# Business Computing - Lesson Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Time allocated | Work to be covered | Teaching method/learner activities | Resources |
| Session 1  1. 5 Hours - Study   * 1. Hours – Assignment | 4.0. Introduction to Business Computing. Explaining Information Technology.   * + 1. Describe The Importance of IT in Business Computing.      * 1. Describe How to create Standard Business Letters Using Word.   2. Explain what is Property Software      * 1. Describe the usage of Spreadsheet.   2. Explain on Word Document usage in Business   3. Explain and guide on use of Excel in Business. | * Self study * Tutor explanation | * PowerPoint Presentations * Multimedia Resources |
| Session 2  1. 5 Hours - Study  1.5 Hours – Assignment | * 1. Discussion about the use of PowerPoint in Business Computing.   2. Describe the Purpose and use of Access Application.   3. Explain what is Email and the terms.   4.8.1 Use of Email  4.8.2 Describe on limitations of Email. | * Self study * Tutor explanation | * PowerPoint Presentations   Multimedia Resources |
| Session 3  1. 5 Hours - Study  1.5 Hours – Assignment | * 1. Discuss and elaborate on Internet use in Business.   2. Explain and brief on Search Engine Optimization (SEO) | * Self study * Tutor explanation | * PowerPoint Presentations   Multimedia Resources |
| Session 4  1. 5 Hours - Study  1.5 Hours – Assignment | * 1. Describe about Website usage in Business   2. Explain the use of internet for business research.   3. Research and hands-on about Industry-Specific Market. | * Self study * Tutor explanation | * PowerPoint Presentations * Multimedia Resources |