

2023/24 ANNUAL TEACHING PLANS: COMPUTER APPLICATIONS TECHNOLOGY: GRADE 10 (TERM 1)

TERM 1	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
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) Hardware (Theory) (±½ week, 2 hours)	Systems technologies: Software (theory) (±½ week, 2 hours) Social implications: (Theory) (±½ week, 2 hours)	Solution development: Word processing (practical and theory) (±5½ weeks, 22 hours)					
CORE CONCEPTS, SKILLS, AND VALUES	Introduction <ul style="list-style-type: none"> Explain what a computer is Overview of the different types of computing devices Definitions and examples <ul style="list-style-type: none"> Overview and concepts of the main components of a computer system ICTs used in everyday life Concepts of data and information 	Computer management <ul style="list-style-type: none"> Start-up – switch on the computer, log on (concept of access control) Desktop (GUI): First looks, icons and shortcuts Introduce the desktop (GUI) Accessing apps Introduction and layout of keyboard Enhancing keyboarding skills Drills, posture and ergonomics 	File ORGANISATION <ul style="list-style-type: none"> 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 – types and size File manager, e.g. This PC, hierarchy Organise, copy, rename, delete, restore, move, search, view and sort files and folders Introduce file organisation when busy with keyboarding skills Hardware <ul style="list-style-type: none"> What is hardware? Overview of basic concepts relating to hardware: <ul style="list-style-type: none"> Input Output Storage Definition of peripheral devices Methods for connecting peripheral devices (cabled and wireless) 	Software <ul style="list-style-type: none"> Overview of the basic concepts and introduction to software used on computing devices: What is software? (GUI), minimising, restoring, resizing, moving and closing windows, system software vs. application software, basic accessories, features for computing devices Application software (apps) – overview of basic concepts and introduction System software – overview of basic concepts and introduction Basic security (PC, laptop, tablet, smartphone) Social implications <ul style="list-style-type: none"> Social issues linked to content taught in this term: Ergonomics, green computing, health (posture) and authentication Economic reasons for using computers 	Word processing <ul style="list-style-type: none"> What is it used for? First looks: Workspace features such as ribbons, tabs and menus Structure of the Word processing documents: pages, sections, paragraphs, lines, text and objects File management in word processor: Open new and existing documents, close, save, save as and print Select data using keyboard and, or mouse Text: Entering, editing, and deleting text, special characters (symbols) Basic punctuation: One space after all punctuation, including full stops Formatting marks Editing: Cut, copy, paste, find and replace 	Word processing Formatting <ul style="list-style-type: none"> 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) 	Word processing <ul style="list-style-type: none"> Reviewing: Proofing, spelling, and grammar Autocorrect and basic Word processing typography: Quotes, dashes, and emphasis Page layout: Page setup, margins, orientation, size, and page border 	Word processing <ul style="list-style-type: none"> Document layout: Page numbers and page breaks View options – print layout and preview 	Word processing <ul style="list-style-type: none"> Insert and manipulate illustrations and text Objects: Pictures, shapes, WordArt, basic SmartArt, screenshot, charts Text box 	Word processing <ul style="list-style-type: none"> Continues with inserting and manipulating illustrations and text 	
INFORMAL ASSESSMENT (MINIMUM)	1 Task: Theory	4 Tasks: Practical		2 Tasks: 1 Practical and 1 theory	2 Tasks: Theory	2 Tasks: Practical	2 Tasks: Practical	2 Tasks: Practical	2 Tasks: Practical	4 Tasks: Practical	
SBA (FORMAL ASSESSMENT)	Task 1 - theory test OR combination test – min 50 marks					Date completed: By end of term					

2023/24 ANNUAL TEACHING PLANS: COMPUTER APPLICATIONS TECHNOLOGY: GRADE 10 (TERM 2)

