



2023/24 ANNUAL TEACHING PLANS: COMPUTER APPLICATIONS TECHNOLOGY: GRADE 11 (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: General concepts (theory) (±½ week, 2 hours)	Systems technologies: Hardware (theory) (±1 week, 4 hours)	Social implications: (theory) (±1 week, 4 hours)	Systems technologies: Computer management (theory) (±1 week, 4 hours)	Solution development: Word processing (±1 week, 4 hours)	Solution development: Word processing (practical) (±1 week, 4 hours)	Solution development: Spreadsheet (practical) (±1 week, 4 hours)	Solution development: Spreadsheet (practical) (±1 week, 4 hours)	Solution development: Spreadsheet (practical) (±1 week, 4 hours)	Solution development: Database (practical) (±1 week, 6 hours)	
CORE CONCEPTS, SKILLS, AND VALUES	<ul style="list-style-type: none"> Information processing cycle: Input, output, processing, storage and communication Types of computing devices and typical features, Categorise computing devices, The role of ICTs in the workplace. 	Extend from Grade 10 <ul style="list-style-type: none"> Input: What is it, purpose, when to use Advantages, disadvantages and limitations Multi-touch screen Output: What is it, purpose, when to use Advantages, disadvantages and limitations Multi-touch screen Input and output devices for physically challenged users Extend from Grade 10 - 3D printers HDMI Wearable devices and wearable technologies 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Primary storage (memory) vs secondary storage Online storage Solid State Drive (SSD) Memory card storage Processing: <ul style="list-style-type: none"> Understand the role of basic components of the system unit Overview and basic concepts of start-up process 	File management <ul style="list-style-type: none"> Input data from different file formats, e.g., text files, csv, rtf, tables Editing: Paste special, find and replace (extend to more options) Printing Page layout: Themes document layout 	Paragraph: <ul style="list-style-type: none"> Customise bullets and numbering Outline numbering, multi-level lists Customise spacing Templates: Agenda, memo, basic resume, CV Electronic forms Legacy controls Google forms Microsoft forms Import, export data Online and offline help 	<ul style="list-style-type: none"> Reinforce content, concepts and skills from Grade 10 Absolute cell referencing Auto fill options 	<ul style="list-style-type: none"> Using spreadsheet functions such as <ul style="list-style-type: none"> Sumif Power Rand Small Large 	<ul style="list-style-type: none"> Rounding off numbers and the difference between rounding and formatting Conditional formatting Interpreting error indicators such as: Circular reference, #NULL! 	<ul style="list-style-type: none"> First looks: Objects Table, form, query, report Tables: Records and fields, field names Basic field properties: Size, length, default value, decimal places, required 	<ul style="list-style-type: none"> Data types Database structure Work with different views, e.g., design and table view
INFORMAL ASSESSMENT (MINIMUM)	1 Task: Theory	2 Tasks: Theory	2 Tasks: Theory	2 Tasks: Theory	2 Tasks: Practical	2 Tasks: Practical	2 Tasks: Practical	2 Tasks: Practical	2 Tasks: Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical
SBA (FORMAL ASSESSMENT)		TASK 1: Theory test (minimum marks: 50)			Date completed: By end of term		TASK 2: Practical test (minimum marks: 50)			Date completed: By end of term	

2023/24 ANNUAL TEACHING PLANS: COMPUTER APPLICATIONS TECHNOLOGY: GRADE 11 (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	<u>Solution development:</u> Spreadsheets (practical) (±½ week, 2 hours)	<u>Solution development:</u> Database (practical) (±1 week, 4 hours)	<u>Network technologies:</u> Networks (theory) (±½ week, 2 hours)	<u>Internet technologies:</u> Internet and www (theory) (±½ week, 2 hours)	<u>Social implications:</u> (theory) (±1 week, 4 hours)	<u>Information management:</u> (Practical and theory) (±1 week, 4 hours)	<u>Solution development:</u> Word processing (practical) (±1 week, 4 hours)	<u>Solution development:</u> Spreadsheets (practical) (±1 week, 4 hours)	<u>Solution development:</u> Database (practical) (±1 week, 4 hours)	<u>Solution development:</u> HTML, web design (practical) (±½ week, 2 hours)	Control test Consolidation of term work (±1 week, 4 hours)	
CORE CONCEPTS, SKILLS, AND VALUES	<ul style="list-style-type: none"> Reinforce content, concepts, and skills from Grade 10 Spreadsheet functions such as: Countif Counta Countblank Sumif 	<ul style="list-style-type: none"> Formatting and editing Sorting Basic data validation techniques Use filters Work with different views, e.g., design and table view 	<ul style="list-style-type: none"> Local area networks (LAN and WLAN), basic components of a network Connection – wired vs wireless Intranet – definition and uses Basic network security 	<ul style="list-style-type: none"> Usability of web pages, website Explore web pages, websites and evaluate aspects Internet of Things (IOT) 	<ul style="list-style-type: none"> Unauthorised access, ethical use of networks Network safety and security issue Privacy issues BYOD Big data Crypto currency vs normal currency Block chain 	<ul style="list-style-type: none"> Task definition, data and information gathering Quality control of information Evaluate questions Evaluate information Evaluate websites 	<ul style="list-style-type: none"> Styles Quick style gallery Style set Change, edit a style Create a new style 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Control test Consolidation and practice of HTML 	
INFORMAL ASSESSMENT (MINIMUM)	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: Theory	2 Tasks: Theory		2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 2 Practical	2 Tasks: 1 Theory, 1 practical	
SBA & PAT (FORMAL ASSESSMENT)						<ul style="list-style-type: none"> PAT Phase 1 Task 3 – Mid-year examination 						
									Date completed: By end of term			

