



CANBERRA HIGH SCHOOL - Learning overview for Term 3

Subject: Information Technology

Week	Topic (VET Competency)	Content/Activity/Tasks
1	ICTICT102 Operate a wordprocessing Application (Publisher).	Students will be completing workbook 1 using Microsoft Publisher
2	ICTICT102 Operate a wordprocessing Application.	Students will be completing workbook 2 and 3 using Microsoft Publisher
3	ICTICT102 Operate a wordprocessing Application.	Students will be completing workbook 4 using Microsoft Publisher. Test on Publisher at the end of the week
4	ICTICT210 Operate database applications	Students are working through a number of exercises using Microsoft Access. Two weeks are allocated to "Booklet 1" which is referred to in class as the SHOP dataset.
5	ICTICT210 Operate database applications	In this SHOP database, students create a number of tables, create relationships and link tables. They then create forms to display data and manipulate queries to give the data they want. A simple test (test 1) on the creation of a table and forms to link to this table.
6	ICTICT210 Operate database applications	Following on from the introductory exercises in the SHOP database, students are now working on "Timetables" which commences with a large data dump to make the manipulation of data more interesting.
7	ICTICT210 Operate database applications	In these weeks, forms are created with formulas in the fields and a central switchboard is created to navigate around the database.
8	ICTICT210 Operate database	In these weeks, students learn how to create reports to generate printouts of specific data



CANBERRA HIGH SCHOOL - Learning overview for Term 3

Subject: Information Technology

	applications packages	
9	ICTICT210 Operate database applications	Advance extended exercises are available for students who have completed the basic exercises. A final test in this week, (test 2)
10	Finaise e-portfolia	Make sure all evidence has been copied to the relevant dropbox on the school T drive. If not at school, then an alternative target location will be available.