

Grade 11 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	Word Processing * Reinforce content, concepts, and skills from Grade 10			[11] Solution Development - Word Processing: (All word processing concepts and skills from Grade 10 can be assessed.)
		[11] LU 3: Word Processing Basic Features, Home & Insert 3.1 Document Management {p60} <ul style="list-style-type: none"> ▪ Text Files ▪ Printing ▪ Sharing ▪ Exporting 	<input type="checkbox"/> Activity 1 {p60} <input type="checkbox"/> Activity 2 {p61} <input type="checkbox"/> Activity 3 {p65} <input type="checkbox"/> Activity 4 {p65} <input type="checkbox"/> Activity 5 {p66}		<ul style="list-style-type: none"> • Document Management <ul style="list-style-type: none"> – Input data from different file formats: .txt, .csv, .rtf – Templates: Save documents as – Printing (including options such as range of pages, odd or even, number of copies, print quality, pages per sheet) – Share – share with people, email, present online – Export – Create PDF
		3.2 Home Tab {p67} <ul style="list-style-type: none"> ▪ Format Painter ▪ Customised Bullets ▪ Multi-level lists ▪ Paragraph Spacing ▪ Tab Stops ▪ Styles ▪ Find and Replace - Formatting and using Wildcards 	<input type="checkbox"/> Activity 6 {p67} <input type="checkbox"/> Activity 7 {p68} <input type="checkbox"/> Activity 8 {p72} <input type="checkbox"/> Activity 9 {p73} <input type="checkbox"/> Activity 10 {p74} <input type="checkbox"/> Activity 11 {p75} <input type="checkbox"/> Activity 12 {p77} <input type="checkbox"/> Activity 13 {p79} <input type="checkbox"/> Activity 14 {p80} <input type="checkbox"/> Activity 15 {p81}		<ul style="list-style-type: none"> • Clipboard – Paste special • Paragraph Formatting – <ul style="list-style-type: none"> – Customise bullets and numbering – Outline numbering/multi-level lists – Customise spacing – Tab • Styles – (heading/paragraph) <ul style="list-style-type: none"> – Change/edit a style – Create a new style • Editing – find and replace (extend to more options)
				<input type="checkbox"/> Check Point 1 {p82} <input type="checkbox"/> Exercise 1 {p82} <input type="checkbox"/> Exercise 2 {p83}	
2 27/1-31/1	Solution Development: Word	[11] LU 3: Word Processing Basic Features, Home & Insert 3.3 Insert Tab {p84} <ul style="list-style-type: none"> ▪ Cover Page ▪ Inserting Document Information ▪ Advanced formatting of Headers & Footers 	<input type="checkbox"/> Activity 16 {p84} <input type="checkbox"/> Activity 17 {p86} <input type="checkbox"/> Activity 18 {p87}		[11] Solution Development - Word Processing: <ul style="list-style-type: none"> • Pages – Inserting Cover pages, blank page • Headers and footers (date, author, path and filename, document title) • Page numbers: Different first page, odd, even, starting from a specific number, numbering formats
		<ul style="list-style-type: none"> ▪ Quick Parts ▪ Drop Caps ▪ Data & Time ▪ Equations 	<input type="checkbox"/> Activity 19 {p90} <input type="checkbox"/> Activity 20 {p93}		<ul style="list-style-type: none"> • Text – Quick parts, drop cap, date & time • Equations
				<input type="checkbox"/> Check Point 2 {p95} <input type="checkbox"/> Exercise 3 {p95}	
				<input type="checkbox"/> Exercise 4 {p96} <input type="checkbox"/> Exercise 5 {p96}	

