

Grade 12 Computer Applications Technology 2025



TERM 1: 3 x 45 lessons & 1 x 90-minute lesson per week

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1. 20/1-24/1	Solution Development: Word	[12] LU 3: Word Processing Breaks, Links, Mailings & Track Changes * Reinforce content, concepts, and skills from Grades 10 & 11		<input type="checkbox"/> Exercise 1 {p43} <input type="checkbox"/> Exercise 2 {p44}	[12] Solution Development - Word Processing: (All word processing concepts and skills from Grade 10 and 11 can be assessed.)
		3.1 Line and Page Breaks {p45}	<input type="checkbox"/> Activity 1 {p45}	<input type="checkbox"/> Exercise 3 {p46}	<ul style="list-style-type: none"> Paragraph Formatting – Line and Page breaks {pagination - widow/orphan control; Keep with Next; Keep Lines together; Page Break before}
		3.2 Links {p47}	<input type="checkbox"/> Activity 2 {p48} <input type="checkbox"/> Activity 3 {p49}	<input type="checkbox"/> Exercise 4 {p49} <input type="checkbox"/> Check Point 1 {p50}	<ul style="list-style-type: none"> Links – bookmark, cross reference
		3.3 Mailings {p50} <ul style="list-style-type: none"> Different Data Sources Online Forms 	<input type="checkbox"/> Activity 4 {p51}	<input type="checkbox"/> Exercise 5 {p50} <input type="checkbox"/> Exercise 6 {p51} <input type="checkbox"/> Exercise 7 {p52}	<ul style="list-style-type: none"> Mailings Mail Merge – different data sources, e.g. word processing table, database, csv file, e-mail list Merge with data collected via electronic forms {Microsoft/Google via Spreadsheet}
2. 27/1-31/1	Solution Development: HTML	[12] LU 6: HTML * Reinforce content, concepts, and skills from Grades 11 6.1 Table tags {p106}	<input type="checkbox"/> Activity 1 {p106} <input type="checkbox"/> Activity 2 {p108} <input type="checkbox"/> Activity 3 {p108} <input type="checkbox"/> Activity 4 {p109}		[12] Solution Development - HTML: (All HTML concepts and skills from Grade 11 can be assessed.) <ul style="list-style-type: none"> HTML table tags
			<input type="checkbox"/> Activity 5 {p110} <input type="checkbox"/> Activity 6 {p111} <input type="checkbox"/> Activity 7 {p111}		
				<input type="checkbox"/> Check Point 1 {p113} <input type="checkbox"/> Exercise 1 {p114} <input type="checkbox"/> Exercise 2 {p115}	
				<input type="checkbox"/> Exercise 3 {p116} <input type="checkbox"/> Exercise 4 {p117}	
3. 3/2-7/2	System Technologies	[12] LU 1: Hardware * Reinforce content and concepts from Grades 10 & 11 1.1 Modular Design {p1} 1.2 Components and Devices that Affect Computer Performance {p2}			[12] System Technologies: (All systems technologies concepts and skills from Grade 10 and 11 can be assessed.) <ul style="list-style-type: none"> Making informed decisions regarding the basic components of the system unit, e.g. buying a system that will be suitable for running software {system requirements} regarding processor and RAM Interpret specifications regarding CPU and RAM {basic} Recommend system unit for a specific scenario Factors that influence performance such as: <ul style="list-style-type: none"> – RAM

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					<ul style="list-style-type: none"> - Type of processor, processor speed, number of cores, amount of cache - Number of applications running and caching - Disk optimisation
		1.3 Secondary Storage {p3} 1.4 Choosing Input Devices {p6} 1.5 Choosing Output Devices {p8}			<ul style="list-style-type: none"> • Capacity, robustness, backup, fit for purpose • Recommend storage device{s} for a specific scenario • Making buying decisions: - What to buy?/Why?/Fit for purpose • Recommend input device{s} for a specific scenario • Recommend output device{s} for a specific scenario • Improving components/devices specific to the task: Which printer is best for task? Why? <ul style="list-style-type: none"> - Use given factors such as Budget, speed, colour, cost per page, graphics capability, photo printing, paper type and size, system compatibility, future needs, wireless capability, mobility, fit for purpose - Resolution, economy and environmental considerations
		1.6 Upgrade vs Replace {p12} 1.7 Typical Computer Systems {p12}			<ul style="list-style-type: none"> • Know about upgrading and how to integrate equipment with new products/technology • Understand when to upgrade hardware/software covered in previous sections, when to buy new equipment or software and make informed decisions
		1.8 Newer Technologies {p13}		<input type="checkbox"/> Check Point 1 {p14}	<ul style="list-style-type: none"> • New related technology <ul style="list-style-type: none"> - purpose - how do they work? - advantages and disadvantages [12] Social Implications: <ul style="list-style-type: none"> • Define and describe drone technology
4. 10/2-14/2	Solution Development: Excel	[12] LU 8: Spreadsheet Functions * Reinforce content, concepts, and skills from Grades 10 & 11		<input type="checkbox"/> Exercise 1 {p126}	[12] Solution Development - Spreadsheet: (All spreadsheet concepts and skills from Grade 10 and 11 can be assessed.)
