | 3 | 4 | 5 |
| DTP | Desktop Publishing Software | | | 2 | 3 | 4 | 5 |
| DPS | Drawing and Planning Software | | | | 2 | 3 | 4 |
| IS | Imaging Software | | | | 3 | 4 | 5 |
| MM | Multimedia Software | | | | 3 | 4 | 6 |

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|---|---|---|---|---|---|---|---|
| Code | Unit title | E1 | E2 | E3 | L1 | L2 | L3 |
| PS | Presentation Software | | | 2 | 3 | 4 | 6 |
| PM | Project Management Software | | | | 3 | 4 | 5 |
| SP | Specialist Software | | | | 2 | 3 | 4 |
| SS | Spreadsheet Software | | | 2 | 3 | 4 | 6 |
| WS | Website Software | | | | 3 | 4 | 5 |
| WP | Word Processing Software | | | 2 | 3 | 4 | 6 |
| OB | On-line Basics | | | 1 | | | |
| | | | | | | | |

Details of unit content and assessment for NOS in IT User Skills [1]

**Source URL:** https://theingots.org/community/ITQ_unit_credit

**Links**

[1] https://theingots.org/community/sites/default/files/uploads/user4/My%20files/other%20files%28PDF%29/IT-User-standards-2009.pdf

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');