## Diploma

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| TITLE: Business Computing |
| Module Code:  Module: Business Computing  Year: 2017 |
| 1. Instructional Hours:   Minimum Requirement: 12 hours  Lecture: 12 hours  Project: 6 hours  Private study: 12 hours  Total:  Credit Value: 2 |
| 1. Module Synopsis:   Business Computing emphasizes the business uses of IT, and provides the skills needed to produce the commercial and administrative business computer systems of tomorrow. You will learn how to develop computer based and Internet based software systems, and learn programming language. |
| 1. Module Objectives   Students will have an understanding of different types of software systems used in business, the use of IT in the Business Computing. |
| 1. Learning Outcomes:   Understand the use of IT in the Business Computing, Communication & data management  Understand the importance of IT in the Business Computing  Understand using email, internet search sites and applications (Word, Excel, Powerpoint & Etc) |
| 1. Assessment Components:   To successfully complete the module students must perform the following:   |  |  |  | | --- | --- | --- | | Components | Weightage | Due Date | | Assignment | 100% | 2 weeks after end of module |  * The nominal word count for this module is 1,200 words. The suggested range is in between 1000-1500 |
| 1. Teaching and learning strategies   Study of this module is by classroom tuition, case-study and independent study.  Teaching media includes:   * PowerPoint * Multimedia Resources * Books references |
| 1. Recommended Reading |

## Detailed Syllabus

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| Learning Objectives: |
| 1. Introduction to Business Computing. Explaining Information Technology. |
| 4.0 Introduction to Business Computing. Explaining Information Technology.  4.1 Describe The Importance of IT in Business Computing.  4.2 Describe How to create Standard Business Letters Using Word.  4.3 Explain what is Property Software  4.4 Describe the usage of Spreadsheet.  4.5 Explain on Word Document usage in Business  4.6 Explain and guide on use of Excel in Business. |
| 2. Discussion about the use of PowerPoint in Business Computing. |
| 4.7 Discussion about the use of PowerPoint in Business Computing.  4.8 Describe the Purpose and use of Access Application.  4.9 Explain what is Email and the terms.  4.8.1 Use of Email  4.8.2 Describe on limitations of Email. |
| 3. Discuss and elaborate on Internet use in Business. |
| 4.10 Discuss and elaborate on Internet use in Business.  4.11 Explain and brief on Search Engine Optimization (SEO) |
| 4. Describe about Website usage in Business |
| 4.12 Describe about Website usage in Business  4.13 Explain the use of internet for business research.  4.14 Research and hands-on about Industry-Specific Market. |