		8.1 Number Functions {p125} ▪ ROUNDUP, ROUNDDOWN, INT, TRUNC	<input type="checkbox"/> Activity 1 {p219}	<input type="checkbox"/> Exercise 2 {p130}	<ul style="list-style-type: none"> • Formulas/Functions - ROUNDUP, ROUNDDOWN, INT, TRUNC,
		8.2 Text Functions {p131} ▪ UPPER, LOWER, PROPER, TRIM ▪ LEFT, RIGHT, MID, CONCATENATE, &	<input type="checkbox"/> Activity 2 {p132} <input type="checkbox"/> Activity 3 {p135}	<input type="checkbox"/> Exercise 3 {p135} <input type="checkbox"/> Exercise 4 {p136}	<ul style="list-style-type: none"> ▪ Text functions: UPPER, LOWER, PROPER, TRIM, LEFT, RIGHT, MID, CONCATENATE
		▪ LEN, VALUE, FIND, SUBSTITUTE, REPLACE	<input type="checkbox"/> Activity 4 {p137} <input type="checkbox"/> Activity 5 {p138}	<input type="checkbox"/> Exercise 5 {p1433}	<ul style="list-style-type: none"> • Text functions: LEN, VALUE, FIND, SUBSTITUTE • Identify appropriate functions to suit scenario and solve problems

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
5. 17/2- 20/2	Information Management	[12] LU 16: Information Management * Reinforce content, concepts, and skills from Grades 10 & 11			[12] Information Management: (All information management concepts and skills from Grade 10 and 11 can be assessed.)
		16.1 Simple Input Processing Output (IPO) Examples {p323} 16.2 Extending the IPO Model {p324}		<input type="checkbox"/> Activity 1 {p324} <input type="checkbox"/> Activity 2 {p326}	<ul style="list-style-type: none"> Gather information and data for use in the IPO system, advanced examples
		16.3 Analysing More Advanced Examples {p324} 16.4 Selecting the Appropriate Software Package {p324}		<input type="checkbox"/> Check Point 1 {p227} <input type="checkbox"/> Check Point 2 {p227} <input type="checkbox"/> Check Point 3 {p229}	
	PAT	PAT Discussion			IEB PAT Documentation
6. 25/2- 28/2	Solution Development: Excel	[12] LU 8: Spreadsheet Functions 8.3 Date & Time Functions {p144}			[12] Solution Development - Spreadsheet:
		<ul style="list-style-type: none"> NOW DATE, YEAR, MONTH, DAY 	<input type="checkbox"/> Activity 6 {p144} <input type="checkbox"/> Activity 7 {p146}	<input type="checkbox"/> Exercise 6 {p147} <input type="checkbox"/> Exercise 7 {p147}	<ul style="list-style-type: none"> Formulas Basic date and time calculations: DATE, YEAR, MONTH, DAY, DAYS
		<ul style="list-style-type: none"> TIME, HOUR, MINUTE, SECOND DAYS, NETWORKDAYS, YEARFRAC 	<input type="checkbox"/> Activity 8 {p149}	<input type="checkbox"/> Exercise 8 {p150}	<ul style="list-style-type: none"> HOUR, MINUTE, SECOND, TIME, NOW WEEKNUM{}; WORKDAY{}; NETWORKDAYS{}; YEARFRAC{}; EDATE{}
		<ul style="list-style-type: none"> WORKDAY, EDATE, WEEKNUM, WEEKDAY 	<input type="checkbox"/> Activity 10 {p154} <input type="checkbox"/> Activity 11 {p155}	<input type="checkbox"/> Exercise 9 {p155} <input type="checkbox"/> Check Point 1 {p156}	<ul style="list-style-type: none"> Identify appropriate functions to suit scenario and solve problems
