



CANBERRA HIGH SCHOOL - Learning overview for Term 1

Subject: Information Technology

Week	Topic (VET Competency)	Content/Activity/Tasks
1	Intro to course and VET	What is VET and what students are required to do in the course and starting word tasks.
2	ICTICT102 Operate word-processing applications.	Students will start to work on word tasks/exercises.
3		Students to continue working on exercises around tables and forms.
4		Students to learn about mail merging and other features in Microsoft Word.
5		Test of word-processing skills. Ensure all exercises have been submitted.
6		ICTICT105 Operate spreadsheet applications.
7	Students to start work on workbook 1 using Excel	Students to complete workbook 1 and commence workbook 2.
8		Students to complete workbook 2.
9		Complete test at the end of the week. Ensuring all exercises are submitted once complete.