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
3 3/2-7/2	System Technologies	[11] LU 1: Hardware * Reinforce content and concepts from Grade 10			[11] System Technologies: (All systems technologies concepts and skills from Grade 10 can be assessed.)
		1.1 Types of Computers {p1} 1.2 Mobile Computers {p2} 1.3 Small Office / Home Office {p4}			<ul style="list-style-type: none"> Types of computers and typical features <ul style="list-style-type: none"> Personal, SOHO, mobile, power, disabled users Categorize computers <ul style="list-style-type: none"> Portable (mobile)/non-portable Processing power Usage [10] System Technologies: <ul style="list-style-type: none"> Identifies and distinguishes between computer types and associated software: <ul style="list-style-type: none"> Laptops, desktop, server, embedded computers, smart wear, tablets, smartphones, 2-in-1 devices single board computer e.g. Raspberry PI and Arduino Dedicated devices such as ATMs and electronic appliances (embedded computers)
		1.4 The Computer Motherboard {p5} 1.5 ROM Chips {p6} 1.6 RAM Chips {p6} 1.7 The Central Processing Unit {p7} 1.8 Extension Ports and Slots {p10} 1.9 The Power Supply Unit (PSU) {p12}		<input type="checkbox"/> Check Point 1 {p12}	<ul style="list-style-type: none"> Understand the role of basic components of the system unit <ul style="list-style-type: none"> Motherboard – houses components CPU – processing RAM – holds data and instructions during processing/execution. Types of RAM, e.g. DRAM, SRAM, SDRAM, DDRAM chips. ROM - PROM, EPROM, EEPROM – stores start-up instructions Graphic/Video Cards Interpret system specifications given in adverts
		1.10 Input Devices {p13} <ul style="list-style-type: none"> Scanners, Digital Cameras, Biometric Input, Handheld Input Devices 		<input type="checkbox"/> Check Point 2 {p18}	<ul style="list-style-type: none"> Advantages, disadvantages and limitations: <ul style="list-style-type: none"> Scanners and digital cameras Biometric input Input hand-held devices Interpret specifications given in adverts
4 10/2-14/2	System Technologies	[11] LU 1: Hardware 1.11 Output Devices {p19} <ul style="list-style-type: none"> Monitor Display, Monitor Ports, 3D Printers 			[11] System Technologies: <ul style="list-style-type: none"> Advantages, disadvantages and limitations: <ul style="list-style-type: none"> Display devices Interpret specifications given in adverts
		1.12 Devices for Physically Challenged Users {p21}			<ul style="list-style-type: none"> Input devices for physically challenged users Output devices for physically challenged users
		1.13 Storage Devices {p24} 1.14 Online Cloud Storage {p26}		<input type="checkbox"/> Check Point 3 {p27}	<ul style="list-style-type: none"> Online/Cloud storage <ul style="list-style-type: none"> Advantages/ disadvantages

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		1.15 The Boot Process {p29} 1.16 Troubleshooting Basic Hardware Problems {p30} <ul style="list-style-type: none"> Audio problems, Printing problems 		<input type="checkbox"/> Check Point 4 {p30}	<ul style="list-style-type: none"> Overview and basic concepts of start-up process (booting) Basic troubleshooting hardware problems including the following: <ul style="list-style-type: none"> disk errors resolution non-responding programs, mouse, keyboard printing problems checking amount of used or free space on storage medium connections
5	Solution Development: Excel 17/2-20/2	<i>Spreadsheets</i> * Reinforce content, concepts, and skills from Grade 10			[11] Solution Development - Spreadsheet: (All spreadsheet concepts and skills from Grade 10 and 11 can be assessed.)
[11] LU 9: Spreadsheet Basic Features, Layouts & Views 9.1 Workbook Management {p246} <ul style="list-style-type: none"> Printing Options 9.2 Worksheets {p247} <ul style="list-style-type: none"> Working with Worksheets Cell Referencing 		<input type="checkbox"/> Activity 1 {p246}		<ul style="list-style-type: none"> Spreadsheet Management <ul style="list-style-type: none"> Printing (Including print area, scaling, entire workbook) Work with worksheets: <ul style="list-style-type: none"> Move, copy, delete linking cells and formulas Cell referencing <ul style="list-style-type: none"> Absolute cell referencing 	
<ul style="list-style-type: none"> Conditional Formatting 		<input type="checkbox"/> Activity 4 {p249}		<ul style="list-style-type: none"> Styles – Conditional formatting 	
9.3 Page Layout Tab {p253} <ul style="list-style-type: none"> Scale to Fit Sheet Options 9.4 View Tab {p256} <ul style="list-style-type: none"> Custom View Freeze Panes Split Worksheet 		<input type="checkbox"/> Activity 5 {p253} <input type="checkbox"/> Activity 6 {p254}	<input type="checkbox"/> Check Point 1 {p258} <input type="checkbox"/> Exercise 1 {p259} <input type="checkbox"/> Exercise 2 {p260}	<ul style="list-style-type: none"> Page Layout <ul style="list-style-type: none"> Scale to fit Sheet Options – Gridlines, Headings Arrange View <ul style="list-style-type: none"> Workbook Views – Custom Views Window – New Window, Arrange All, Freeze Panes, Split, Hide, Switch Windows 	
6	Solution Development: Excel 25/2-28/2	[11] LU 10: Spreadsheets Formulas, Data and Charts * Reinforce content, concepts, and skills from Grade 10 SUM, AVERAGE, COUNT, MIN, MAX, TODAY, MODE, MEDIAN 10.1 Formulas {p262} <ul style="list-style-type: none"> IF 	<input type="checkbox"/> Activity 1 {p263}		[11] Solution Development - Spreadsheet: (All spreadsheet concepts and skills from Grade 10 can be assessed.)
<ul style="list-style-type: none"> ROUND SMALL, LARGE COUNTA, COUNTBLANK 		<input type="checkbox"/> Activity 2 {p265}		<ul style="list-style-type: none"> Formulas <ul style="list-style-type: none"> Simple IF function Use of relational operators (> < <= >= <>) in simple IF functions BETWEEN, ROUND, SMALL, LARGE, COUNTIF, COUNTA, COUNTBLANK, SUMIF, POWER, RAND Rounding off numbers and the difference between rounding and formatting 	