7. 3/3- 7/3	System Technologies	[12] LU 2: Software * Reinforce content and concepts from Grades 10 & 11 2.1 Windows Security Screen {p16} 2.2 Task Manager {p17}	<input type="checkbox"/> Activity 1 {p16} <input type="checkbox"/> Activity 2 {p16} <input type="checkbox"/> Activity 3 {p17}		[12] System Technologies: (All systems technologies concepts and skills from Grade 10 can be assessed.) <i>{Update Windows 11}</i> <ul style="list-style-type: none"> Windows Operating System <ul style="list-style-type: none"> Windows Task Manager Identify general hardware configuration of a computer in terms of: <ul style="list-style-type: none"> the processor memory hard drive size
		2.3 Windows Operating System Management {p22}	<input type="checkbox"/> Activity 4 {p22} <input type="checkbox"/> Activity 5 {p23} <input type="checkbox"/> Activity 6 {p25} <input type="checkbox"/> Activity 7 {p26} <input type="checkbox"/> Activity 8 {p27}		[12] Solution Development – Operating System: <ul style="list-style-type: none"> Windows Settings – <ul style="list-style-type: none"> Personalization – Background, lock screen, colours
					[12] Solution Development – Operating System: <ul style="list-style-type: none"> Windows Operating System Management <ul style="list-style-type: none"> Using Storage Sense Connecting to Wi-Fi / Airplane Mobile / Mobile Hotspot

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
			<ul style="list-style-type: none"> <input type="checkbox"/> Activity 9 {p28} <input type="checkbox"/> Activity 10 {p31} 		<ul style="list-style-type: none"> - Managing Printing {Default Printer and Printer Queue management} - Updating Time and Language Settings {Date & Time; Region} - Applying Ease of Access Functionality • Windows Settings – <ul style="list-style-type: none"> - Privacy – Location, camera - Update & Security – Windows Update, recovery, backup - Phone – link your Android, iPhone - Apps – uninstall, defaults, optional features - Accounts – Your accounts, email sync, work, other people
		2.4 Apps {p32} 2.5 Management of Files and Folders {p35} 2.6 Application Software {p37}	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 11 {p32} <input type="checkbox"/> Activity 12 {p32} <input type="checkbox"/> Activity 13 {p34} <input type="checkbox"/> Activity 14 {p34} <input type="checkbox"/> Activity 15 {p36} 		[12] System Technologies: <ul style="list-style-type: none"> • Risks of using flawed software • Management of files/folders <ul style="list-style-type: none"> - File Metadata – e.g. author, title properties - File search {advanced} – wildcard search - File conversion [12] Solution Development – Operating System: <ul style="list-style-type: none"> • Digital Virtual Assistants <ul style="list-style-type: none"> - Using Cortana / Google Assistant/ Siri
		2.7 Artificial Intelligence (AI) {p39}		<input type="checkbox"/> Check Point 1 {p40}	[12] System Technologies: <ul style="list-style-type: none"> • New related technology <ul style="list-style-type: none"> - purpose - how do they work? - advantages and disadvantages
8.	Solution Development: Excel	[12] LU 10: Spreadsheets Data & Charts * Reinforce content, concepts, and skills from Grades 10 & 11			[12] Solution Development - Spreadsheet: (All spreadsheet concepts and skills from Grade 10 and 11 can be assessed.)
