

2021 Annual Teaching Plan – Term 1: COMPUTER APPLICATIONS TECHNOLOGY Grade: 11

Term 1 45 days	Week 1 27-29 January (3 days)	Week 2 1-5 February (5 days)	Week 3 8-12 February (5 days)	Week 4 15-19 February (5 days)	Week 5 22-26 February (5 days)	Week 6 1-5 March (5 days)	Week 7 8-12 March (5 days)	Week 8 15-19 March (5 days)	Week 9 23-26 March (4 days)	Week 10 29-31 March (3 days)	
CAPS Topic	Systems Technologies: General Concepts	Systems Technologies: Hardware	Social Implications	(Systems Technologies) Computer Management (Practical)	Solution Development: Word Processing	Solution Development: Word Processing	Solution Development: Spreadsheet	Solution Development: Spreadsheet	Solution Development: Database	Solution Development: Database	
Core Concepts, Skills and Values	Information processing cycle: Input, output, processing, storage and communication; Types of computers and typical features; Categorise computers; The role of ICTs in the workplace.	Input; What determines the quality of digital cameras and scanning? Basic concepts; Wireless technology Output: Advantages, disadvantages and limitations What determines the quality of monitors and printers? Basic concepts; Input and output devices for physically challenged users.	Options available for enhancing accessibility; Hardware theft and protection; Power settings/saving and protection against power failure; Factors influencing health and health risks; Value of CAT; career options and further study.	Primary storage (memory) vs secondary storage Processing: Understand the role of basic components of the system unit; Overview and basic concepts of start-up process.	File management: Input data from different file formats, e.g. text files, csv, rtf, tables; Editing: Paste special, find and replace (extend to more options); Page layout: Themes; Document layout	File management: Paragraphs; Templates: Agenda, memo, basic resume/CV; Electronic forms; Import/export data; Online and offline help.	Formulae vs. functions; Know and use basic functions; 'Round' numbers using cell formatting; Sorting Work with sheets; Introduction to graphs. Absolute cell referencing; Auto fill options.	Using spreadsheet functions such as countif, counta, countblank, sumif, power and rand; Rounding off numbers and the difference between rounding and formatting; Conditional formatting; Interpreting error indicators such as: circular reference, #NULL!	First looks: Objects: Table, form, query, report; Tables: Records and fields, field names; Basic field properties: size/length, default value, decimal places, required	Data types; Database structure; Work with different views, e.g. design and table view	
Requisite Pre-Knowledge	Extension and progression of content covered in Grade 10.	Extension and progression of content covered in Grade 10.	Extension and progression of content covered in Grade 10.	Extension and progression of content covered in Grade 10.	Extension and progression of content covered in Grade 10.	Extension and progression of content covered in Grade 10.	Extension and progression of content covered in Grade 10.	Extension and progression of content covered in Grade 10.	Database is introduced in Grade 11.	Database is introduced in Grade 11.	
Resources (other than textbook) to enhance learning	Internet. Slide presentations. Data projector. Learner notebook.	Internet. Slide presentations. Data projector. Learner notebook.	Internet. Slide presentations. Data projector. Learner notebook.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	
Informal Assessment	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	
SBA (Formal Assessment)		ASSESSMENT TASK 1: Theory Test (Minimum Marks: 50 Minimum Minutes: 60)					ASSESSMENT TASK 2: Practical Test (Minimum Marks: 50 Minimum Minutes: 60)				

