**ASSIGNMENT**

**Module Code:**

**Module Name:**

**WEIGHTAGE:**

**Instructions to candidates:**

1. **Submit your assignment using Online Campus Assignment submission tool**
2. **Students are advised to underpin their answers with the use of references (cited using Harvard Name System of Referencing)**
3. **Late submission will be awarded zero (0) unless Extenuating Circumstances (EC) are upheld**
4. **Cases of plagiarism will be penalized**
5. **The assignment should be submitted in softcopy**
6. **You must obtain 50% overall to pass this module.**

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| Assignment Task for Module: | |
| TASK  The purpose of this unit is to be able to understand Business Computing better as well as knowing the essentials in Internet and Information Technology.  NOTE:  An ILM Assessment Task provides an opportunity to relate your learning directly to your current organization. It is recommended that you discuss the assignment with your line manager to explore and agree how the task could be used to support the needs of your employer (as well as evidencing your learning as part of completing your ILM qualification).  If you are not currently working within an organization, then you may complete this task in relation to an organization with which you are familiar. This could include experience working in a voluntary capacity  The nominal word count for this assignment is 2500 words: The suggested range is between 2000 and 3000 words, however individuals have different writing styles, and there is no penalty if the word-count range is exceeded. | |
| Check your assignment carefully prior to submission using the assessment criteria. | |
| *Please use the sub-headings shown below when structuring your Assignment* | **Assessment Criteria** |
| Understand The use of Information Technology in Business.  You are required to define and describe the Importance of IT in Business and how IT engages with Business Computing Studies..  Explain in detail about Business requirement in Microsoft Office Word and Excel. You are also required to elaborate or demonstrate on how to use both applications.  Understand The Usage of PowerPoint and Access. Understand the Importance of Email and Terms.  Describe the use of Email in Business and what are the terms applies in Usage of Email. Also explain how email is been handy to Business Purposes.  Describe on the usage of PowerPoint and Access in Business terms and elaborate how the both applications are helpful for Business users.  You’re also required to show the difference between Excel and Access.    Understanding the Use and Befits of Internet in Business. And the SEO terms.  Provide the definition of SEO and briefly explain us on what are the types of SEO and what are the services available in SEO. Also explain how SEO being handy to A Businessman.  You are then required to explain the benefits of Internet in Business. Provide the meaning of Internet.    Understanding of Website usage in Business and Business Research engine with IT and Internet.  Briefly describe about Website usage in Business and explain how business can be developed through website.  You are required to do a case study. Provide us your own brand publishing or advertising on website. Also provide us, what is your chronology report throughout your Business Research. | * Define generally on the importance of Information Technology in Business.   Explain the use of Microsoft Office Word and Excel in your own opinion.  (20 Marks)   * Explain the use of Email System in Business.   Describe How Power Point and Access can be helpful in Business.  Also differentiate the difference in Access application and Excel Application.  (20 Marks)   * Define the SEO. Briefly advice the Types and Services.   Explain the Benefits of Internet in Business.  (20 Marks)   * Explain in detail about Website in terms of Business   Do a Business Research using Internet. Publishing or Advertising your own Brand. Advertise on Website.  .  (20 Marks) |
| By submitting I confirm that this assignment is my own work | |

# Assignment Assessment Criteria

The criteria below detail the areas, which will be taken into account when the assignment is marked.

1. To address the subject satisfactorily, the assignment length should be in a maximum of 13,000 words. A typed format is mandatory.

Pass assignments are expected to be legible, tidy, well organized and written in clear understandable English. The report should include an executive summary or abstract at the beginning and end with clear conclusions and recommendations. If you have any problems with report formats, please do not hesitate to contact the course coordinator.

1. High grades [70%, 75%, +80%] need to demonstrate sustained coherent analytical ability. A systematic approach to analysis and evaluation is required for grades 60% to 85% - for grades at the higher end of the scale, integration and synthesis is a requirement. The quality of the arguments used to develop and support prescriptions/recommendations are, in our view, the essential test of integration.
2. Evidence of reading and some understanding of models and concepts are needed to achieve a pass grade [40%]. Integration of theory and practice is expected for any grade above 65%.
3. You are expected to clearly state any assumptions you make, and support statements and theories by referencing to appropriate sources.

Attention will be paid to:

* **Critical evaluation and discussion**. Issues will be dealt with deeper and on an analytical plane, based on good research - with industry examples, data projections and commentaries.
* **Balanced researched materials**. Appropriate and different sources which must include sufficient academic research, not just secondary research from URLs
* **Proper referencing and citation.** Harvard Referencing is a must. Citation must include, apart from the normal details, the page number from where the issue for discussion has been taken. (Refer to Handbook for penalty on plagiarism)