10/3-14/3		10.1 Data {p179} <ul style="list-style-type: none"> ▪ Tools: Text to Column, Flash Fill, Data Validation ▪ Outline ▪ SUBTOTAL 	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 1 {p180} <input type="checkbox"/> Activity 2 {p183} <input type="checkbox"/> Activity 3 {p185} 	<ul style="list-style-type: none"> <input type="checkbox"/> Exercise 1 {p182} <input type="checkbox"/> Check Point 1 {p187} <input type="checkbox"/> Exercise 2 {p187} 	<ul style="list-style-type: none"> • Data Tools – Text to columns, Remove Duplicates, Data Validation, Consolidate • Outline – Group, Ungroup, Subtotal • SUBTOTAL function {AVERAGE, COUNT, SUM}
		10.2 Charts {p188} <ul style="list-style-type: none"> ▪ Format Charts ▪ People Chart 	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 4 {p188} <input type="checkbox"/> Activity 5 {p190} 	<ul style="list-style-type: none"> <input type="checkbox"/> Exercise 3 {p189} <input type="checkbox"/> Exercise 4 {p192} 	<ul style="list-style-type: none"> • Charts/graphs: Create/Insert, format and edit <ul style="list-style-type: none"> - Changing the scale on the axes - Minimum and maximum values - Re-labelling axes, etc. - Creating stacked bar and column graphs using a graphic, etc. - Creating Combo Charts

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		<ul style="list-style-type: none"> ▪ Combo Charts ▪ Sparklines 	<input type="checkbox"/> Activity 6 {p193} <input type="checkbox"/> Activity 7 {p199}	<input type="checkbox"/> Exercise 5 {p197} <input type="checkbox"/> Exercise 6 {p199}	<ul style="list-style-type: none"> - Emphasizing parts of chart, e.g. largest pie slice • Pictographs {data as a picture} • Appropriate chart/graph for a given scenario • Sparklines
9. 17/3-20/3	Solution Development: Database	<i>Database</i> * Reinforce content, concepts, and skills from Grade 11			[12] Solution Development – Database: (All database concepts and skills from Grade 11 can be assessed.)
		[12] LU 14: Database Queries 14.1 Summary of Operators for Queries {p274}	<input type="checkbox"/> Activity 1 {p275}	<input type="checkbox"/> Exercise 1	<ul style="list-style-type: none"> • Queries - Queries using: and, or, not, wildcards (*), IS NULL operator, between or >= AND <+
		14.2 Queries Joining more than one Table {p279}	<input type="checkbox"/> Activity 2 {p279} <input type="checkbox"/> Activity 3 {p280}	<input type="checkbox"/> Exercise 2 {p280}	
		14.3 Calculations in Queries {p283}	<input type="checkbox"/> Activity 4 {p283} <input type="checkbox"/> Activity 5 {p285}	<input type="checkbox"/> Exercise 3 {p287}	<ul style="list-style-type: none"> - Add fields with calculations in queries
10. 24/3-28/3	Solution Development: Database	[12] LU 14: Database Queries 14.4 Functions {p287} <ul style="list-style-type: none"> ▪ COUNT, SUM, AVE, MIN, MAX ▪ COUNT and AND, COUNT and OR ▪ YEAR 14.5 Joining Text Fields {p292}	<input type="checkbox"/> Activity 6 {p288} <input type="checkbox"/> Activity 7 {p289} <input type="checkbox"/> Activity 8 {p291} <input type="checkbox"/> Activity 9 {p292}	<input type="checkbox"/> Exercise 4 {p291}	[12] Solution Development – Database: <ul style="list-style-type: none"> • Queries - Add fields with calculations in queries - YEAR(date())
		14.6 Cross-tab Queries {p294}	<input type="checkbox"/> Activity 10 {p294} <input type="checkbox"/> Activity 11 {p296}	<input type="checkbox"/> Exercise 5 {p297} <input type="checkbox"/> Exercise 6 {p297} <input type="checkbox"/> Exercise 7 {p302}	<ul style="list-style-type: none"> • Queries - Cross tab queries