TERM 2	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
CAPS TOPIC	Systems technologies: Hardware: (Theory) Extend hardware concepts (±½ week, 2 hours)	Systems technologies: Software: (Theory) (±½ week, 2 hours) Device 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)	Control test Consolidation of theory, practical content (±4 hours)
CONCEPTS, SKILLS, AND VALUES	Hardware <ul style="list-style-type: none"> Input (basic concepts, features and uses) <ul style="list-style-type: none"> Pointing devices Scanning and reading devices Video input Audio input: Microphone Biometric input Output (basic concepts, features and uses) <ul style="list-style-type: none"> Audio output: What is an audio output device? Other output Storage media and devices (basic concepts, features and uses) <ul style="list-style-type: none"> Memory cards: Size matches computing device, transfer speeds Card reader: Built-in, external multi-card reader Processing <ul style="list-style-type: none"> Overview of and introduction to the basic processing concepts 	Software <ul style="list-style-type: none"> Categories of software Licensing and licensing agreements System software <ul style="list-style-type: none"> Drivers Auto configuration Utility programs Device management <ul style="list-style-type: none"> Creating shortcuts Adding new peripherals Pairing devices Changing the default printer Basic printing and printer queue management on computing devices Compressing, decompressing files and folders 	Networks <i>Overview of the basic concepts and introduction to networks:</i> <ul style="list-style-type: none"> What is a network? Aims and objectives of networks Facilitating communications and sharing hardware, software, data and information Basic security and privacy issues Examples of networks: Internet, LAN, HAN 	Social issues <ul style="list-style-type: none"> Ethical use of content covered (hardware, software, computer management and networks) Software piracy, licensing, copyright and intellectual property 	Word processing <ul style="list-style-type: none"> Paragraphs <ul style="list-style-type: none"> Bullets and numbering Indents Tabs View options <ul style="list-style-type: none"> Work with more than one document, window, zoom Document views: Draft and (full screen reading) read mode 	Word processing <ul style="list-style-type: none"> Document and page layout <ul style="list-style-type: none"> Customising margins Headers and footers Insert cover page 	Word processing <ul style="list-style-type: none"> Tables <ul style="list-style-type: none"> 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, autofit, gridlines Working with data: Sorting, convert to text and working with formulae (sum and average) 	Spreadsheets <ul style="list-style-type: none"> 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 Data types Format cells Formatting rows, columns and sheets 	Spreadsheets <ul style="list-style-type: none"> Reinforce generic, common concepts as in word processor File options: Open, save, save as, new and print Formulae vs. functions Basic functions (SUM, AVERAGE, COUNT, MIN, MAX) Error indicators: #####, #NAME!, #DIV/0!, #REF!, #VALUE!, #NUM! 	Information management <ul style="list-style-type: none"> Data vs information Understand the problem, task <ul style="list-style-type: none"> Problem-solving steps Role of questions and questioning to determine information needs, directs solution Information sources and data gathering tools (including advantages and disadvantages) <ul style="list-style-type: none"> Electronic reference works – Wikipedia and internet articles Printed media – books Surveys: Questionnaires, interviews 	<ul style="list-style-type: none"> Control test Consolidation of practical and theory content
INFORMAL ASSESSMENT (MINIMUM)	1 Task: Theory	2 Tasks: 1 Practical, 1 theory	1 Tasks: 1 Theory	1 Tasks: 1 Theory	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	1 Task: 1 Theory	2 Tasks: 1 Theory, 1 practical
SBA & PAT (FORMAL ASSESSMENT)		Task 2: One practical test – min 50 marks			Date completed: By end of term			Task 3: Mid-year examination		Date completed: By end of term	

2023/24 ANNUAL TEACHING PLANS: COMPUTER APPLICATIONS TECHNOLOGY: GRADE 10 (TERM 3)

