

2021 Annual Teaching Plan – Term 1: COMPUTER APPLICATIONS TECHNOLOGY: Grade 12

Term 1 45 days	Week 1-3 27 January-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 days)	Week 10 29-31 March (3 days)
CAPS Topic	Systems technologies: General Concepts	Systems technologies: Hardware	Systems technologies: software	Social implications	Solution development: HTML / Web Design Grade 11	Solution development: Database Grade 11	Solution development: Database	Solution development: Spreadsheet	Solution development: Word Processing	Information management and PAT	Information management and Practical assessment task
Core Concepts, Skills and Values	Types of computer systems for different uses: Personal, SOHO, mobile and power users Role and use of data, information, knowledge, conclusion/decision as part of information management Reasons for using computers Convergence - What is it?	Input, output, processing, storage and communication as part of the information processing cycle; Consolidate and reinforce hardware and software regarding uses; Making buying decisions; Troubleshooting: Fix ordinary problems; New technologies	Software that enhances accessibility, efficiency, productivity Uses of common applications Web-based applications vs installed applications Interpret system requirements; Common software problems and upgrades Risks of using flawed software	Social issues: environmental issues user-centred design in software applications such as: website database form presentations	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	Reinforce content, concepts and skills from Grade 11 Design basic reports using a wizard Basic calculations at end of report such as: sum, avg, count, min and max Page headers and footers (design view) Report headers and footers Import/export data	Design reports – grouped; Group headers and footers; Calculations in groups such as sum, average, counting, maximum, minimum; Add fields with calculations in queries, reports; Data validation techniques; Queries using and, or, not, wildcards (*), IS Null operator Add fields with calculations in queries Total, Group By (sum, average, min, max, count)	Reinforce content, concepts and skills; More complex functions: Nested IF, Vertical lookup, including error indicator #N/A; Variations of known functions roundup, roundup, countifs, sumifs; Subtotal feature Basic date and time calculations (year, month, day, days, hour, minute, second, time, today, now)	Links (bookmark, hyperlink, cross-reference) Reviewing, proofing and tracking changes; Line breaks (pagination issues such as widow/orphan control); Import data collected via electronic forms	File Management	Reinforce content, concepts and skills from Grade 10 and Grade 11; Setting questionnaires; Gather information and data; Discuss the writing of professional/formal reports; Discuss the use of spreadsheet and database in professional reports
Requisite Pre-Knowledge	Extension and progression of content covered in Grades 10 and 11.	Extension and progression of content covered in Grades 10 and 11.	Extension and progression of content covered in Grades 10 and 11.	Extension and progression of content covered in Grades 10 and 11.	First engagement with HTML syntax and tags	Extension and progression of theory content covered in previously.	Extension and progression of content covered in Grade 11.	Extension and progression of content covered in Grades 10 and 11.	Extension and progression of content covered in Grades 10 and 11.	Extension and progression of content covered in Grades 10 and 11.	Extension and progression of content covered in Grades 10 and 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.	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. PAT rubric and learner checklist.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector. PAT rubric and learner checklist
Informal Assessment	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/ activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/ activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/ activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities , etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities , etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities , etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/ activities , etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/ activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/ activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/ activities, etc.
SBA (Formal Assessment)	ASSESSMENT TASK 1 Theory Test As per school cycle test schedule				ASSESSMENT TASK 2: Practical Test As per school cycle test schedule					PAT Phase 1	

2021 Annual Teaching Plan – Term 2: COMPUTER APPLICATIONS TECHNOLOGY: Grade 12

Term 2 54 days	Week 1 13-16 April (4 days)	Week 2 19-23 April		Week 3 26 -29 April	Week 4 3-7 May	Week 5 10-14 May	Week 6 & 7 17-28 May	Week 7 24 May-4 June	Week 8-10 7-25 June
CAPS Topic	Information management and Practical assessment task	Network technologies: networks	Social implications	Solution development: HTML / Web Design Grade 11	Solution development: HTML / Web Design	Solution development: Word Processing	Solution development: Spreadsheets	Solution development: Database	Information management and PAT
Core Concepts, Skills and Values	Reinforce content, concepts and skills from Grade 10 and Grade 11; Setting questionnaires; Gather information and data; Discuss the writing of professional/formal reports; Discuss the use of spreadsheet and database in professional reports	Wide area networks (WAN): Internet as an example of a WAN; Internet services; Government Internet services and information; Streaming; Make buying and informed decisions regarding Internet connection and access; Concept of broadband and bandwidth;	Computer crimes in relation to hardware, software, information, identity, bandwidth theft, theft of time and services; Internet-related fraud scams; Internet attacks - DDoS attacks; Taking over PCs – bots and zombies; Right to access vs. right to privacy; Misuse of personal information Security issues; Avoiding security threats; Safeguards against criminals, viruses and threats; The impact of technology on the global community; Distributed computing power Impact and use of social networking sites and technologies; Legal and ethical issues on the use of social media; Remote access creating opportunity for e-commuting, e-working and e-learning; How technology can benefit or harm society; Information overload; Virtual reality and augmented reality; Artificial intelligence	Good website/page design - consider Use of colour (basic) HTML links - Link syntax: This is a link Attributes: target and name HTML images Syntax: Attributes: source and alternate text HTML lists Numbered list: Bulleted list: List items: 	Reinforce content, concepts and skills as well as good website/page design; HTML tables: Syntax: Table tags -Attributes: border, cell padding; Develop a web page for a specific scenario	Reinforce and consolidate content, concepts and skills Mail Merge - different data sources, e.g. e-mail list; Objects: Reinforce manipulation (tables, graphics); Linking and embedding	Reinforce and consolidate content, concepts, and skills; Text functions such as: left, right, mid, concatenate, len, value, pos and find	Reinforce and consolidate content, concepts and skills; Design a database for a specific scenario	Practical Assessment Task: Reinforce Information Management skills; Use information and data gathered: Processing and analysing
Requisite Pre-Knowledge	Extension and progression of content covered in Grades 10 and 11.	Extension and progression of content covered in previous term Grades 10 and 11	Extension and progression of content covered in previous terms Grades 10 and 11	Extension and progression of content covered in previous term.	Extension and progression of content covered in previous term.	Extension and progression of content covered in previous term Grades 10 and 11	Extension and progression of content covered in previous term Grades 10 and 11	Extension and progression of content covered in previous term Grade 11.	Extension and progression of content covered in previous term Grades 10 and 11.
Resources (other than textbook) to enhance learning	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector. PAT rubric and learner checklist	Internet. Slide presentations. Videos, Data projector. Learner notebook.	Internet. Slide presentations. Videos, Data projector. Learner notebook.	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector. PAT rubric and learner checklist	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. PAT rubric and learner checklist
Informal Assessment	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/ activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.
SBA (Formal Assessment)	PAT Phase 1	ASSESSMENT TASK 3: Test / Open book test / integrated							PAT Phase 2

