



CANBERRA HIGH SCHOOL - Learning overview for Term 1: Keyboarding and Office Skills

During Term 1, Year 9 will be learning touch typing as well as information management techniques and Word skills. 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	Identifying business requirements	Establish their business idea
2- Feb 7		Identify administrative support required for their business
3- Feb 14		Establish touch typing software and practices
4- Feb 21	Identification and application of Information management requirements	Detail the information management solutions for their business
5- Feb 28		Develop touch typing skills
6- March 7		
7- March 14	Identification and development of administrative solutions using Word	Identify the needs for their business
8- March 21		Develop solutions using Word including mail merge and templates
9- March 28		
10- April 4		Practise touch typing skills