

BGE 3rd Year

Department: Business Education

BGE Course: Administration and IT

Brief Description of Course:

The course develops a range of skills for learning, life and work, which have a universal application. The Course also supports the wider curriculum through its emphasis on IT at Level 4.

There are 3 main elements to the course:

IT Solutions for Administrators

Learners will use the following IT applications: word processing, spreadsheets, databases, or emerging equivalent technologies, to create, edit and update simple business documents.

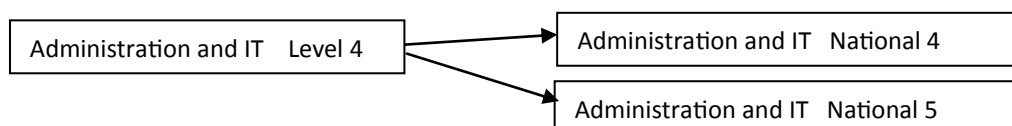
Administrative Practices

Learners will begin to appreciate the legislation affecting employees, key features of good customer care and the skills, qualities of administrators. The Unit will allow them carrying out a range of administrative tasks, with the emphasis on those involved in organising and supporting small-scale events (event management).

Communication in Administration

Learners will develop a basic understanding of what constitutes a reliable source of information and an ability to use appropriate methods for gathering information. They will use the following IT applications: e-mail (GLOW), Internet, PowerPoint, Desktop Publishing.

Learner Journey



Assessment Strategies:

The department uses formative and summative assessment strategies throughout the course based on a Business scenario.

Pupil Commitment:

There is considerable emphasis on working individually. The responsibility for carrying out the tasks rests mainly with the pupil and they need to show initiative.