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2021 Annual Teaching Plan – Term 1: COMPUTER APPLICATIONS TECHNOLOGY: Grade10

Term 1 45 days	Week 1 27-29 January (3)	Week 2 1-5 February	Week 3 8-12 February	Week 4 15-19 February	Week 5 22-26 February	Week 6 1-5 March	Week 7 8-12 March	Week 8 15-19 March	Week 9 23-26 March (4)	Week 10 29-31 March (3)
CAPS Topic	**Systems Technologies: Introduction to Computers** (Theory) (± ½ week / 2 hours)	**Systems Technologies: Computer Management (Practical)** (2 weeks / 8 hours)		**Systems Technologies: Computer Management:** (Theory and practical) (±½ week / 2 hours) **Systems Technologies: Hardware** (Theory) (±½ week / 2 hours	**Systems Technologies: Software** (Theory) (±½ week / 2 hours) **Social Implications: E** (Theory) (±½ week / 2 hours)	**Solution Development: Word Processing** (Practical and theory) (±5½ weeks / 22 hours)				
Core Concepts, Skills and Values	• Explain what a computer is • Overview of the different types of computers • Overview and concepts of the main components of a computer system: • ICTs used in everyday life • Concepts of data and information:	• Start-up – Switch Computer On, • Desktop (GUI): • Introduce the desktop (GUI) • Accessing Apps • Introduction and layout of keyboard • Enhancing keyboarding skills • Basic file operations: open, save, close and basic printing		• File organisation • Basic concepts and introduction to file organisation: drives, folders and files • File specification: Drive, path, filename and file extension • Files: File naming conventions and properties • File manager • Folders and Files • Basic concepts relating to hardware What is hardware" Input: Output: Storage: Methods for connecting peripherals	• basic concepts and introduction to software: • What is software • Application Software (Apps) • System Software • Basic security (PC/laptop) • Social issues linked to: Ergonomics, green computing, health and authentication	• What it is used for • First looks • Structure of the word processing documents • File management in word processor • Select data	• Text: • Basic punctuation • Formatting marks • Formatting	• Editing • Reviewing • Autocorrect and basic typography • Page layout	• Document layout • View options • Insert and manipulate illustrations and text	• Insert and manipulate illustrations and text
(Critical Content Focus Areas)	• Information processing cycle • Multi-purpose devices • Computer system component • Definition of ICT, ICT system and Examples • Explain Data and Information. Example of data and Information	• Switch on the computer, log on (concept of access control) System Unit components • First looks, icons and shortcuts • Features such as: Start button, task bar, My Computer, My Documents, Recycle Bin, file manager - Windows Explorer. • Keyboarding drills • Dealing with Correct posture		• Describe file organisation, drives, folders and files • types of files • File extensions • Drive, path, filename and file extension • Organise, copy, rename, delete, restore, move, search, view and sort files and folders • Explain Hardware, Ports and its components	• What is software? • graphical user interface (GUI), such as icons, toolbars, Minimising, restoring, resizing, moving and closing windows • System software vs. application software • accessories such as calculator, paint and snipping tool • Examples such as Office suites • basic function	• Workspace features • ribbons, tabs and menus • Structure of the • documents • pages/sections, paragraphs, lines/texts and objects	• entering, editing and deleting text, special characters (symbols) • one space after all punctuation, including periods • Font type, style, size, colour, highlight and effects • Paragraph: spacing (paragraph and line), alignment, borders, shading and indents (simple, increase and decrease) • Using existing quick styles in gallery (simple)	• cut, copy, paste, find and replace • proofing, spelling and grammar • Quotes, dashes and emphasis • page setup, margins, orientation, size and page border	• page numbers and page breaks • print layout and preview • Pictures,	• Clip art, Word art, Shapes, Charts and SmartArt • Text box
Resources (other than textbook) **to enhance learning**	• Slide presentations, • Data projector. • Learner notebook. • Internet / Videos. • 1 Computer per learner with appropriate software application and hardware.									