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
			<input type="checkbox"/> Activity 3 {p268}	<input type="checkbox"/>	
			<input type="checkbox"/> Activity 4 {p270}	<input type="checkbox"/>	
7 3/3- 7/3	Solution Development: Excel	<ul style="list-style-type: none"> ▪ COUNTIF, SUMIF 	<input type="checkbox"/> Activity 5 {p273}		
		<ul style="list-style-type: none"> ▪ POWER 	<input type="checkbox"/> Activity 6 {p275}		
		<ul style="list-style-type: none"> ▪ RAND, RANDBETWEEN 	<input type="checkbox"/> Activity 7 {p276}	<ul style="list-style-type: none"> <input type="checkbox"/> Check Point 1 {p277} <input type="checkbox"/> Exercise 1 {p279} 	
		10.2 Circular Reference {p281}	<input type="checkbox"/> Activity 8 {p282}	<ul style="list-style-type: none"> <input type="checkbox"/> Exercise 2 {p280} <input type="checkbox"/> Exercise 3 {p280} 	<ul style="list-style-type: none"> • Identify appropriate functions to suit scenario and solve problems • Error indicators: <ul style="list-style-type: none"> – circular reference
8 10/3- 14/3	System Technologies	<p>[11] LU 2: Software</p> <p>* Reinforce content and concepts from Grade 10</p> <p>2.1 Operating Systems {p32}</p> <ul style="list-style-type: none"> ▪ Functions of an OS, Examples, Installing Hardware, Virtual memory, Disk Cache, Spooling and Buffering <p>2.2 Windows 10 Graphical User Interface (GUI) {p35}</p> <p>* <i>Windows 11</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 1 {p37} <input type="checkbox"/> Activity 2 {p41} <input type="checkbox"/> Activity 3 {p42} 	<ul style="list-style-type: none"> <input type="checkbox"/> Check Point 1 {p44} 	<p>[11] System Technologies:</p> <p>(All systems technologies concepts and skills from Grade 10 can be assessed.)</p> <ul style="list-style-type: none"> • What software/other equipment is required, e.g. device drivers, OCR • Software: basic system requirements – Hard disk space, CPU, RAM <ul style="list-style-type: none"> – What does it mean? – How does it link with software? • Software installation <ul style="list-style-type: none"> – Portable storage medium – Internet download • Windows Operating System <ul style="list-style-type: none"> – Task View – Notification Area – Action Center – Quick Actions – Printing <ul style="list-style-type: none"> ~ Changing the default printer ~ Printing and printer queue management – personal computer <p>[11] Solution Development – Operating System:</p> <ul style="list-style-type: none"> • Windows Operating System Management <ul style="list-style-type: none"> – Create a Desktop Shortcut – Install an Application/Software – Uninstall an Application/Software

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					<ul style="list-style-type: none"> - Using Disk Clean-up - Adjusting and Troubleshooting Audio Settings - Updating Windows Device Drivers - Using Task Scheduler - Backing up Files to an External Hard drive • Windows Settings – <ul style="list-style-type: none"> - Network & Internet – Wi-Fi, airplane mode, VPN
		2.3 Management of Files and Folders {p45} <ul style="list-style-type: none"> ▪ File Explorer, Properties of Files, Decompressing Files and Folders, Sharing files 	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 4 {p46} <input type="checkbox"/> Activity 5 {p48} <input type="checkbox"/> Activity 6 {p49} 	<ul style="list-style-type: none"> <input type="checkbox"/> Exercise 1 {p50} <input type="checkbox"/> Exercise 2 {p50} 	[11] System Technologies: <ul style="list-style-type: none"> • Management of files/folders – Verifying or modifying the Properties/attributes – types, size, hidden, read-only <ul style="list-style-type: none"> - Compressing/ decompressing files and folders • Basic file operations: <ul style="list-style-type: none"> - Sharing Files - Emailing or messaging files - Sharing with other users or networks - Cloud storage and sharing [11] Solution Development – Operating System: <ul style="list-style-type: none"> • File Explorer <ul style="list-style-type: none"> - Modify Layout (change the view of the file list i.e., what details are displayed) - Sort by (ascending / descending) - Group by - Add Columns - Show/Hide File Name Extensions - Show/Hide Hidden Items - Searching for Files & Folders (including wildcards) - Open a file with a program other than the default program • Windows Operating System Management <ul style="list-style-type: none"> - Create a Desktop Shortcut • File Properties – Details of different file types <ul style="list-style-type: none"> - Description – Title; Subject; Comments - Origin – Authors/Producers/ Publisher - Image – Dimensions; Weight; Width; Resolution; GPS - Media – Contributing Artists; Album; Year; Length
		2.4 Backing up and Archiving Files {p51} 2.5 Application Software {51} <ul style="list-style-type: none"> ▪ Licensing models, Basic System Minimum and Recommend Requirements, Full or Custom Installation, Installing Software ▪ Compatibility issues, Version, patches and service packs, Updating or Upgrading Software, Uninstalling Software 	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 7 {p53} * <i>Installing Notepad ++</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Check Point 2 {p51} <input type="checkbox"/> Check Point 3 {p56} 	[11] System Technologies: <ul style="list-style-type: none"> • Application Software (Apps) Installation: <ul style="list-style-type: none"> - Compatibility issues - Versions, patches and service packs - Updating software [11] Solution Development – Operating System: <ul style="list-style-type: none"> • Windows Operating System Management <ul style="list-style-type: none"> - Install an Application/Software

