



# CANBERRA HIGH SCHOOL - Learning overview for Term 1: Information Technology One

During Term 1, Year 9/10. Work and communication will occur in class and within each student's Google Classroom. This website has all the resources available throughout the term and it will be a valuable aid for your child's learning including students requiring support and those requiring extension and enrichment.

Week	Topic	Content/Activity/Tasks
1- Jan 31	<b>Development of ICT Strategy</b>	Establish the needs of the company CHS Incorporated
2- Feb 7		Identify ICT solutions for the company
3- Feb 14		Establish ICT solutions for the company
4- Feb 21	<b>Development of Word Products within an office based environment</b>	Over the course of these weeks students will be working on the following: <ul style="list-style-type: none"><li>• Develop Word products including the use of templates, styles, macros and tables</li><li>• Demonstrate software installation and management in the Chrome O/S</li><li>• Demonstrate workplace health and safety practices</li><li>• Demonstrate environmental sustainability practices</li></ul>
5- Feb 28		
6- March 7		
7- March 14		
8- March 21		Different students will be meeting different competencies at different times developing the Word products in between the competency based assessment.
9- March 28		
10- April 4		