Informal Assessment (Minimum Number of Tasks per Content Covered)	1 Task: Theory	4 Tasks: Practical		2 Tasks: 1 Practical and 1 Theory	2 Tasks: Theory	2 Tasks: Theory	2 Tasks: Practical	2 Tasks: Practical	2 Tasks: Practical	2 Tasks: Practical
	Google quizzes, Kahoot! observation, competitions, peer-assessment, extended opportunities/activities, etc.									
SBA (Formal Assessment)	**1 Assessment** **Theory Assessment: Min 50 Marks -** **Practical content should be included in the theory test. Content covered as per CAPS teaching plan.** **NOTE: All assessments must be administered by end of term**									

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2021 Annual Teaching Plan – Term 2: COMPUTER APPLICATIONS TECHNOLOGY: Grade10

TERM 2: 51 days	Week 1: 13-16 Apr (4)	Week 2: 19-23 Apr	Week 3: 28-30 Apr (3)	Week 4: 03–07 May	Week 5: 10-14 May	Week 6: 17-21 May	Week 7: 24-28 May	Week 8: 31 May–4 Jun	Week 9: 07–11 Jun	Week 10: 14–18 Jun (4)	Week 11: 21–25 Jun
CAPS topic	**Systems Technologies: Hardware: (Theory)** (±½ week / 2 hours) **Software: (Theory)** (±½ week / 2 hours) **Extend hardware concepts**	**Systems Technologies: Computer Management** (Practical and theory) (±½ week / 2 hours) **Network Technologies: Networks (Theory)** (±½ week / 2 hours)	**Social Implications (Theory)** (±½ week / 2 hours)	**Solution Development: Word Processing** (Practical and theory) (±3 weeks / 12 hours)			**Solution Development: Spreadsheets** (Practical and theory) (±2 weeks / 8 hours)		**Information Management** (Practical and theory) (±½ week / 2 hours)		
Concepts, skills and values	**Hardware** • Input (Basic concepts, features and uses) • Output (Basic concepts, features and uses) • Storage media and devices (Basic concepts, features and uses) • Processing (what is it, what is it used for) **Software** • Freeware, shareware and proprietary software • Open source software • Licensing and licensing agreements • System software	• Creating shortcuts • Taking screenshots (e.g. snipping tool, print screen) • Adding new peripherals (printer, mouse) • Changing the default printer • Basic printing and printer queue management – personal computer • Compressing/decompressing files and folders Overview of the basic concepts and introduction to networks: • What is a network? • Aims and objectives of networks • Advantages- facilitating communications and sharing hardware, software, data and information • Disadvantages - security and privacy issues • Internet as an example of a network	Social issues applicable to the above content: • Ethical use of content covered (hardware, software, computer management and networks) • Software piracy, licensing, copyright and intellectual property	• Paragraphs (basic) • Document and page layout	• Tables	• Tables • View options	Overview of the basic skills and core concepts of spreadsheets • Uses of spreadsheet • First looks: Workspace • Cell reference • Cell ranges: range names • Basic calculations using basic operators including +, -, *, /, order of precedence and the use of brackets • Data types such as General, Number, Currency, Text, Date and Time • Values and cell references	• Format cells • Formatting rows, columns and sheets • Reinforce generic/common concepts such as formatting and editing, page layout, illustrations, search and proofing as in word processor • File options: open, save, save as, new and print • Formulae vs. functions • Basic functions • Error indicators:	• Data vs. information • Understand the problem/task • Problem solving steps • Role of questions and questioning to determine information needs/directs solution	• Information sources and data gathering tools (including advantages and disadvantages) • Electronic reference works - Wikipedia and Internet articles • Printed media - books	• Surveys: questionnaires/ interviews

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TERM 2: 51 days	Week 1: 13-16 Apr (4)	Week 2: 19-23 Apr	Week 3: 28-30 Apr (3)	Week 4: 03–07 May	Week 5: 10-14 May	Week 6: 17-21 May	Week 7: 24-28 May	Week 8: 31 May–4 Jun	Week 9: 07–11 Jun	Week 10: 14–18 Jun (4)	Week 11: 21–25 Jun