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					<ul style="list-style-type: none"> – Uninstall an Application/Software
		2.6 Utility Programs {p57} <ul style="list-style-type: none"> ▪ Task Scheduler, Disk Clean-up 2.7 Software for People with Disabilities {p58} <ul style="list-style-type: none"> ▪ Screen Readers, Voice Recognition Software, Zoom Tool, Predictive Text, Sticky Keys 		<input type="checkbox"/> Check Point 4 {p59}	[11] Solution Development – Operating System: <ul style="list-style-type: none"> • Windows Operating System Management <ul style="list-style-type: none"> – Using Disk Clean-up – Using Task Scheduler [11] System Technologies: <ul style="list-style-type: none"> • Utility Programs: <ul style="list-style-type: none"> – Schedule/update • System Software general troubleshooting <ul style="list-style-type: none"> – e.g. disk cleanup, wizards (e.g. fixing connection problems, printing problems) • Software for physically challenged users: <ul style="list-style-type: none"> – screen readers – voice recognition software – etc.
9	Solution Development: Database	[11] LU 11: Database Concepts 11.1 Introduction to Databases {p300} 11.2 Database Structures {p301} 11.3 Flat File vs Relational Database {p304}		<input type="checkbox"/> Check Point 1 {p304} <input type="checkbox"/> Check Point 2 {p307}	[11] Solution Development – Database: <ul style="list-style-type: none"> • Standard Database Features • Database structure – Objects: table, form, query, report
17/3-20/3		[11] LU 12: Database Tables, Forms, Queries & Reports 12.1 Microsoft Access 365 Window {p309} 12.2 Database Management {p310}	<input type="checkbox"/> Activity 1 {p310} <input type="checkbox"/> Activity 2 {p311}		<ul style="list-style-type: none"> • Workspace, ribbons, tabs and menus
		12.3 Database Tables {p311} <ul style="list-style-type: none"> ▪ Data Types 	<input type="checkbox"/> Activity 3 {p314}		<ul style="list-style-type: none"> • Tables <ul style="list-style-type: none"> – Work with different views, i.e. Design and Table View – Choose appropriate data types: Short Text, Number, Large Number, Currency, Date and Time, Yes/No, Lookup & Relationship, Rich Text, Long text, Attachment, Hyperlink and Calculated Field
		<ul style="list-style-type: none"> ▪ Primary Keys ▪ Add Fields in Datasheet View 	<input type="checkbox"/> Activity 4 {p316} <input type="checkbox"/> Activity 5 {p318}		<ul style="list-style-type: none"> – Designate appropriate Primary key
10	Solution Development: Database	[11] LU 12: Database Tables, Forms, Queries & Reports		<input type="checkbox"/> Check Point 1 {p320} <input type="checkbox"/> Exercise 1 {p322}	[11] Solution Development – Database:
24/3-28/3				<input type="checkbox"/> Exercise 2 {p323}	
		12.4 Database Table Properties {p324} <ul style="list-style-type: none"> ▪ Field Properties 	<input type="checkbox"/> Activity 6 {p324}		<ul style="list-style-type: none"> • Tables <ul style="list-style-type: none"> – Adjust Field properties: Name & Caption, Default Value, Field Size, Memo Settings
		<ul style="list-style-type: none"> ▪ Field Formatting 	<input type="checkbox"/> Activity 7 {p328}		<ul style="list-style-type: none"> – Adjust Field Format and Decimal place

