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

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| **Week** | **Monday P2** | **Tuesday P3** | **Wednesday P1** | **Friday P4** |
| Wk 1  1st – 5th Feb  **UNIT 1** | Introductions  Welcome to CERT PPT  Questions about CERT (what do they know, questions they have)  Logging in etc | Making connections activity  1.1 – WHS  1.2 Ergonomic Set up | 1.3 Microsoft Word Tutorial  MW Activities – make a shortcuts page | 1.4 Meeting Minutes Template  Create Minutes template |
| Wk 2  8th – 12th Feb  **UNIT 1** | 1.5 Completing Meeting Minutes  Prepare Agenda and prepare ideas for hazard | 1.5 Conduct Meeting  Complete and upload minutes | 1.6 WHS Checklist  Create checklist | 1.6 Conduct checklist and upload |
| Wk 3  15th – 19th Feb  **UNIT 1** | 1.6 Current Hazard Controls Worksheet | 1.7 Promote WHS  Discussion including disabilities | 1.7 Research | 1.7 Create poster #1 |
| Wk 4  22nd – 26th Feb  **UNIT 1** | 1.7 Create poster #2 | 1.7 Finish all posters and submit |  |  |
| Wk 5  29th – 4th Mar  **UNIT 2** |  |  |  |  |
| Wk 6  7th – 11th Mar | **LABOUR DAY PUBLIC HOLIDAY** |  |  |  |
| Wk 7  14th – 18th March |  |  |  |  |
| Wk 8  21st – 25th March |  |  |  | **GOOD FRIDAY PUBLIC HOLIDAY** |
| Wk 9  28th – 1st Apr | **EASTER MONDAY PUBLIC HOLIDAY** |  |  |  |
| Wk 10  4th – 8th April |  |  |  |  |
|  | holidays |  |  |  |
| Wk 1  25th – 29th April | **ANZAC DAY** |  |  |  |
| Wk 2  2nd – 6th May |  |  |  |  |
| Wk 3  9th – 13th May |  |  |  |  |
| Wk 4  16th – 20th May |  |  |  |  |
| Wk 5  23rd – 27th May |  |  |  |  |

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