(Critical Content Focus Areas)	• Pointing devices, Digital camera, Scanning and reading devices, Video input, Audio input, Biometric input • Audio output, Other output: Multifunction devices, data projector • CDs, DVDs and Blu-Ray, Memory cards and card reader • Motherboard, CPU and memory (RAM, ROM), Measuring speed in GHz • Freeware, shareware and proprietary software definition and differences • Open source software – definition, advantages and disadvantages • Understand Licensing and licensing agreements including end-user, site license agreements and creative commons licensing • Drivers: What is a driver? Auto configuration of devices – what is it? Hot swappable/plug-and-play (auto configuration), Utility programs: What is it? / Purpose, Examples of generic/common utility programs such as backup	• Create shortcuts? • Take a screenshot (e.g. snipping tool, print screen) • Add new peripherals (printer, mouse) • Change the default printer • Basic printing and printer queue management – personal computer • How to Compressing / decompressing files and folders • Networks • What is a network? • Aims and objectives of networks • Advantages of Network facilitating communications and sharing hardware, software, data and information • Disadvantages - security and privacy issues • Internet as an example of a network	• Social Implication on ethical use of Hardware, Software Computer management and networks. • Social implication on Software piracy, licensing, copyright and intellectual property	• Bullets (pictures, symbols font size and colour) and numbering (font size and colour) • Indents (hanging) • Tabs • Customising margins • Headers and footers (simple edit and remove; automatic page numbers) alignment, add your own text) • Insert cover page	• Insert, Table tools, Table design, Table properties • Design: Table styles, borders and shading • Layout: Rows and columns, header rows • Cells: size, distribution, merging and splitting • Text alignment and direction •	• Table: split, auto fit, gridlines Working with data: sorting, convert to text and working with formulae (sum and average • Work with more than one document/window, zoom Document views: Draft and full screen reading	• define basic spreadsheet terminology • Rows, columns, cells, sheets and workbook • cell references • enter, edit, or delete data into a cell • select a cell or a range of cells • modify column width and row height • format data: font, size, colour, and style • merge and centre data • align data within a cell • fill a cell with colour • apply borderlines • apply number formats to data • sort data alphabetically or numerically	• Data type, borders, shading, alignment, wrapping, text direction, merge, split and Autofill (default option) • Size (width and height), insert, delete, hide, unhide, borders and styles • page layout, illustrations • File options: open, save, save as, new and print • Formulae vs. functions • sum, average, count, min, max) • #######, #NAME! #DIV/0! #REF! #VALUE! #NUM!	• Definition and differences between Data vs. information. • Problem solving steps • Role of questions and questioning to determine information needs/directs solution • Information sources and data gathering tools (including advantages and disadvantages) • Electronic reference works - Wikipedia and Internet articles • Printed media - books • Surveys: questionnaires/interviews	• Advantages and disadvantages Electronic reference works - Wikipedia and Internet articles • Use Printed media - books	• How to use Surveys: questionnaires/ interviews
Resources (Not textbook) **to enhance learning**	• Slide presentations, • Data projector. • Learner notebook. • Internet / Videos 1 Computer per learner with appropriate software application and hardware.										
Informal assess; remediation	4 Tasks: Theory 2 Hardware,2 Software	4 Tasks: 2 Practical, 2Theory	2 Tasks: Theory	2 Tasks: 1 Theory, 1 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 1 Theory & 1 Practical	2 Tasks: 1 Theory, 1 Practical	2 Tasks: 1 Theory, 1 Practical	2 Tasks: 1 Theory ,1 Practical	2 Tasks: 1 Theory, 1 Practical
	Google quizzes, Kahoot! observation, competitions, peer-assessment, extended opportunities/activities, etc.										