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
11 31/3-4/4	Solution Development: Database	[11] LU 12: Database Tables, Forms, Queries & Reports 12.4 Database Table Properties <ul style="list-style-type: none"> ▪ Field Input Masks ▪ Field Validation 	<input type="checkbox"/> Activity 8 {p330} <input type="checkbox"/> Activity 9 {p332}		[11] Solution Development – Database: <ul style="list-style-type: none"> • Tables <ul style="list-style-type: none"> – Apply an Input Mask using Input Mask Characters – Set the following Field validation: Required, Unique, Indexed, Validation Rules, Validation Text/Message
		12.5 Database Records {p333} <ul style="list-style-type: none"> ▪ Sort & Filter records 	<input type="checkbox"/> Activity 10 {p334}		
		<ul style="list-style-type: none"> ▪ Find & Replace Records ▪ Updating & Deleting Records 	<input type="checkbox"/> Activity 11 {p336} <input type="checkbox"/> Activity 12 {p337}	<input type="checkbox"/> Check Point 2 {p338}	<ul style="list-style-type: none"> – Find and Replace data in records – Add and Delete Records
				<input type="checkbox"/> Exercise 3 {p339} <input type="checkbox"/> Exercise 4 {p340}	

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TERM 2: 3 x 45 lessons & 1 x 90-minute lesson per week

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1. 6/5- 9/5	Solution Development: Word	<i>Word Processing</i> * Reinforce content, concepts, and skills from Grade 10 & 11			[11] Solution Development - Word Processing: (All word processing concepts and skills from Grade 10 can be assessed.)
		[11] LU 4: Word Processing Design, Layout, Reference, Mailings & Review 4.1 Templates, Styles and Themes {p98}			• Design Document formatting – Themes, Colours, Fonts, Paragraph spacing
		4.2 Design Tab {p98} ▪ Document Formatting with Themes, Fonts and Spacing	<input type="checkbox"/> Activity 1 {p101}		
		4.3 Layout Tab {p102} Columns, Applying Styles, Section Breaks and Borders & Shading	<input type="checkbox"/> Activity 2 {p102}		• Layout - Section breaks and sections, including linking and delinking
2. 12/5- 16/5	Solution Development: Database	<i>Database</i> * Reinforce content, concepts, and skills from Grade 11			[11] Solution Development – Database:
		[11] LU 12: Database Tables, Forms, Queries & Reports 12.6 Database Forms {p341} ▪ Form Wizard	<input type="checkbox"/> Activity 13 {p342}		• Forms – Work with different views, i.e. Form, Layout and Design View – Create a Form using the Form Wizard – Adding existing fields – Changing tab order – Formatting Form Font and Numbers – Inserting a background image on a Form
		▪ Form Design	<input type="checkbox"/> Activity 14 {p346}	<input type="checkbox"/> Check Point 3 {p348}	
				<input type="checkbox"/> Exercise 5 {p348} <input type="checkbox"/> Exercise 6 {p349}	
3. 19/5- 23/5	Solution Development: Database	[11] LU 12: Database Tables, Forms, Queries & Reports 12.7 Database Queries {p249} ▪ Database Search Criteria ▪ Simple Query Wizard	<input type="checkbox"/> Activity 15 {p352}	<input type="checkbox"/>	[11] Solution Development – Database: • Queries – Work with different views, i.e. Datasheet, SQL and Design View – Design and Run simple select queries using the Query Wizard
		▪ Query Design	<input type="checkbox"/> Activity 16 {p354}	<input type="checkbox"/> Check Point 4 {p356}	– Select/Deselect fields displayed in queries – Add query sorting options – Add query selection criteria
				<input type="checkbox"/> Exercise 7 {p357}	
				<input type="checkbox"/> Exercise 8 {p357}	

