7574 Units

Unit numbers and titles for Levels 1, 2 and 3

7574 Level 1 Units

City & Guilds unit no.	Unit title
101	Improving Productivity Using IT
102	IT User Fundamentals
103	Setting Up an IT System
104	Optimise IT System Performance
105	Security for IT Users
106	IT Communication Fundamentals
107	Using the Internet
108	Using E-mail
109	Using Collaborative Technologies
110	Using Mobile IT Devices
111	Personal Information Management Software
112	IT Software Fundamentals
113	Audio Software
114	Video Software
115	Bespoke Software
116	Specialist Software
117	Computer Accounting Software
118	Data Management Software
119	Database Software
120	Design Software
121	Imaging Software
122	Desktop publishing software
123	2D Drawing and Planning Software
124	Multimedia Software
125	Presentation Software
126	Project Management Software
127	Spreadsheet Software
128	Website Software
129	Word Processing Software
134	Using a Computer Keyboard
135	Internet Safety for IT Users
137	3D Drawing and planning software
138	3D Design software
139	3D Animation software

7574 Level 2 Units

City & Guilds unit no.	Unit title
201	Improving Productivity Using IT
202	IT User Fundamentals
203	Setting Up an IT System
204	Optimise IT System Performance
205	Security for IT Users
206	IT Communication Fundamentals
207	Using the Internet
208	Using Email
209	Using Collaborative Technologies
210	Using Mobile IT Devices
211	Personal Information Management Software
212	IT Software Fundamentals
213	Audio Software
214	Video Software
215	Bespoke Software
216	Specialist Software
217	Computer Accounting Software
218	Data Management Software
219	Database Software
220	Design Software
221	Imaging Software
222	Desktop Publishing Software
223	2D Drawing and Planning Software
224	Multimedia Software
225	Presentation Software
226	Project Management Software
227	Spreadsheet Software
228	Website Software
229	Word Processing Software
234	Understanding the Potential of IT
235	Developing personal and team effectiveness using IT
237	3D Drawing and planning software
238	3D Design software
239	3D Animation software
241	Operate an IT system in the aviation industry

7574 Level 3 Units

City & Guilds unit no.	Unit title
301	Improving Productivity Using IT
303	Setting Up an IT System
304	Optimise IT System Performance
305	Security for IT Users
307	Using the Internet
308	Using Email
309	Using Collaborative Technologies
313	Audio Software
314	Video Software
315	Bespoke Software
316	Specialist Software
317	Computer Accounting Software
318	Data Management Software
319	Database Software
320	Design Software
321	Imaging Software
322	Desktop Publishing Software
323	2D Drawing and Planning Software
324	Multimedia Software
325	Presentation Software
326	Project Management Software
327	Spreadsheet Software
328	Website Software
328	Website Software
329	Word Processing Software
334	Understanding the Potential of IT
335	Developing personal and team effectiveness using IT
337	3D Drawing and planning software
338	3D Design software
339	3D Animation software
340	Maintain effective communications and information transfer in an aviation environment