SBA (Formal Assessment	**Assessment (PoA): SBA** • A Practical test to be administered during the term • A mid-year Assessment (1 practical + 1 theory). Content covered as per CAPS teaching plan. **NOTE: All assessments must be administered by end of term**										

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2021 Annual Teaching Plan – Term 3: COMPUTER APPLICATIONS TECHNOLOGY: Grade10

TERM 3: 52 days	Week 1: 13-16 Jul (4)	Week 2: 19-23 Jul	Week 3: 26-30 Jul	Week 4: 02–06 Aug	Week 5: 10-13 Aug (4)	Week 6: 16-20 Aug	Week 7: 23-27 Aug	Week 8: 30 Aug–03 Sep	Week 9 6-10 Sep	Week 10 13-17 Sep	Week 11 20-23 Sep (4)
CAPS topic	**Network Technologies: Networks** (Theory) (±½ week / 2 hours) **Internet Technologies: Internet and WWW** (Theory) (±½ week / 2 hours)	**Internet Technologies: Communication (Theory) (±½ week / 2 hours)**	**Social Implications (Theory)** (±½ week / 2 hours)	**Solution Development: Presentations (Practical) (±2 weeks / 8 hours)**		**Solution Development: Spreadsheets** (Practical and theory) (±2 week / 4 hours)		**Solution Development: Spreadsheets** (Practical and theory) (±½ week / 2 hours) **Word Processing (Practical and theory) (±½ weeks / 2 hours).**	**Solution Development: Word Processing** (Practical and theory) (±1 weeks / 4 hours)	**Solution Development: Word Processing** (Practical and theory) (±½ weeks / 2 hours **Information Management and Practical Assessment Task** (Practical) (±½ week / 2 hours)	**Information Management and Practical Assessment Task** (Practical) (±1½ week / 6 hours)
Concepts, skills and values	**Networks** • Personal area network (PAN) / Home area network (HAN • Network device: • Obtaining Internet access: **Internet and WWW** • What is the Internet • Internet addresses • Overview of the World Wide Web • Browsers • Search engines • Concept of downloading and uploading • ISP	**Communication: Theory** • E-communication using a PC/mobile device • e-Communication? • Communication device? • Applications to facilitate e-communications form of e-communication **Communication: Practical** • Scan to e-mail • Netiquette • Internet and e-mail • Hyperlinks • Apply netiquette • Basic e-mailing • Attachments	• Recognise and acknowledge the ownership of electronic material • Appropriate communication etiquette • E-mail threats • Safe e-mail and Internet use	**Presentations** • Uses of Presentations • First looks: • Overview of the basic skills and core concepts • Formatting • Editing: • Text:	**Presentations** • Reviewing/proofing: • Page setup • Slides: • View options • Insert illustrations • Custom animations • Basic integration • Start slide show	**Spreadsheets** • Use of basic functions: ▪ today, ▪ randbetween, ▪ mode, ▪ median, ▪ countif and ▪ relational operators (>, <, <=, >=, <>, =)	**Spreadsheets** • 'Round' numbers using cell formatting • Basic Sorting	**Spreadsheets** Work with sheets: • Rename, tab colour, hide/unhide • Headers and Footers • Basic printing **Word Processing** • Reviewing • Protecting document	• Document layout • Page setup • Columns (line between), • Hyphenation	**Word Processing** • Watermark, page colour • Integration – Hyperlinks **Information Management** • Information vs. knowledge • Find and access information and data ▪ Surveys and questionnaires (Functions and differences)	• Sifting information ▪ Process of keeping only gathered information that meets the criteria/will solve the problem
(Critical Content Focus Areas)	**Networks** • What is it? / What is it used for? / What does it offer? • Advantages, disadvantages and limitations • What is needed to set up a PAN/HAN? • Function of Modem, switch and router. Communication channel/media • Identify hardware and software needed for connecting to the Internet using a PC/mobile device **Internet and WWW** • Describe what is the Internet	**Communication: Theory** • E-communication using a PC/mobile device • What is e-communication? • What is a communication device? • Overview of applications to facilitate e-communications: • e-mail, web browser, instant messaging, text, picture and video messaging, mailing