INTERNATIONAL QUALIFICATIONS

AND ASSESSMENT CENTRE (IQAC)

«Approved»

2025 y. «16»

Programme	**Level 3 International Foundation Year Diploma in Business (RQF)**		
Unit Number/ Unit Title	**Unit 5 INTRODUCTION TO BUSINESS COMPUTING**		
Cohort Code:	L03IBC-U5		
Unit Level	3		
Total GLH	Total qualification time 120/ Total Guided learning hours 48/ Self-guided learning hours 72		
Credits	12 CATS/ 6 ECTS		
Lecturer			
Start Date		**End Date**	

Unit Aims	This unit aims to equip students with foundational knowledge and practical skills in business computing, focusing on the use of digital technologies to support business activities and decision-making. Students will be introduced to key concepts in information systems, data management, and productivity tools commonly used in business environments. The unit covers essential software applications such as spreadsheets, word processing, presentation tools, and databases, along with an introduction to cloud computing and cybersecurity principles. Emphasis is placed on developing digital literacy and applying computing tools to real-world business tasks, including data entry, reporting, communication, and project coordination. Through hands-on exercises and case-based learning, students will build confidence in navigating business technologies and understanding their role in enhancing organizational efficiency and innovation.

Differentiation Strategies *(e.g. planned activities or support for individual learners according to their needs)*	The total number of students to be in the lesson is 13. This is a multicultural group of students predominantly are at the ages of 16-17, with numerous ethnic, gender, and creed background. These are level 3 students; hence it is assumed that they have practical, theoretical, or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts. These students must be able to generate information, evaluate, synthesise the use information from a variety of sources. Various approaches to addressing the various identified students needs will be adopted throughout the lesson. Such will include:- 1. Progressive tasks 2. Digital resources 3. Verbal support 4. Variable outcomes 5. Collaborative learning 6. Ongoing assessment 7. Flexible-pace learning
Equality & Diversity	Variety of teaching techniques will be employed to ensure that the needs of each individual learner are met.
Safeguarding & Prevent	Safeguarding policies and the Prevent duty are strictly observed to ensure the safety, well-being, and inclusivity of all students and staff.
Health & Safety	SIRM H&S policies will be maintained.
Learning Resources	**Teaching and Learning Materials** • Laudon, K. C., & Laudon, J. P. (2019). "Management Information Systems: Managing the Digital Firm." Pearson. • urban, E., Pollard, C., & Wood, G. (2018). "Information Technology for Management: On-Demand Strategies for Performance, Growth, and Sustainability." Wiley. • O'Brien, J. A., & Marakas, G. M. (2018). "Management Information Systems." McGraw-Hill Education. • Stair, R. M., & Reynolds, G. W. (2019). "Principles of Information Systems." Cengage Learning.

Learning Outcome	Assessment Criteria
LO1. Learner Will Be Able to Understand the Basics of Business Computing	1.1: Define fundamental concepts of business computing, including hardware, software, and networks. 1.2: Explain the role of information technology in supporting business operations and decision-making.
LO2. Learner Will Be Able to Demonstrate Proficiency in Office Applications	2.1: Use office applications (e.g., word processing, spreadsheets, presentations) to create and manipulate business documents. 2.2: Apply formatting and advanced features to enhance the quality of documents. 2.3: Solve business problems using office applications.
LO3. Learner Will Be Able to Explore Database Management Concepts	3.1: Understand database management concepts, including data organization, retrieval, and data integrity. 3.2: Design and create simple databases to store and retrieve business information. 3.3: Execute basic queries to extract meaningful insights from databases.
LO4. Learner Will Be Able to Introduce Business Information Systems	4.1: Define business information systems and their components (e.g., ERP, CRM, MIS). 4.2: Explore how information systems support various business functions. 4.3: Analyze the impact of information systems on organizational efficiency and decision-making.
LO5. Learner Will Be Able to Apply Security and Ethical Considerations in Computing	5.1: Identify common security threats and vulnerabilities in business computing environments. 5.2: Implement basic security measures to protect business information and systems. 5.3: Discuss ethical considerations related to business computing and information technology.