TERM 3	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
CAPS TOPIC	Network technologies: Networks (theory) (±½ week, 2 hours)	Internet technologies: Internet and WWW (theory) (±½ week, 2 hours) Communication (theory) (±½ week, 2 hours)	Internet technologies: Communication (practical) (±½ week, 2 hours) Social implications (theory) (±½ week, 2 hours)	Solution development: Spreadsheets (practical and theory) (±1 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: Presentations (practical) (±1 weeks, 4 hours)	Solution development: HTML, web design (practical and theory) (±1 week, 4 hours)	Information management and practical assessment task (±1 week, 4 hours)	Information management and practical assessment task (±1 week, 4 hours)	Information management and practical assessment task (±½ week, 2 hours)
CONCEPTS, SKILLS, AND VALUES	Networks <ul style="list-style-type: none"> Personal area network, Home Area Network (HAN) Network device: Function of modem, switch and router Communication channel, media Obtaining internet access ISP – definition and purpose 	Internet and www <ul style="list-style-type: none"> What is the internet? Internet addresses Overview of the World Wide Web (WWW) Browsers Search engines Concept of downloading and uploading ISP Communication <ul style="list-style-type: none"> E-communication using computing devices What is e-communication? What is a communication device? Overview of applications to facilitate e-communications E-mail as a form of e-communication Scan to e-mail Netiquette rules with regards to e-mail and social media platform 	Communication <ul style="list-style-type: none"> Basic use of the internet, e-mail and social platforms Hyperlinks Apply netiquette rules Basic e-mailing Attachments Social implications <ul style="list-style-type: none"> Digital citizenship (what it is) <ul style="list-style-type: none"> Social issues Digital footprint POPI Act Recognise and acknowledge the ownership of electronic material Appropriate communication etiquette Safe e-mail and internet use 	Spreadsheets <ul style="list-style-type: none"> Extend the use of basic functions: TODAY RANDBETWEEN MODE MEDIAN COUNTA COUNTBLANK COUNTIF Use of relational operators (>, <, <=, >=, <>, =)	Spreadsheets continues <ul style="list-style-type: none"> Reduce the number of decimal places using cell formatting Basic sorting Work with sheets <ul style="list-style-type: none"> Rename, tab colour, hide, unhide Headers and footers Basic printing Word processing <ul style="list-style-type: none"> Reviewing Styles (basic) linked to table of contents 	Word processing continues <ul style="list-style-type: none"> Referencing (basic) Document layout <ul style="list-style-type: none"> Page setup Columns (line between), Hyphenation Watermark, page colour Integration – hyperlinks 	Presentations <ul style="list-style-type: none"> Uses of presentations First look Basic skills and core concepts Rules, best practice for creating a presentation Design ideas from the application (built-in) Slides: Insert, delete, numbers, headers and footers View options Integration techniques Custom animations Slide transitions Hyperlinks Adding videos, voice recordings, etc. Printing options Set up slide show Saving options 	HTML, web design <ul style="list-style-type: none"> Reinforce the concepts: <ul style="list-style-type: none"> Websites, web pages, hyperlinks and URLs What is HTML? What is an HTML editor? HTML syntax, order of tags Basic HTML tags: Opening tag and closing tag Plain text and text formatting Attributes as a concept Font tag, face, colour & size attribute Width & size of (hr) Body background colour Structure and design of a simple HTML page 	Information management <ul style="list-style-type: none"> Information vs. knowledge Find and access information and data Sifting information PAT phase 1 commences	Information management PAT phase 1 completed	Information management PAT phase 2 commences
INFORMAL ASSESSMENT (MINIMUM)	1 Task: 1 Theory	2 Tasks: 2 Theory	2 Tasks: 2 Theory	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical			
SBA & PAT (FORMAL ASSESSMENT)	Task 4: One practical test – min 50 marks		Date completed: By end of term	Task 5: One theory test, alternative assessment – min 50 marks		Date completed: By end of term		PAT Phase 1: To be completed before the end of Term 3, start of PAT phase 2		Date completed: By end of term	

2023/24 ANNUAL TEACHING PLANS: COMPUTER APPLICATIONS TECHNOLOGY: GRADE 10 (TERM 4)