		[12] LU 15: Database Reports & Switchboards 15.1 Grouped Reports {p308}	<input type="checkbox"/> Activity 1 {p308}	<input type="checkbox"/> Exercise 1 {p305} <input type="checkbox"/> Check Point 1 {p316} <input type="checkbox"/> Exercise 2 {p317} <input type="checkbox"/> Exercise 3 {p317}	<ul style="list-style-type: none"> • Reports - Design reports – grouped - Group headers and footers - Calculations in groups such as sum, average, counting, maximum, minimum
		15.2 Database Switchboard Forms {p318}	<input type="checkbox"/> Activity 2 {p319}	<input type="checkbox"/> Exercise 4 {p322}	<ul style="list-style-type: none"> • Forms - Use of a Switchboard/Main form as a menu item which links multiple forms
11. 31/3-4/4	PAT	Phase 1 – Task A {15 Questions}			IEB PAT Documentation
		Phase 1 – Task A {15 Questions}			
		Phase 1 – Task A {15 Questions}			
		Phase 1 – Task A {15 Questions}			

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS	
1. 6/5- 9/5	PAT	Phase 1 – Task B			IEB PAT Documentation	
2. 12/5- 16/5	Solution Development: Word	[12] LU 3: Word Processing Breaks, Links, Mailings & Track Changes 3.4 Track Changes {p61}	<input type="checkbox"/> Activity 6 {p61} <input type="checkbox"/> Activity 7 {p63} <input type="checkbox"/> Activity 8 {p64} <input type="checkbox"/> Activity 9 {p65}	<input type="checkbox"/> Check Point 2 {p67} <input type="checkbox"/> Exercise 8 {p67}	[12] Solution Development - Word Processing: <ul style="list-style-type: none"> Review <ul style="list-style-type: none"> Tracking – track changes, show mark-up, reviewing pane Changes – accept or rejecting Proofing – thesaurus, word counts Accessibility Language – translate, select language Compare – compare versions 	
		[12] LU 4: Word Processing Document Review & Macros 4.1 Document Review {p68} <ul style="list-style-type: none"> Document Accessibility Document Language Document Translate Compare Document Versions 	<input type="checkbox"/> Activity 1 {p69} <input type="checkbox"/> Activity 2 {p69} <input type="checkbox"/> Activity 3 {p70} <input type="checkbox"/> Activity 4 {p71} <input type="checkbox"/> Activity 5 {p72}	<input type="checkbox"/> Exercise 1 {p74}	<ul style="list-style-type: none"> Protect Documents 	[12] Solution Development - Word Processing: <ul style="list-style-type: none"> Review <ul style="list-style-type: none"> Protect – block authors, restrict editing [12] Solution Development – Operating System: <ul style="list-style-type: none"> File Properties <ul style="list-style-type: none"> Previous Versions Password Protect files
		4.2 Macros {p85}	<input type="checkbox"/> Activity 6 {p76} <input type="checkbox"/> Activity 7 {p78} <input type="checkbox"/> Activity 8 {p80} <input type="checkbox"/> Activity 9 {p83}	<input type="checkbox"/> Exercise 2 {p84} <input type="checkbox"/> Exercise 3 {p84} <input type="checkbox"/> Check Point 1 {p85}	[12] Solution Development - Word Processing: <ul style="list-style-type: none"> Review 	
			<input type="checkbox"/> Activity 10 {p86} <input type="checkbox"/> Activity 11 {p89}	<input type="checkbox"/> Check Point 2 {p91} <input type="checkbox"/> Exercise 4 {p91}	[12] Solution Development - Word Processing: <ul style="list-style-type: none"> Macros – record & view 	
3. 19/5- 23/5	Solution Development: Excel	[12] LU 9: Spreadsheets Lookup & Reference * Reinforce content, concepts, and skills from Grades 10 & 11		<input type="checkbox"/> Exercise 1 {p159}	[12] Solution Development - Spreadsheet: (All spreadsheet concepts and skills from Grade 10 and 11 can be assessed.)	
