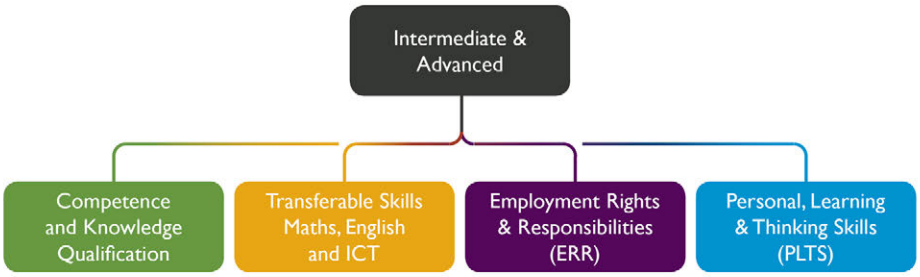
IT Application Specialist

About the industry

IT covers a whole spectrum of career opportunities across virtually every sector. Several industries are specifically related to information technology, including computer hardware, software, electronics, semiconductors, internet, telecom equipment, e-commerce and computer services.

What you will learn



Level 2 and 3 Diploma in IT User Skills

There are no specific entry requirements other than meeting the Apprenticeship eligibility conditions.

Group A - mandatory units

- Improving productivity using IT
- Understanding the potential of IT
- Developing personal and team effectiveness using IT

Group B - sample of optional units

- IT user fundamentals
- Sect up an it system
- Optimise it system performance
- IT security for users
- IT communication fundamentals
- Using the internet
- Using mobile it devices
- Using email
- Audio software
- Bespoke software
- Computerised accounting software
- Using collaborative technologies
- Database software
- Data management software
- Desktop publishing software
- Drawing and planning software
- Design software
- Imaging software
- Multimedia software
- Personal information management software
- Project management software
- Presentation software
- Internet safety for IT users
- IT software fundamentals
- Specialist software
- Spreadsheet software
- Work processing software
- Website software
- Video software
- Using a computer keyboard

Progression opportunities