

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	

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>