		9.1 AND and OR {p160}	<input type="checkbox"/> Activity 1 {p162}	<input type="checkbox"/> Check Point 1 {p161}		
		9.2 Nested IF {p162} 9.3 IFS {p164}	<input type="checkbox"/> Activity 2 {p165}	<input type="checkbox"/> Exercise 2 {p166} <input type="checkbox"/> Exercise 3 {p166}	<ul style="list-style-type: none"> Formulas/Functions <ul style="list-style-type: none"> Nested IF 	
		9.4 CHOOSE {p167} 9.5 INDEX and MATCH {p168}	<input type="checkbox"/> Activity 3 {p167} <input type="checkbox"/> Activity 4 {p170}	<input type="checkbox"/> Exercise 4 {p171}	<ul style="list-style-type: none"> – CHOOSE(); AND(); OR(); MATCH(), INDEX() 	
4. 26/5- 30/5	Internet & Network Technologies	[12] LU 5: The Internet and WWW * Reinforce content and concepts from Grades 10 & 11 5.1 Internet Connections {p92} <ul style="list-style-type: none"> Broadband and Bandwidth 	<input type="checkbox"/> Activity 1 {p92}		[12] Internet and Network Technologies: (All internet and network concepts and skills from Grade 10 and 11 can be assessed.) <ul style="list-style-type: none"> Concept of broadband and bandwidth Throttling and Shaping 	

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		<ul style="list-style-type: none"> Data Cap and Data Bundle Throttling and Shaping 			<ul style="list-style-type: none"> Make buying and informed decisions regarding Internet connection and access – ADSL/Fibre <ul style="list-style-type: none"> Data transmission speed - measured megabits per second (mbps) CAP, bundle
		5.2 Internet Browser Features {p94} <ul style="list-style-type: none"> Caching Browser Cache, Web Cache Plug-ins and Browser Extensions 5.3 Internet Searches {p96} <ul style="list-style-type: none"> Search Engine Optimisation 			<ul style="list-style-type: none"> Typical features of web browsers such as: <ul style="list-style-type: none"> Blocking websites Caching Browser plug-ins – <ul style="list-style-type: none"> What are they? Why are they needed? Examples: Pop-up blocker/Ad blocker, toolbar extension Search Engine Optimization
		5.4 Web-based Applications {p94} <ul style="list-style-type: none"> Government Services Wikis Global Positioning System Geotagging Location-based Services 			<ul style="list-style-type: none"> Web-based applications vs stand-alone applications Advantages, disadvantages, examples and what they offer (purpose) Uses of computer communications such as: <ul style="list-style-type: none"> Wikis GPS, Geo-tagging (location-based services)
		5.5 Chatbots {p99} 5.6 Surface, Deep and Dark Web {p100} <ul style="list-style-type: none"> Surface Web Deep Web Dark Web 5.7 Cryptocurrencies {p102} <ul style="list-style-type: none"> Introduction to Blockchain Technology Details of Blockchain Technology 		<input type="checkbox"/> Check Point 1 {p105}	<ul style="list-style-type: none"> New related technology <ul style="list-style-type: none"> purpose how do they work? advantages and disadvantages [12] Social Implications: <ul style="list-style-type: none"> Ethical/Legal issues: <ul style="list-style-type: none"> Deep and Dark Web Impact of Cryptocurrencies Define and describe chatbots
5. 2/6- 6/6	Solution Development: Excel	[12] LU 9: Spreadsheets Lookup & Reference 9.6 VLOOKUP {p171} 9.7 HLOOKUP {p174}	<input type="checkbox"/> Activity 5 {p173} <input type="checkbox"/> Activity 6 {p175}	<input type="checkbox"/> Exercise 5 {p173} <input type="checkbox"/> Exercise 6 {p175}	[12] Solution Development - Spreadsheet: <ul style="list-style-type: none"> Formulas/Functions <ul style="list-style-type: none"> Vertical & horizontal lookup, including error indicator #N/A VLOOKUP; HLOOKUP, XLOOKUP