2021 Annual Teaching Plan – Term 3: COMPUTER APPLICATIONS TECHNOLOGY: Grade 12

Term 3 51 days	Week 1 13-16 July (4 days)	Week 2 19-23 July	Week 3 26-30 July		Week 4 2-6 August	Week 5 10-13 August (4 days)	Week 6 16-20 August	Week 7 23-27 August	Week 8-11 30 August-23 September
CAPS Topic	Practical Assessment Task: Reinforce Information Management skills; Use information and data gathered: Processing and analysing	Practical Assessment Task: Reinforce Information Management skills; Use information and data gathered: Processing and analysing	Systems technologies: system software and Computer management	Internet technologies: Electronic Communications	Solution development: Spreadsheets	Solution development: Word Processing	Solution development: Database	Solution development: HTML / Web Design	Prelim Examination
Core Concepts, Skills and Values	Practical Assessment Task Reinforce Information Management skills Use information and data gathered: Processing and analysing	Practical Assessment Task Reinforce Information Management skills Use information and data gathered: Processing and analysing	Role of the operating system; Manage programs; Management of files: Operating system utilities; Schedule/update; Security features such as access control; Backup; Anti-virus software; Factors that influence performance	Types of digital communications – video conferencing; Typical features of web browsers; Uses of computer communications; Digital communication devices; New trends and technologies	Date and time, maths, statistical, text, logical, lookup and reference; Use more advanced combinations of functions and formulas; Appropriate graph for a given scenario	Documents using style focusing: Page layout that includes advanced word processing techniques; Techniques of integration with other software including linking objects	Consolidate and reinforce content, concepts and skills Create a database for a given scenario Techniques of integration with other software	Reinforce content, concepts and skills as well as good website/page design	
Requisite Pre-Knowledge	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector. PAT rubric and learner checklist	Computer with appropriate software application and hardware. Internet. Slide presentations. Data projector. PAT rubric and learner checklist	Extension and progression of content covered in previous terms Grades 10 and 11	Extension and progression of content covered in previous terms Grades 10 and 11	Extension and progression of content covered in previous terms Grades 10 and 11	Extension and progression of content covered in previous terms Grades 10 and 11	Extension and progression of content covered in previous terms Grades 10 and 11	Extension and progression of content covered in previous terms Grades 10 and 11	
Resources (other than textbook) to enhance learning	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Internet. Slide presentations. Videos, Data projector. Learner notebook.	Internet. Slide presentations. Videos, 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.	
Informal Assessment	PRACTICAL ASSESSMENT TASK: Phases 1, 2 and 3 (final)	PRACTICAL ASSESSMENT TASK: Phases 1, 2 and 3 (final)	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	Google quizzes, Kahoot!, observation, competitions, peer-assessment, extended opportunities/activities, etc.	
SBA (Formal Assessment)	PAT Phase 3	PAT Phase 3							ASSESSMENT TASK 4: Prelim Exams Paper 1 Paper 2

2021 Annual Teaching Plan – Term 4: COMPUTER APPLICATIONS TECHNOLOGY: Grade 12

Term 4 47 days	Week 1 5-8 October (4 days)	Week 2 11-15 October	Final NSC Examinations 18 October – 3 December 2021
Core Concepts, Skills and Values	<p>Reproduce and create documents that incorporate text, graphics and data; Manipulate graphics and text within documents; Use integrated software to create and design documents for specific purposes; Apply general principles of layout and design to a document process; Emphasise information using techniques such as placement and colour; Create documents by customising templates; Use media, visual literacy and technology skills to create products that express understanding</p>	<p>Identify general hardware configuration; Understand computers and their uses; 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; Know how to use the Internet and e-mail; Appropriate use application packages; Make informed decisions and choices in selecting communication devices and modes of communications for a given scenario; Know how to protect oneself against online threats; Understand technology concepts, systems and operations and how it operates efficiently, effectively and accurately; Understand when to upgrade, when to buy new equipment or software and make informed decisions</p>	