2021 Annual Teaching Plan – Term 2: COMPUTER APPLICATIONS TECHNOLOGY Grade: 11

Term 2 51 days	Week 1 13 – 16 April (4 days)	Week 2 19 – 23 April (4 days)	Week 3 26– 30 April (4 days)	Week 4 3 – 7 May (5 days)	Week 5 10 – 14 May (5 days)	Week 6 17 – 21 May (5 days)	Week 7 24 – 28 May (5 days)	Week 8 31 May – 4 June (5 days)	Week 9 7 – 11 June (5 days)	Week 10 14 – 18 June (4 days)	Week 11 21 – 25 June (5 days)			
CAPS Topic	Solution Development: Spreadsheets	Solution Development: Database	Network Technologies: Networks	Internet Technologies: Internet and WWW	Social Implications	Information Management	Solution Development: Word Processing	Solution Development: Spreadsheets	Solution Development: Database	Solution Development: HTML / Web design4	MID-YEAR ASSESSMENT (CONTROLLED TEST)			
Core Concepts, Skills and Values	Reinforce content, concepts and skills from Grade 10 spreadsheet functions such as countif, counta, countblank, sumif,	Formatting and editing Sorting; Basic data validation techniques; Use filters; Work with different views, e.g. design and table view	Local area networks (LAN and WLAN); Basic components of a network; Connection - Wired vs wireless; Intranet - Definition and uses; Basic network security	Usability of web pages/websites; Explore web pages/websites and evaluate aspects	Unauthorised access; Ethical use of networks; Network safety and security issue; Privacy issues	Task definition, data and information gathering; Quality control of information; Evaluate questions; Evaluate information; Evaluate websites	Styles; Quick style gallery; Style set; Change/edit a style; Create a new style	Simple IF function; Use of relational operators (> < <= >= <>) in simple IF functions; Charts/graphs: Create, format and edit; Meaningful titles and labels; Gridlines; Legends; Options appropriate to the graph type chosen; Integration techniques	Design database tables; Choosing appropriate data types; Reinforce and extend the use of field properties; Queries: Design basic queries using and, or, not and sorting options; Selecting which fields to display in a query	Reinforce the concepts of - Websites, web pages, hyperlinks and URLs; HTML syntax - Basic HTML tags: Opening tag and closing tag HTML comments; Structure and design of a simple HTML page				
Requisite Pre-Knowledge	Extension and progression of content covered in Grade 10 and previous term.	Extension and progression of content covered in Grade 10 and previous term.	Extension and progression of content covered in Grade 10 and previous term.	Extension and progression of content covered in Grade 10 and previous term.	Extension and progression of content covered in Grade 10 and previous term.	Extension and progression of content covered in Grade 10 and previous term.	Extension and progression of content covered in Grade 10 and previous term.	Extension and progression of content covered in Grade 10 and previous term.	Database is introduced in Grade 11.	HTML is introduced in Grade 11.				
Resources (other than textbook) to enhance learning	Internet. Slide presentations. Data projector. Learner notebook.	Internet. Slide presentations. Data projector. Learner notebook.	Internet. Slide presentations. Data projector. Learner notebook.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	<table border="1" style="width: 100%;"> <tr> <td>MID-YEAR CONTROLLED TEST</td> </tr> <tr> <td>2.5 hours</td> </tr> <tr> <td>120 marks</td> </tr> </table>	MID-YEAR CONTROLLED TEST	2.5 hours	120 marks
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Informal Assessment	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc				
SBA (Formal Assessment)						PAT Phase 1								

2021 Annual Teaching Plan – Term 3: COMPUTER APPLICATIONS TECHNOLOGY Grade: 11

Term 3 52 days	Week 1 13 – 16 July (4 days)	Week 2 19 – 23 July (5 days)	Week 3 26– 30 July (5 days)	Week 4 2 – 6 August (5 days)	Week 5 10 – 13 August (4 days)	Week 6 16– 20 August (5 days)	Week 7 23 – 27 August (5 days)	Week 8 30 Aug – 3 Sept (5 days)	Week 9 6 – 10 Sept (5 days)	Week 10 13 – 17 Sept (5 days)	Week 11 20 – 23 Sept (4 days)
CAPS Topic	Systems Technologies: Software	Internet Technologies: Internet, WWW and Communications	Systems Technologies: Hardware, Software and Computer Management	Social Implications	Practical Assessment Task	Solution Development: Database	Solution Development: Spreadsheets	Solution Development: Word Processing	Solution Development: HTML / Web design	Information Management	Practical Assessment Task
Core Concepts, Skills and Values	The role of application software. Compatibility issues; Updating software; Online/web applications; Software for users with disabilities; Web applications	Types of digital communications; Overview of online services; Overview of portable and mobile Internet; Cellular data service - Cell phone as a modem; Browser and e-mail software; Website accessibility	Basic system requirements: How does it link with software? Software installation. Portable storage medium Internet download Management of files:	Effects of Computer and human error; Data types; Verification and validation of data; Software bugs; Hardware failure; How ICTs impact on the workplace and employment practices	Start with PAT phase 2 Information Management	Reports: Basic calculations at end of report; Page headers and footers; Report headers and footers; Import/export data	Import/export data; Work with sheets; Use different print options; Integration techniques within package	Mail Merge. Reference Table of contents; Footnotes; Captions; Citations and Bibliography	Good website/page design - consider Use of colour; HTML links; Attributes: target and name; HTML images; Attributes: source and alternate text; HTML lists	Role of spreadsheet and database to process and manipulate data to provide information	Phase 3 of PAT
Requisite Pre-Knowledge	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	HTML is introduced in Grade 11.	Extension and progression of content covered in Grade 10 and previous terms	Extension and progression of content covered in Grade 10 and previous terms
Resources (other than textbook) to enhance learning	Internet. Slide presentations. Data projector. Learner notebook.	Internet. Slide presentations. Data projector. Learner notebook.	Internet. Slide presentations. Data projector. Learner notebook.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector.
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SBA (Formal Assessment)			ASSESSMENT TASK 4: Practical Test (Minimum Marks: 50 Minimum Minutes: 60)		PAT Phase 2			ASSESSMENT TASK 5: Theory Test/Alternative Test (Minimum Marks: 50 Minimum Minutes: 60)			PAT Phase 3