		9.8 XLOOKUP {p175}	<input type="checkbox"/> Activity 7 {p177}	<input type="checkbox"/> Exercise 7 {p177} <input type="checkbox"/> Check Point 2 {p178}	
		[12] LU 11: Spreadsheet Pivot Tables 11.1 Pivot Tables {p201}	<input type="checkbox"/> Activity 1 {p201} <input type="checkbox"/> Activity 2 {p203} <input type="checkbox"/> Activity 3 {p204} <input type="checkbox"/> Activity 4 {p206} <input type="checkbox"/> Activity 5 {p209} <input type="checkbox"/> Activity 6 {p210} <input type="checkbox"/> Activity 7 {211}	<input type="checkbox"/> Exercise 1 {p207}	<ul style="list-style-type: none"> Pivot Chart and Pivot Tables Filtering

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		11.2 Pivot Charts {p214}	<input type="checkbox"/> Activity 8 {p212} <input type="checkbox"/> Activity 9 {p219}	<input type="checkbox"/> Check Point 1 {p215} <input type="checkbox"/> Exercise 2 {p216}	
6. 9/6-13/6	Solution Development: Excel	[12] LU 12: Spreadsheets Links, Protect & Macros 12.1 Links {p218}	<input type="checkbox"/> Activity 1 {p218} <input type="checkbox"/> Activity 2 {p219}		[12] Solution Development - Spreadsheet: • Links
		12.2 Protect {p223}	<input type="checkbox"/> Activity 3 {p223} <input type="checkbox"/> Activity 4 {p225}	<input type="checkbox"/> Exercise 1 {p221} <input type="checkbox"/> Exercise 2 {p222}	[12] Solution Development - Spreadsheet: • Review – Protect – Sheet, Workbook, Allow Edit Ranges [12] Solution Development – Operating System: • File Properties – Previous Versions – Password Protect files
		12.3 Macros {p229}	<input type="checkbox"/> Activity 5 {p229} <input type="checkbox"/> Activity 6 {p230} <input type="checkbox"/> Activity 7 {p231}	<input type="checkbox"/> Check Point 2 {p233} <input type="checkbox"/> Exercise 4 {p233}	[12] Solution Development - Spreadsheet: • View – Macros
7. 17/6-20/6	Social Implications	[12] LU 7: Social Implications * Reinforce content and concepts from Grades 10 & 11			[12] Social Implications: (All Social Implications concepts and skills from Grade 10 and 11 can be assessed.)
		7.1 Impact on Society {p119}			<ul style="list-style-type: none"> • How technology can benefit or harm society (people): <ul style="list-style-type: none"> – Distributed computing power – Information overload • Impact and use of social networking sites and technologies such as: <ul style="list-style-type: none"> - Cyber profile /digital footprint - Crowdfunding - Virtual communities
		7.2 Computer Crime {p121}			<ul style="list-style-type: none"> • Ethical/Legal issues: <ul style="list-style-type: none"> – Deep and Dark Web – Impact of Cryptocurrencies • Computer crimes in relation to hardware, software, information, identity theft and multi-step verification, bandwidth theft, theft of time and services <ul style="list-style-type: none"> – Internet-related fraud scams • Social Engineering <ul style="list-style-type: none"> – Pornography
		7.3 Online Authentication {p124}		<input type="checkbox"/> Check Point 1 {p124}	

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
8. 20/6- 27/6	Revision	Paper I: Practical			
		Paper I: Practical			
		Paper II: Theory			
		Paper II: Theory			

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Week	Topic	Textbook Content	Activities	Tasks	Notes
1. 3/9- 5/9	PAT	Phase 2			IEB PAT Documentation
2. 8/9- 12/9	PAT	Phase 2			IEB PAT Documentation
3. 15/9- 19/9	PAT	Phase 2			IEB PAT Documentation
4. 22/9- 26/9	Revision	Paper I: Practical			
		Paper I: Practical			
		Paper I: Practical			
		Paper I: Practical			
5. 29/9- 3/10	Revision	Paper II: Theory			
		Paper II: Theory			
		Paper II: Theory			
		Paper II: Theory			