S3 BGE Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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. |  |