2021 Annual Teaching Plan – Term 4: COMPUTER APPLICATIONS TECHNOLOGY Grade: 11

Term 4 47 days	Week 1 5 – 8 Oct (4 days)	Week 2 11 – 15 Oct (5 days)	Week 3 18 – 22 Oct (5 days)	Week 4 25 – 29 Oct (5 days)	Week 5 1 – 5 Nov (5 days)	Week 6 8 – 12 Nov (5 days)	Week 7 15 – 19 Nov (5 days)	Week 8 22 – 26 Nov (5 days)	Week 9 29 Nov – 3 Dec (5 days)	Week 10 6 – 8 Dec (3 days)								
CAPS Topic	(Internet Technologies: Communications	Social Implications	Content using case studies	Solution Development: Word Processing	Solution Development: Spreadsheets	Solution Development: Database	Solution Development: Documents: Word processor, spreadsheet, presentations, database	Information Management and Practical Assessment Task	END OF YEAR EXAMINATIONS									
Core Concepts, Skills and Values	Managing e-mail: Organise using e-mail folders Sort by, flag, prioritise Distribution lists, message rules Register a web-based e-mail address	Social engineering tricks; Information accuracy; Data protection; Computer misuse; Online harassment; Malware and security software; E-commerce and e-banking	hardware configuration of a computer; Understand computers and their uses; Computers as tools to access and communicate information: Make better buying decisions; Know how to fix ordinary computer problems; Know how to use the Internet and e-mail	Mail Merge - Envelopes and labels; Integration with other packages	Templates; Plan and design own documents; Integration with other packages; Problem solving using spreadsheets	Formatting: techniques to fields, records, tables, forms, queries and reports; Integration with other packages; Design a database table for a specific scenario; Problem solving using databases	Use integrated software effectively and efficiently to reproduce and create documents; Manipulate graphics and text within documents; Create documents by customising templates; Use media, visual literacy and technology skills to create products that express understanding	Reinforce content, concepts and skills in finalising PAT	Cognitive levels: Lower order – 30%; Middle order-40%; Higher order-30% <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th style="background-color: #e0e0e0;">Practical Paper (P1)</th> <th style="background-color: #e0e0e0;">Theory Paper (P2)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3 hours</td> <td style="text-align: center;">3 hours</td> </tr> <tr> <td style="text-align: center;">150 marks</td> <td style="text-align: center;">150 marks</td> </tr> <tr> <td style="vertical-align: top;"> 7 Questions: • Q1 + 2: Word-processing • Q3 +4: Spreadsheet • Q5: Database • Q6: HTML • Q7: Integration </td> <td style="vertical-align: top;"> 10 questions: <u>Section A:</u> • Q 1 – 3: 25 marks <u>Section B:</u> • Q4 – 8: 75 marks <u>Section C:</u> • Integrated Scenario: 50 marks </td> </tr> </tbody> </table>		Practical Paper (P1)	Theory Paper (P2)	3 hours	3 hours	150 marks	150 marks	7 Questions: • Q1 + 2: Word-processing • Q3 +4: Spreadsheet • Q5: Database • Q6: HTML • Q7: Integration	10 questions: <u>Section A:</u> • Q 1 – 3: 25 marks <u>Section B:</u> • Q4 – 8: 75 marks <u>Section C:</u> • Integrated Scenario: 50 marks
Practical Paper (P1)	Theory Paper (P2)																	
3 hours	3 hours																	
150 marks	150 marks																	
7 Questions: • Q1 + 2: Word-processing • Q3 +4: Spreadsheet • Q5: Database • Q6: HTML • Q7: Integration	10 questions: <u>Section A:</u> • Q 1 – 3: 25 marks <u>Section B:</u> • Q4 – 8: 75 marks <u>Section C:</u> • Integrated Scenario: 50 marks																	
Requisite Pre-Knowledge	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.	Extension and progression of content covered in Grade 10 and previous terms.										
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Informal Assessment	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoots, observation, competitions, peer-assessment, extended opportunities/activities, etc										
SBA (Formal Assessment)									Year-end Practical examination: 150 marks 3 hours Year-end Theory examination: 150 marks 3 hours									