

## **Mandatory Units**

Improving Productivity Using IT

Understanding the Potential of IT

Developing Personal and Team Effectiveness Using IT

## **Optional Units**

Audio Software

Bespoke Software

Computerised Accounting Software

Using Collaborative Technologies

Database Software

Data Management Software

Drawing and Planning Software

Design Software

Desktop Publishing Software

Using Email

Imaging Software

Using the Internet

IT Security for Users

Using Mobile IT Devices

Multimedia Software

Optimise IT System Performance

Personal Information Management Software

Project Management Software

Presentation Software

Internet Safety for IT users

Set Up an IT System

Specialist Software

Spreadsheet Software

Using a computer keyboard

Video Software

Word Processing Software

Website Software