**Year 12 CERT in Business 2016 – Ms Pracas**

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| **Week** | **Monday P2** | **Tuesday P3** | **Wednesday P1** | **Friday P4** |
| Wk 11st – 5th Feb**UNIT 1** | IntroductionsWelcome to CERT PPTQuestions about CERT (what do they know, questions they have)Logging in etc | Making connections activity1.1 – WHS1.2 Ergonomic Set up | 1.3 Microsoft Word TutorialMW Activities – make a shortcuts page | 1.4 Meeting Minutes TemplateCreate Minutes template |
| Wk 28th – 12th Feb**UNIT 1** | 1.5 Completing Meeting MinutesPrepare Agenda and prepare ideas for hazard | 1.5 Conduct MeetingComplete and upload minutes | 1.6 WHS ChecklistCreate checklist | 1.6 Conduct checklist and upload |
| Wk 315th – 19th Feb**UNIT 1** | 1.6 Current Hazard Controls Worksheet | 1.7 Promote WHSDiscussion including disabilities | 1.7 Research | 1.7 Create poster #1 |
| Wk 422nd – 26th Feb**UNIT 1** | 1.7 Create poster #2 | 1.7 Finish all posters and submit |  |  |
| Wk 529th – 4th Mar**UNIT 2** |  |  |  |  |
| Wk 67th – 11th Mar | **LABOUR DAY PUBLIC HOLIDAY** |  |  |  |
| Wk 714th – 18th March |  |  |  |  |
| Wk 821st – 25th March |  |  |  | **GOOD FRIDAY PUBLIC HOLIDAY** |
| Wk 928th – 1st Apr | **EASTER MONDAY PUBLIC HOLIDAY** |  |  |  |
| Wk 104th – 8th April |  |  |  |  |
|  | holidays |  |  |  |
| Wk 125th – 29th April | **ANZAC DAY** |  |  |  |
| Wk 22nd – 6th May |  |  |  |  |
| Wk 39th – 13th May |  |  |  |  |
| Wk 416th – 20th May |  |  |  |  |
| Wk 523rd – 27th May |  |  |  |  |

10% - class participation and cooperation \*Program may change, students will be notified of any changes