No	Learning Outcome / Topic	Learning and Teaching Activities	Which assessment criteria does the session relate to?	Day/month/year/ signature
1.	Introduction to Business Computing	• Overview of course structure and objectives • Basic computing concepts (hardware, software, networking) • Overview of business computing applications	LO1	
2.	Office Productivity Software	• Word processing (creating documents, formatting) • Presentation software (designing effective presentations) • Collaboration tools (cloud computing, online collaboration platforms)	LO1	
3.	Practice	• Create a Business Letter / Task: Compose a one-page business letter applying proper formatting techniques such as headings, bullet points, and appropriate font styles. • Design a Simple Presentation / Task: Create a 3-slide presentation on a business topic, incorporating elements like bullet points, images, and slide transitions • Collaborate on a Shared Document / Task: Work with a partner to co-author a short document on the benefits of office productivity software, utilizing features like commenting and version history.	LO1	

4.	Spreadsheet Applications	• Introduction to spreadsheets (Excel basics) • Formulas and functions (SUM, AVERAGE, IF, VLOOKUP) • Data visualization (charts, graphs)	LO1	
5.	Database Management	• Introduction to databases (concepts and terminology) • Creating and managing databases (Microsoft Access or similar) • Querying databases using SQL	LO1	
6.	Practice	• Create a Sales Report in Excel / Task: Design a spreadsheet to track monthly sales data, applying formulas like SUM, AVERAGE, and IF to calculate totals, averages, and categorize sales performance. • Generate a Sales Trend Chart / Task: Using the sales data from the previous task, create a line or bar chart to visualize sales trends over time, helping to identify patterns and anomalies. • Build a Customer Database in Access / Task: Create a database to store customer information, including tables for personal details and purchase history, and develop queries to filter and sort this data based on specific criteria.	LO1	
7.	Data Analysis and Business Intelligence	• Introduction to data analysis concepts • Using Excel for data analysis (pivot tables, data models) • Introduction to business intelligence tools (Power BI, Tableau)	LO2	
8.	Practice	• Analyze Sales Data with Excel Pivot Tables / Task: Import a dataset containing sales transactions into Excel. Use PivotTables to summarize total sales by product category and region. Apply filters to analyze sales performance over different time periods.	LO2	

		• Create a Dashboard in Power BI / Task: Connect Power BI to the same sales dataset. Develop a dashboard that includes interactive visuals such as bar charts, line graphs, and slicers to explore sales trends and regional performance.		
9.	Basic Programming Concepts	• Introduction to programming (Python or JavaScript) • Data types, variables, and control structures Functions and error handling	LO2	
10.	Practice	• Build a Simple Calculator / Task: Write a Python or JavaScript program that prompts the user to input two numbers and an operator (+, -, *, /). Implement error handling to manage invalid inputs and perform the corresponding arithmetic operation. • Create a Number Guessing Game / Task: Develop a program where the computer randomly selects a number between 1 and 100, and the user has to guess it. Use loops and conditionals to provide feedback on whether the guess is too high, too low, or correct. • Develop a Basic To-Do List / Task: Create a program that allows the user to add, remove, and view tasks in a to-do list. Utilize functions to handle each operation and implement error handling to manage invalid menu choices.	LO2	
11.	Review	• Review of LO1 topics Introduction to Business Computing , Office Productivity Software , Spreadsheet Applications , Database Management , Data Analysis and Business Intelligence , Basic Programming Concepts , Application Development , Practice questions and mock assessment	LO2	

12.	Application Development	• Building simple applications (using Python or web development basics) • User interface design principles • Introduction to mobile applications	LO2	
13.	Cybersecurity Fundamentals	• Understanding cybersecurity threats and vulnerabilities • Best practices for data protection and privacy • Introduction to ethical hacking and penetration testing	LO2	
14.	Practice	• Build a Simple Python Calculator / Task: Develop a basic calculator in Python that performs addition, subtraction, multiplication, and division. Implement input validation to ensure users enter valid numbers and handle potential errors gracefully. • Create a Basic HTML Login Form / Task: Design a simple login form using HTML and CSS, including fields for username and password. While this form won't process data, focus on creating a clean and user-friendly interface. • Implement a Basic Password Strength Checker / Task: Write a Python script that evaluates the strength of a password based on criteria like length, use of uppercase letters, numbers, and special characters. Provide feedback to the user on how to improve their password security.	LO2	
15.	Networking Concepts	• Overview of networking (LAN, WAN, internet) • Understanding network protocols and services • Introduction to cloud computing and its applications in business	LO3	
16.	Practice	• Explore Cloud Storage Solutions / Task: Sign up for a free tier of a cloud storage service (e.g., Google Drive, Dropbox, OneDrive) and upload a folder containing various business documents. Organize	LO3	