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
4. 26/5-30/5	Internet & Network Technologies	<p>[11] LU 5: Networks * Reinforce content and concepts from Grade 10 5.1 Different Types of Networks {p140}</p> <ul style="list-style-type: none"> ▪ Network Security 			<p>[11] Internet and Network Technologies: (All internet and network concepts and skills from Grade 10 can be assessed.)</p> <ul style="list-style-type: none"> • Basic network security such as passwords, usernames and access rights
		<p>5.2 Local Area Network {p141}</p> <ul style="list-style-type: none"> ▪ Cables ▪ Topologies ▪ IP Address ▪ Types of Networks 		<ul style="list-style-type: none"> <input type="checkbox"/> Check Point 1 {p144} <input type="checkbox"/> Check Point 2 {p147} 	<ul style="list-style-type: none"> • Cabling and Speed of Data Transfer <ul style="list-style-type: none"> – UTP/STP – Coaxial Cabling – Fibre Optic Cable • Disadvantages of communication channels <ul style="list-style-type: none"> – EMI – Eavesdropping – Attenuation – Crosstalk • Topology of LANs <ul style="list-style-type: none"> – Star – Ring – Bus – Point-to-Point – Mesh – Tree – Hybrid • Simple concept of an IP address • Define and describe Peer-to Peer Networks <p>[12] Internet and Network Technologies:</p> <ul style="list-style-type: none"> • Define and describe Client-Server Networks
		<p>5.3 Wireless Networks {p148}</p>			<ul style="list-style-type: none"> • Wireless local area networks (WLAN) <ul style="list-style-type: none"> – Definition, purpose, role, uses – Advantages, disadvantages and limitations
		<p>5.4 Mobile Technologies {p151}</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Check Point 3 {p153} 	<ul style="list-style-type: none"> • Overview of portable and mobile Internet access (basic concepts – Define and describe) • Examples <ul style="list-style-type: none"> – Wi-Fi Hotspots, WiMAX, Bluetooth, NFC, – Portable and mobile – LTE, 4G, 5G Basics (Speed and type of connectivity) – Cellular data service <ul style="list-style-type: none"> ~ Cell phone as a modem • VPN (Virtual Private Network)

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
5. 2/6-6/6	Solution Development: HTML	[11] LU 7: HTML Coding 7.1 Understanding Webpages and Websites {p189}			[11] Solution Development - HTML: • Use an HTML Editor to create webpages using HTML tags
		7.2 HTML Structure {p190}	<input type="checkbox"/> Activity 1 {p191} <input type="checkbox"/> Activity 2 {p191} <input type="checkbox"/> Activity 3 {p191}		
		7.3 Basic HTML Tags {p194}	<input type="checkbox"/> Activity 4 {p195}		• HTML Basic Tags
		7.4 Adding HTML Text List Tags {p196}	<input type="checkbox"/> Activity 5 {p198}		• HTML Text Tags
6. 9/6-13/6	Solution Development: HTML	[11] LU 7: HTML Coding 7.5 Adding HTML List Tags {p199}	<input type="checkbox"/> Activity 6 {p201}		• HTML Paragraph and List Tags
			<input type="checkbox"/> Activity 7 {p202}		
			<input type="checkbox"/> Activity 8 {p204}		
				<input type="checkbox"/> Check Point 1 {p206} <input type="checkbox"/> Exercise 1 {p206}	
7. 17/6-20/6	Internet & Network Technologies	[11] LU 6: Internet * Reinforce content and concepts from Grade 10 6.1 Types of Digital Communications {p155} <ul style="list-style-type: none"> ▪ Video Conferencing ▪ Voice over Internet Protocol (VOIP) ▪ Transferring Files ▪ Email (Outlook) <ul style="list-style-type: none"> ▪ Social Media ▪ Blogs ▪ Vlogs ▪ Podcasts ▪ Vodcasts 	<u>Gmail Activities:</u> <input type="checkbox"/> Activity 1 {p159} <input type="checkbox"/> Activity 2 {p161} <u>Outlook Activities:</u> <input type="checkbox"/> Activity 3 {p162} <input type="checkbox"/> Activity 4 {p163} <input type="checkbox"/> Activity 5 {p165} <input type="checkbox"/> Activity 6 {p165} <input type="checkbox"/> Activity 7 {p166} <input type="checkbox"/> Activity 8 {p167} <input type="checkbox"/> Activity 9 {p167} <input type="checkbox"/> Activity 10 {p168} <input type="checkbox"/> Activity 11 {p169}	<input type="checkbox"/> Check Point 1 {p169}	[11] Internet and Network Technologies: (All internet and network concepts and skills from Grade 10 can be assessed.) <ul style="list-style-type: none"> • Types of digital communications such as video conferencing: <ul style="list-style-type: none"> – Advantages and disadvantages – Good practices • Types of digital communications: Voice over Internet Protocol (VoIP), File Sharing such as FTP and video conferencing – Advantages and disadvantages <ul style="list-style-type: none"> – Good practices • Define and describe Streaming, Torrenting • Register a web-based e-mail address • Managing e-mail: <ul style="list-style-type: none"> – Organise using e-mail folders – Sort by, flag, prioritise – Distribution lists, message rules • Social networks/networking – e.g., WhatsApp, Instagram, Twitter, Facebook etc. • Explore web applications: <ul style="list-style-type: none"> Blogs/Vlogs/Podcasts/Vodcasts – Uses – Advantages and disadvantages – Good practices
		6.2 Web Browser {p175}	<u>MS Edge Activities:</u> <input type="checkbox"/> Activity 12 {p176} <input type="checkbox"/> Activity 13 {p176} <u>Google Search Activity:</u>		<ul style="list-style-type: none"> • Private browsing, e.g. Incognito, InPrivate (anonymous browsing) • Define and describe an Intranet • Website accessibility