list and weblog	• How to recognise and acknowledge the ownership of electronic material • How to use Appropriate communication etiquette • What is E-mail threats (viruses, trojans, worms, phishing, e-mail spoofing, pharming, ransomware), issues (hoaxes, spam) and remedies • How to Safe e-mail and to use Internet: dangers	Uses of Presentations • Slides, designs, layouts • basic skills and core concepts • Font type, style, size, colour, highlight, alignment • Paragraph: spacing, alignment, bullets, indentation • Editing: Cut, copy, paste, find, replace • Text: Entering, editing and deleting text • Custom animations (basic) • Basic integration techniques • Start slide show	• Reviewing/proofing: spelling and grammar • Page setup • Orientation, size • Slides: Insert, delete, numbers, headers and footers, transitions • View options – normal, slide sorter, notes, slide show • Insert illustrations, tables • Custom animations (basic) • Basic integration techniques • Start slide show	• Use of functions: today, randbetween, mode, median, countif and • use of relational operators **(>, <, <=, >=, <>, =)**	• Apply round function to one or more decimal places • Use Basic data Sorting: Ascending, Descending, and filtering • Rename Sheets: add, Delete, edit tab name, and change tab colour • Headers and footers: insert and edit	**Spreadsheets** • Basic printing includes: Selecting a printer, Active Sheets, Pages, Collate, Orientation, Paper size, Margins, Scaling **Word Processing** • Comments: Add, delete, edit and resolve • Protecting document: Format edit document Restriction, and start enforcement	• Layout ▪ Page setup ▪ Columns (line between), ▪ hyphenation	**Word Processing** • Design ▪ Watermark, page colour • Insert: Integration – Hyperlinks **Information Management** • Understand difference between Information and Knowledge • How to Find and access information and data, using survey and questionnaire	• Apply the theoretical and practical content, concepts and skills of Information Management and the use of applications in an integrated fashion complete Phase 1

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TERM 3: 52 days	Week 1: 13-16 Jul (4)	Week 2: 19-23 Jul	Week 3: 26-30 Jul	Week 4: 02–06 Aug	Week 5: 10-13 Aug (4)	Week 6: 16-20 Aug	Week 7: 23-27 Aug	Week 8: 30 Aug–03 Sep	Week 9 6-10 Sep	Week 10 13-17 Sep	Week 11 20-23 Sep (4)
	• Internet addresses Summary of the World Wide Web. Describe the WWW, Web address/uniform resource locater (URL), URL shortener • Web page, website, hyperlink, Types of websites, their purpose/what they offer and examples Weblog/Vlog (blog), Wiki, social network, web applications (Google docs, OneDrive, Google drive, Office 365) • Describe what is Browsers. What is it? / Purpose, Basic browsing, Advantages of tabbed browsing • Search engines. What is it? / Purpose, Common/generic examples. Searching techniques, Keywords/key phrases, Search engine operators • Concept of downloading and uploading Definition and purpose • ISP: Definition and purpose	• E-mail as a form of Communication • Netiquette • Taxonomy of e-mail addresses • ISP vs. web-based e-mail • features such as Cc and Bcc fields, attachments and address books **Communication: Practical** • Create email address for each learner • use of the Internet and e-mail • netiquette rules such as spelling check, messages, being courteous and concise, not gossiping, reducing the size of attachments and not typing in capital letters • Compose messages • Send and receive, forward, reply to, reply to all • Attachments	and tips to ensure safe use								
Resources (Not textbook) **to enhance learning**	• Slide presentations, • Data projector. • Learner notebook. • Internet / Videos 1 Computer per learner with appropriate software application and hardware.										
Informal assess; remediation	4 Tasks: Theory 2 Networks & 2 Internet and WWW	2 Tasks: Theory	2 Tasks: Theory	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	Phase 1 Completed
	Google quizzes, Kahoot! observation, competitions, peer-assessment, extended opportunities/activities, etc.										