		the files into subfolders, and practice sharing access with a colleague or classmate, setting appropriate permissions. • Map a Simple Network Topology / Task: Using a diagramming tool like Lucidchart or draw.io, create a visual representation of a basic network topology that includes components such as a router, switch, and multiple devices connected via LAN and WAN. Label each component and indicate the type of connection (e.g., Ethernet, Wi-Fi).		
17.	Midterm	• **Midterm assessment** covering all learning outcomes (theory and practical elements)	LO1, LO2, LO3	
18.	Feedback & Reflection	• Review of key concepts covered • Reflective discussion on personal growth in communication skills • Course evaluations	LO3	
19.	Emerging Technologies	• Overview of AI and machine learning in business • Blockchain technology and its applications • Internet of Things (IoT) in business contexts	LO3	
20.	E-commerce and Digital Marketing	• Introduction to e-commerce platforms and strategies • Digital marketing tools and analytics • Social media marketing and its impact on business	LO3	
21.	Practice	• Build a Simple Chatbot Using AI / Task: Create a basic chatbot using a free AI tool like ChatGPT or Google's Dialogflow. Design it to answer common customer inquiries for a fictional online store, such as "What are your store hours?" or "Do you offer free shipping?" This task introduces AI and machine learning concepts in a practical, hands-on way.	LO3	

		• Set Up an Online Store Using Shopify / Task: Use Shopify's free trial to set up a basic e-commerce store. Add a few sample products, set up payment options, and customize the store's appearance. This task covers e-commerce platform setup and provides insight into digital marketing strategies like product listings and online sales.		
22.	Project Management Software	• Overview of project management concepts • Introduction to project management tools (Trello, Asana) • Applying project management techniques in business computing	LO3	
23.	Ethical and Legal Issues in Computing	• Understanding intellectual property rights • Data privacy regulations (GDPR, CCPA) • Ethical considerations in technology use	LO3	
24.	Practice	• Create a Project Plan Using Trello / Task: Set up a simple project board in Trello to manage a small team task, such as planning a community event or developing a basic website. Utilize lists for different stages (e.g., To Do, In Progress, Done) and add cards for individual tasks, assigning due dates and labels. This exercise introduces project management concepts and tools. • Research and Summarize Data Privacy Regulations /Task: Choose a data privacy regulation, such as the GDPR or CCPA, and create a one-page summary highlighting key provisions like data subject rights, consent requirements, and enforcement mechanisms. This task enhances understanding of data privacy laws and their implications for businesses.	LO4	

25.	Case Studies and Real-world Applications	• Analyzing case studies of successful business computing applications • Guest speakers from the industry • Group discussions on lessons learned	LO4	
26.	Capstone Project	• Students work on a comprehensive project applying course concepts • Project proposal, development, and presentation • Peer review and feedback sessions	LO5	
27.	Practice	• Analyze a Business Computing Case Study/ Task: Select a real-world example of a business that successfully implemented a computing solution (e.g., an e-commerce platform, CRM system, or data analytics tool). Write a brief report (1–2 pages) summarizing the challenges faced, the solution implemented, and the outcomes achieved. This task helps develop analytical skills and understanding of practical applications. • Develop a Simple Project Proposal / Task: Create a project proposal for a small-scale IT solution (e.g., a website redesign, inventory management system, or internal communication tool). Include sections such as objectives, scope, timeline, and expected benefits. Present your proposal to a peer for feedback, simulating a real-world scenario where proposals are reviewed before implementation.	LO5	
28.	Project Presentation	• Students present their final projects • Peer and instructor feedback	LO5	
29.	Final Exam Preparation & Review			
30.	Final Exam			