TERM 4	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7 TO 10						
CAPS TOPIC	<u>Solution development:</u> Spreadsheets (practical and theory) (±½ weeks, 2 hours)	<u>Solution development:</u> Spreadsheets continue (practical and theory) (±1 weeks, 4 hours)	<u>Information management and practical assessment task</u> (practical) (±2 weeks, 8 hours)		<u>Social implications</u> (theory) (±½ week, 2 hours) <u>Solution development:</u> Word processing (practical and theory) (±1,2 week, 2 hours)	<u>Solution development:</u> Documents (practical and theory) (±½ week, 2 hours) <u>Content using case studies</u> (practical and theory) (±½ 1 week, 2 hours)	Consolidation using case studies and final examination						
CONCEPTS, SKILLS, AND VALUES	Spreadsheets <ul style="list-style-type: none"> Charts, graphs – create, insert, format <ul style="list-style-type: none"> Pie, line, column and bar Purpose of each, when to use Create, format and edit 	Spreadsheets continue <ul style="list-style-type: none"> Interpretation of information presented in a graph Basic integration techniques Solve problems using spreadsheets Troubleshoot basic spreadsheet problems 	Information management & PAT <ul style="list-style-type: none"> Knowledge vs insight, decision making Manipulating information (extract core meaning and summarise using own words) Processing data Presentation of information in presentation software: <ul style="list-style-type: none"> Tables, graphs, 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 Continue working on PAT Phase 2 	Information management & PAT continues <ul style="list-style-type: none"> Finalise PAT phase 2 	Social implications (theory) (±½ week, 2 hours) <ul style="list-style-type: none"> Impact on society Computer crime – types (information theft, data theft and identity theft) Word processing <ul style="list-style-type: none"> Accessing online, offline help including FAQs (frequently asked questions) Integration techniques (e.g., hyperlink files, copy and paste between applications) Troubleshoot basic Word processing problems (solve problems using word processor) 	Documents (Word processor, spreadsheet and presentations) <ul style="list-style-type: none"> Reproduce and create documents Use templates Support communication with appropriate features such as images and symbols Integrate text and graphics Balance text and graphics Use media, visual literacy and technology skills to create products that express understanding Content using case studies <ul style="list-style-type: none"> Identify the basic hardware configuration of a computer 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, informed buying decisions Know how to fix ordinary computer problems and deal with challenges that arise from utilising computers Know how to use the internet and e-mail 	1 Examination (1 practical paper + 1 theory paper) <table border="1"> <thead> <tr> <th>Practical paper (P1)</th> <th>Theory paper (P2)</th> </tr> </thead> <tbody> <tr> <td>2.5 hours</td> <td>2.5 hours</td> </tr> <tr> <td>120 marks</td> <td>120 marks</td> </tr> </tbody> </table> Practical assessment task Phase 1 & 2	Practical paper (P1)	Theory paper (P2)	2.5 hours	2.5 hours	120 marks	120 marks
Practical paper (P1)	Theory paper (P2)												
2.5 hours	2.5 hours												
120 marks	120 marks												
INFORMAL ASSESSMENT (MINIMUM)	1 Tasks: 1 Practical	2 Tasks: 2 Practical	PAT phase 2	PAT phase 2 complete	2 Tasks: 1 Theory, 1 practical	2 Tasks: 2 Practical	Final end-of-year assessment						
FORMAL ASSESSMENT	PAT phase 2: Practical assessment task to be completed before end of year examination (Phase 1 + 2 = 100 marks)		Date completed: By end of term		Task 6: End-of-year examinations Practical examination paper 1 (120 marks) Theory examination paper 2 (120 marks)		Date completed: By end of term						

ADDITIONAL INFORMATION

<p>TEACHING TIME PER WEEK</p>	<p>4 hours per week required</p> <ul style="list-style-type: none"> • If contact time is lost a recovery plan must be in place • Your recovery plan and remediation plan must be reflected in your Subject Improvement Plan – update it throughout the year • Indicate on the teaching plan (ATP) what has been completed to track your progress • Application packages share common features (formatting, editing, page layout, illustrations, etc.) reinforced these when teaching different packages • Use the guideline documents to complete PAT 	
<p>RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING</p>	<p>Hardware</p> <ul style="list-style-type: none"> • Data projector • 1 Learner per computer • Entry level computers networked • Multifunction printer • Internet connectivity <p>Software</p> <ul style="list-style-type: none"> • Notepad ++ • Office 2016 or later version (Word, Excel, Access, PowerPoint) • Windows 10 or later version <p>Maintenance plan</p> <p>General</p> <ul style="list-style-type: none"> • Slide presentations - summarised content • Notebook for summaries and activities • Online content, resources • Video clips • Posters with new concepts, formulas, functions • Previous question papers 	
<p>EXAMPLES OF FORMATIVE ASSESSMENTS, RETRIEVAL PRACTICE</p>	<ul style="list-style-type: none"> • Concept maps for summaries • Brainstorm sessions • Self-marking quizzes (Google Forms, MS Forms, Kahoots!, etc.) for retrieval practice 	<ul style="list-style-type: none"> • Competitions, gaming (fun activities) • Peer-assessment, feedback-driven metacognition • Extended opportunities, activities, etc.
<p>IMPORTANT DOCUMENTS TO USE WITH THE ATP</p>	<ul style="list-style-type: none"> • Updated Grade 10 CAPS for 2023 with updated CAT Grade 10 content • Introduction to HTML booklet, Grade 11 DBE textbook Chapter 15 pg. 216 • Chapter 4 – latest assessment instructions • Gr 12 exam guidelines with new concepts (new technologies where applicable) 	