S3 BGE Plan

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| Subject | What will we learn? | What skills will we develop? | How will we be assessed? | What homework will we have? | What experiences/extracurricular clubs will be offered? |
| Business Education | * How the Operations function of a business works (Types of Production / Quality/ Factors to consider when choosing a supplier) * Basic Accounting principals such as Budgeting, Break Even and Job Costing * Features of Powerpoint and how to effectively present information * Features of Spreadsheets and how to these are used in a business context * Advanced Word features | Literacy   * Accurate text input * Proof Reading work * Checking for and correcting errors   Numeracy   * Formulae in Spreadsheets using * Mathematical operators such as >,< and = * Charting   Digital   * IT Skills | * Written Operations assessment * Production of basic accounting documents * Practical and theory Powerpoint, Spreadsheet and Word Processing assessment as per level 4 PC Passport qualification | Homework booklets / assignments tfor each unit of work consolidating classroom learning. |  |