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
			<input type="checkbox"/> Activity 14 {p181}		<ul style="list-style-type: none"> Define and describe a cookie Encryption, SSL, digital certificates and signatures Evaluate webpages/websites Cloud Computing <ul style="list-style-type: none"> Uses of computer communications: social websites Advantages and disadvantages Bad practices e.g. fake news and Good practices e.g. verifying apps Advanced Search Techniques, for example by date or time
		6.3 The Internet of Things (IoT) {p182} <ul style="list-style-type: none"> Smart Homes Health Care 			<ul style="list-style-type: none"> Cloud Computing – Internet of Things (IoT) New related technology <ul style="list-style-type: none"> purpose how do they work? advantages and disadvantages
		6.4 Application Evolution {p184} <ul style="list-style-type: none"> Stand-alone or Desktop Applications Web-based Applications Cloud-based Applications 		<input type="checkbox"/> Check Point 2 {p188}	<ul style="list-style-type: none"> Cloud-based applications, e.g. Google docs, Office 365 <ul style="list-style-type: none"> Uses Advantages and disadvantages
8. 23/6- 27/6	Solution Development: Excel	<i>Spreadsheets</i> * Reinforce content, concepts, and skills from Grade 10 & 11			[11] Solution Development - Spreadsheet: (All spreadsheet concepts and skills from Grade 10 can be assessed.)
		[11] LU 10: Spreadsheets Formulas, Data and Charts 10.3 Data Tab {p283} <ul style="list-style-type: none"> Get External Data Sort & Filter Data 	<input type="checkbox"/> Activity 9 {p285} <input type="checkbox"/> Activity 10 {p287}		<ul style="list-style-type: none"> Data <ul style="list-style-type: none"> Get & Transform Data - Import/export data Sort & Filter (Advanced)
		10.4 Charts {p289}	<input type="checkbox"/> Activity 11 {p291}	<input type="checkbox"/> Check Point 2 {p295} <input type="checkbox"/> Exercise 4 {p296}	<ul style="list-style-type: none"> Charts/graphs: Create/Insert, format and edit <ul style="list-style-type: none"> Doughnut, line, area Charts Meaningful titles and labels Gridlines Legends
				<input type="checkbox"/> Exercise 5 {p297} <input type="checkbox"/> Exercise 6 {p299}	<ul style="list-style-type: none"> Chart Options appropriate to the graph type chosen

Grade 11 Computer Applications Technology 2025



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

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1. 3/9-5/9	Solution Development: HTML	[11] LU 7: HTML Coding * Reinforce content, concepts, and skills from Grade 11 7.6 Adding HTML Image Tags	<input type="checkbox"/> Activity 9 <input type="checkbox"/> Activity 10	<input type="checkbox"/> Check Point 2 <input type="checkbox"/> Exercise 2	[11] Solution Development - HTML: • HTML Image Tags • HTML Link Tags
		7.7 Adding HTML Link Tags	<input type="checkbox"/> Activity 11	<input type="checkbox"/> Check Point 3 <input type="checkbox"/> Exercise 3 <input type="checkbox"/> Exercise 4	
		7.8 Debugging HTML Code	<input type="checkbox"/> Activity 12 <input type="checkbox"/> Activity 13		
			<input type="checkbox"/> Activity 14	<input type="checkbox"/> Exercise 5	
2. 8/9-12/9	Social Implications	[11] LU 8: Social Implications * Reinforce content and concepts from Grade 10 8.1 The Economy and Technology {p227} ▪ Hardware Failure, Software Bugs 8.2 Effects of Technology on the Workplace {p228} ▪ Mobile Office, Virtualisation, Decentralisation of Labour, Office Automation			[11] Social Implications: (All social implications concepts and skills from Grade 10 can be assessed.) • How technology can benefit or harm the economy: – Hardware failure – Software bugs – Mobile offices, virtual office, decentralisation of labour, office automation – Remote access creating opportunity for e-commuting /e-working
		8.2 Society and Technology {p230} ▪ Disabled, Education 8.3 Computer Crime {p233} ▪ Social Engineering, Misuse of Personal Information, Botnets,			• How technology can benefit or harm society (people): – Options available for enhancing accessibility such as speech recognition, screen readers and magnifiers, on-screen keyboards, screen, mouse and keyboard settings
		8.4 Safety and Security ▪ Ethical Use of Networks, Acceptable Use Policies, Network Vulnerability, Network Security 8.5 Protect Yourself Online ▪ Social media, Banking, e-Commerce			• Safety/Security issues: – Unauthorized access – Ethical use of networks – Acceptable use policies of schools – Network safety and security issues – Privacy issues – obtaining and using private information, BYOD – respect privacy and products of others – Define and describe Social engineering – Protecting oneself when online ~ Malware, e.g. ransomware and security software ~ E-commerce and e-banking (e.g. https)
		8.6 Data ▪ Role of a Database, Big Data		<input type="checkbox"/> Check Point 1 {p245}	• Data: – Role of databases, big data