2023/24 ANNUAL TEACHING PLAN: COMPUTER APPLICATIONS TECHNOLOGY: GRADE 11 (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	Systems technologies: Software (theory) (±½ week, 2 hours)	Internet technologies: Internet, www and communications (theory) (±1 week, 4 hours)	Systems technologies: Hardware, software and computer management (theory) (±1 week, 4 hours)	Social implications: (Theory) (±½ week, 2 hours)	Information management and practical assessment task (±1 week, 4 hours)	Solution development: Database (practical) (±1 week, 4 hours)	Solution development: Spreadsheets (practical) (±1 week, 4 hours)	Solution development: Word processing (practical) (±1 week, 4 hours)	Solution development: HTML, Web design (practical) (±1 week, 4 hours)	Information management and practical assessment task (±1 week, 4 hours)	Information management and practical assessment task (±1 week, 4 hours)
CORE CONCEPTS, SKILLS, AND VALUES	<ul style="list-style-type: none"> The role of application software Compatibility issues Updating software Online, web applications Software for users with disabilities Web applications Authentication 	<ul style="list-style-type: none"> 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 LTE 802.11 A,B,G,N 4IR 5IR 	<ul style="list-style-type: none"> Basic system requirements: How does it link with software? Software installation Portable storage medium Internet download Management of files 	<ul style="list-style-type: none"> 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 Introduction to E-learning and M-learning 	<ul style="list-style-type: none"> Finalise PAT Phase 1 Start with PAT Phase 2 Information management 	Reports: <ul style="list-style-type: none"> Basic calculations at end of report Page headers and footers Report headers and footers Import, export data 	<ul style="list-style-type: none"> Import, export data Work with sheets Use different print options Integration techniques within package 	<ul style="list-style-type: none"> Mail merge Reference Table of content Footnotes Captions Citations and bibliography 	<ul style="list-style-type: none"> Good website, page design – consider use of colour HTML links, attributes: Target and name, HTML images, attributes: Source and alternate text, HTML lists 	<ul style="list-style-type: none"> Role of spreadsheet and database to process and manipulate data to provide information 	<ul style="list-style-type: none"> Phase 3 of PAT
INFORMAL ASSESSMENT (MINIMUM)	1 Task: Theory	2 Tasks: Theory	2 Tasks: Theory	2 Tasks: Theory		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: Practical test (minimum marks: 50)		Date completed: By end of term		Finalise PAT Phase 1 + PAT Phase 2					PAT Phase 3	
								Task 5: Theory test, alternative test (minimum marks: 50)	Date completed: By end of term		

2023/24 ANNUAL TEACHING PLAN: COMPUTER APPLICATIONS TECHNOLOGY: GRADE 11 (TERM 4)

TERM 4	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7-10					
CAPS TOPIC	<u>Internet technologies:</u> Communications (theory) (±½ week, 2 hours)	<u>Social implications</u> (theory) (±½ week, 2 hours) <u>Content using case studies</u> (theory) (±½ week, 2 hours)	<u>Information management and practical assessment task</u> (±2 week, 8 hours)		<u>Solution development:</u> Spreadsheets (practical) (±½ week, 2 hours) Word processing (practical) (±½ week, 2 hours)	<u>Solution development:</u> Database (practical) (±½ week, 2 hours) <u>Documents:</u> (practical) Word processor Spreadsheet Presentations Database (±½ week, 2 hours)	Consolidation using case studies and final examination					
CORE CONCEPTS, SKILLS, AND VALUES	Managing e-mail: <ul style="list-style-type: none"> Organise using e-mail folders sort by, flag, prioritise Distribution lists, message rules Register a web-based e-mail address URL shortener 	<ul style="list-style-type: none"> Social engineering tricks, information accuracy, data protection, computer misuse, online harassment, malware and security software, e-commerce and e-banking Ransomware Click jacking Screen lock patterns Introduction to AI 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 	<ul style="list-style-type: none"> Reinforce content, concepts and skills in finalising PAT 	<ul style="list-style-type: none"> Templates, plan and design own documents, integration with other packages Problem solving using spreadsheets 	<ul style="list-style-type: none"> 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 	1 Examination (1 practical paper + 1 theory paper) <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Practical paper (P1)</th> <th>Theory paper (P2)</th> </tr> </thead> <tbody> <tr> <td>3 hours</td> <td>3 hours</td> </tr> <tr> <td>150 marks</td> <td>150 marks</td> </tr> </tbody> </table>	Practical paper (P1)	Theory paper (P2)	3 hours	3 hours	150 marks	150 marks
Practical paper (P1)	Theory paper (P2)											
3 hours	3 hours											
150 marks	150 marks											
INFORMAL ASSESSMENT (MINIMUM)	2 Tasks: Theory	2 Tasks: Theory			2 Tasks: 2 Practical	2 Tasks: 2 Practical	Final end-of-year assessment					
FORMAL ASSESSMENT	Practical assessment task - Phase 3 to be completed before the end of year examinations				Task 6: End-of-year examination: Practical examination paper 1 (150 marks) Theory paper 2 (150 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 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.) 	<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 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) 	