SBA (Formal Assessment	**Assessment (PoA): SBA** • 1 Practical test • 1 Theory test /Alternative Assessment: Closed or Open Book or Case Study or Survey. **PAT Phase 1 to be completed before the end of Term 3 and start of PAT Phase 2**										

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2021 Annual Teaching Plan – Term 4: COMPUTER APPLICATIONS TECHNOLOGY: Grade10

<table>
<tr><th>TERM 4:
47 days</th><th>Week 1:
05-08 Oct (3)</th><th>Week 2:
11-15 Oct</th><th>Week 3:
18-22 Oct</th><th>Week 4:
25-29 Oct</th><th>Week 5:
1-5 Nov</th><th>Week 5:
8-12 Nov</th><th>Week 6
15-19 Nov</th><th>Week 7 - 10
22 Nov – 8 Dec
Exams</th></tr>
<tr><td>CAPS topic</td><td>Content using case studies
(Practical and Theory)
(±1 week / 4 hours)</td><td>Solution Development:
Word Processing
(Practical and theory)
(±1 week / 4 hours)</td><td colspan="2">Solution Development: Spreadsheets
(Practical and theory)
(±1½ weeks / 6 hours)</td><td colspan="2">Information Management and Practical Assessment Task
(Practical)
(±2 weeks / 8 hours)</td><td colspan="2">Consolidation using case studies and Final examination</td></tr>
<tr><td>Concepts, skills and values</td><td>Consolidate content, concepts and skills using case studies to:
• Identify the basic hardware configuration of a computer in terms of:
▪ the processor
▪ memory and
▪ hard drive size
• Understand computers and their uses
• Understand how technology helps one to operate more efficiently, effectively and more accurately
• Know how to use computers as tools to access information and to communicate with others around the world
• Make better buying decisions – interpret advertisements and make judgements about quality and usefulness when buying equipment and software
• Know how to fix ordinary computer problems and deal with challenges that arise from utilising computers (and know when to call for help)
• Know how to use the Internet and e-mail
• Make informed decisions and choices in selecting communication devices and proper modes of communications for a given scenario
• Know what kind of computer uses benefit or advance work place and career path opportunities
• Know how to protect oneself against online villains and threats
• Know how to apply digital tools to:
▪ communicate
▪ find and gather
▪ analyse
▪ use, manipulate and process information and</td><td>• Use inbuilt templates
• Accessing online/offline help including FAQs (frequently asked questions)
• Integration techniques (e.g. hyperlink files, copy and paste between applications)
• Solve problems using word processor
• Troubleshoot basic word processing problems</td><td>• Charts/Graphs – Create/Insert, format
▪ Pie, line, column and bar
▪ Purpose of each/when to use
▪ Create, format and edit
▪ Interpretation of information presented in a graph</td><td>• Basic integration techniques
▪ Solve problems using spreadsheets
• Troubleshoot basic spreadsheet problems</td><td>• Knowledge vs. insight/decision making
▪ Manipulating information (Extract core meaning and Summarise using own words)
• Data handling using spreadsheet
▪ Data questions: How many? What is most popular? What is least common? How many more than? What is the average?
• Processing data</td><td>• Presentation of information:
▪ Graphs, tables, techniques and tools in applications
▪ Report writing – elements of a report: Introduction, body, conclusion, bibliography/references, copyright/plagiarism issues and intellectual property
▪ Summarising information/report using presentation software
• Finalise PAT</td><td colspan="2">Cognitive levels:
Lower order – 30%;
Middle order-40%;
Higher order-30%
<table><tr><th>Practical Paper (P1)</th><th>Theory Paper (P2)</th></tr><tr><td>2.5 hours</td><td>2.5 hours</td></tr><tr><td>120 marks</td><td>120 marks</td></tr><tr><td>5 Questions;
• Q1 + 2: Word-processing
• Q3 +4: Spreadsheet
• Q5: Integration</td><td>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></table></td></tr>
</table>

	▪ solve problems • Understand technology concepts, systems and operations • Recommend specific hardware/software for a specific scenario						
Requisite pre-knowledge	Apply the content learned in real life scenario by extending and progressing with the content covered in previous terms						
Resources (Not textbook) **to enhance learning**	• Slide presentations, • Data projector. • Learner notebook. • Internet / Videos 1 Computer per learner with appropriate software application and hardware.						
Informal assess; remediation	4 Tasks: Integrated Practical	2 Tasks: Practical	2 Tasks: Practical	2 Tasks: Practical	Phase 2 Completed	Revision Tasks: Theory, Practical or Combination	
	Google quizzes, Kahoot! observation, competitions, peer-assessment, extended opportunities/activities, etc.						
SBA (Formal Assessment	**Assessments: Practical Assessment Task and 2 Year end Examination Papers** • **Phase 2: Practical Assessment Task to o be completed before the start of examination** • **Practical Examination Paper (Paper 1).** • **Theory Examination Paper (Paper 2).**						