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					<ul style="list-style-type: none"> - Computer and human error and the effects thereof such as accuracy and validity – data input - Data types used, e.g. database - Verification and validation of data, e.g. database - Information accuracy – why is it important? - Data protection such as backup
3. 15/9-19/9	Solution Development: Word	[11] LU 4: Word Processing Design, Layout, Reference, Mailings & Review 4.4 References Tab {p104}	<ul style="list-style-type: none"> □ Activity 3 {p105} □ Activity 4 {p107} 		[11] Solution Development - Word Processing: <ul style="list-style-type: none"> • References <ul style="list-style-type: none"> - Table of contents/figures – creating, add text, updating - Footnotes – inserting, endnotes, navigating, show notes
		<ul style="list-style-type: none"> ▪ Research ▪ Citations & Bibliography ▪ Image Captions 	<ul style="list-style-type: none"> □ Activity 5 {p108} □ Activity 6 {p112} □ Activity 7 {p115} 		<ul style="list-style-type: none"> - Research – smart lookup, researcher - Citations & Bibliography – insert citation, managing sources, style, creating bibliographies - Captions – inserting, insert table of figures, cross reference, update table
		<ul style="list-style-type: none"> ▪ Indexes ▪ Table of Authorities 	<ul style="list-style-type: none"> □ Activity 8 {p118} □ Activity 9 {p120} 		<ul style="list-style-type: none"> - Index – mark entry, inserting, updating - Table of Authorities – mark citation, inserting, updating
				<ul style="list-style-type: none"> □ Check Point 1 {p121} □ Exercise 1 {p121} □ Exercise 2 {p122} □ Exercise 3 {p123} 	
4. 22/9-26/9	Solution Development: Word	[11] LU 4: Word Processing Design, Layout, Reference, Mailings & Review 4.5 Mailings {p123}	<ul style="list-style-type: none"> □ Activity 10 {p125} □ Activity 11 {p128} □ Activity 12 {p130} □ Activity 13 {p131} □ Activity 14 {p132} □ Activity 15 {p132} 		[11] Solution Development - Word Processing: <ul style="list-style-type: none"> • Mailings – Mail merge (source – spreadsheet) – Create – letters, emails & labels <ul style="list-style-type: none"> - Recipients – select & edit - Mail merge fields – insert, rules, update - Preview results – find recipients, check errors - Finish Merge to print, email, document
				<ul style="list-style-type: none"> □ Check Point 2 {p134} □ Exercise 4 {p135} 	
				<ul style="list-style-type: none"> □ Exercise 5 {p135} □ Exercise 6 {p135} 	
		4.6 Review Tab ▪ Autocorrect	□ Activity 16 {p137}	□ Exercise 7 {p139}	• Review – AutoCorrect
5. 29/9-3/10	Information Management	[11] LU 13: Information Management * Reinforce content and concepts from Grade 10			[11] Information Management: (All information management concepts and skills from Grade 10 can be assessed.)
		13.1 What is Information {p367}			
		13.2 Understanding Information in Daily Life {p367}			
		13.3 Development of a Project {p368}			

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
				<input type="checkbox"/> Exercise 1 {p372}	
6. 6/10- 10/10	Solution Development: Database	[11] LU 12: Database Tables, Forms, Queries & Reports * Reinforce content, concepts, and skills from Grade 11			[11] Solution Development – Database:
		12.8 Database Reports {p358} <ul style="list-style-type: none"> ▪ Report Wizard ▪ Report Wizard with Summary Options 	<input type="checkbox"/> Activity 17 {p358} <input type="checkbox"/> Activity 18 {p360}	<ul style="list-style-type: none"> • Reports <ul style="list-style-type: none"> – Work with different views, i.e. Report View, Print Preview, Layout View and Design View – Design basic reports using a Report Wizard – Report Wizard including using summary options: sum, avg, count, min and max 	
		<ul style="list-style-type: none"> ▪ Report Design 	<input type="checkbox"/> Activity 19 {p363}	<input type="checkbox"/> Check Point 5 {p366}	<ul style="list-style-type: none"> – Formatting Report Font and Numbers – Adjusting Report and Page Headers and Footers
				<input type="checkbox"/> Exercise 9 {p366} <input type="checkbox"/> Exercise 10 {p366}	
7. 13/10- 16/10	Revision	Paper I: Practical			
		Paper I: Practical			
		Paper II: Theory			
		Paper II: Theory			