

Grade 12 Computer Applications Technology 2023



TERM 1: (6 x 40 minutes) per week

Week	Topic	Textbook Content	Tasks	Resources	Notes
1 (9 Jan)	System Technologies	* Reinforce content, concepts, and skills from Grades 10 & 11			
	Social Implications	* Social Implications applicable to Systems Technologies content * Reinforce content, concepts, and skills from Grades 10 & 11			
2 16 (Jan)	System Technologies	LU 1: Hardware			
		1.1 Modular Design			
		1.2 Components and Devices that Affect Computer Performance			
		1.3 Secondary Storage			
		1.4 Choosing Input Devices 1.5 Choosing Output Devices			
		1.6 Upgrade vs Replace 1.7 Typical Computer Systems			
		1.8 Newer Technologies	<input type="checkbox"/> Check Point 1		
3 (23 Jan)	System Technologies	LU 2: Software			* Use Windows 11 updated notes & activities
		2.1 Windows Security Screen 2.2 Task Manager	<input type="checkbox"/> Activity 1 <input type="checkbox"/> Activity 2 <input type="checkbox"/> Activity 3		
		2.3 Windows Operating System Management	<input type="checkbox"/> Activity 4 <input type="checkbox"/> Activity 5 <input type="checkbox"/> Activity 6 <input type="checkbox"/> Activity 7 <input type="checkbox"/> Activity 8 <input type="checkbox"/> Activity 9 <input type="checkbox"/> Activity 10		* Use Windows 11 updated notes & activities * You do not need to do Activities 4 - 10
		2.4 Apps	<input type="checkbox"/> Activity 11 <input type="checkbox"/> Activity 12 <input type="checkbox"/> Activity 13		* Use Windows 11 updated notes & activities * You do not need to do Activities 11 - 13
		2.5 Management of Files and Folders 2.6 Application Software	<input type="checkbox"/> Activity 14 <input type="checkbox"/> Activity 15		
		2.7 Artificial Intelligence (AI)	<input type="checkbox"/> Check Point 1		
	Social Implications: System Technologies	* Social Implications applicable to Systems Technologies content			

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Week	Topic	Textbook Content	Tasks	Resources	Notes
4 (30 Jan)	Solution Development: Excel	LU 8: Spreadsheet Functions * Reinforce content, concepts, and skills from Grades 10 & 11	<input type="checkbox"/> Exercise 1		
		8.1 Number Functions ▪ ROUNDUP, ROUNDDOWN, INT, TRUNC	<input type="checkbox"/> Activity 1 <input type="checkbox"/> Exercise 2		
		8.2 Text Functions ▪ UPPER, LOWER, PROPER, TRIM	<input type="checkbox"/> Activity 2 <input type="checkbox"/> Exercise 3		
		▪ LEFT, RIGHT, MID, CONCATENATE, &	<input type="checkbox"/> Activity 3 <input type="checkbox"/> Exercise 4		
		▪ LEN, VALUE, FIND, SUBSTITUTE, REPLACE	<input type="checkbox"/> Activity 4 <input type="checkbox"/> Activity 5 <input type="checkbox"/> Exercise 5		
		8.3 Date & Time Functions ▪ NOW	<input type="checkbox"/> Activity 6		
5 (6 Feb)	Solution Development: Excel	LU 8: Spreadsheet Functions 8.3 Date & Time Functions ▪ DATE, YEAR, MONTH, DAY	<input type="checkbox"/> Activity 7		SBA Theory Test {System Technologies & related Social Implications} 1 hour (50 marks)
			<input type="checkbox"/> Exercise 6 <input type="checkbox"/> Exercise 7		
		▪ TIME, HOUR, MINUTE, SECOND	<input type="checkbox"/> Activity 8		
			<input type="checkbox"/> Exercise 8		
		▪ DAYS, NETWORKDAYS, YEARFRAC	<input type="checkbox"/> Activity 9		
		▪ WORKDAY, EDATE, WEEKNUM, WEEKDAY	<input type="checkbox"/> Activity 10 <input type="checkbox"/> Activity 11		
6 (13 Feb)	Solution Development: Excel	LU 8: Spreadsheet Functions * Theory-type spreadsheet questions	<input type="checkbox"/> Exercise 9 <input type="checkbox"/> Check Point 1		
		LU 10: Spreadsheets Data & Charts * Reinforce content, concepts, and skills from Grades 10 & 11			
		10.2 Charts	<input type="checkbox"/> Activity 4		
		▪ Format Charts	<input type="checkbox"/> Exercise 3		
		▪ People Graph	<input type="checkbox"/> Activity 5 <input type="checkbox"/> Exercise 4		
		▪ Combo Charts	<input type="checkbox"/> Activity 6 <input type="checkbox"/> Exercise 5		

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Week	Topic	Textbook Content	Tasks	Resources	Notes
		<ul style="list-style-type: none"> Sparklines 	<ul style="list-style-type: none"> Activity 7 Exercise 6 		
7 (20 Feb)	Solution Development: Database	LU 14: Database Queries * Reinforce content, concepts, and skills from Grade 11 14.1 Summary of Operators for Queries	<ul style="list-style-type: none"> Activity 1 Exercise 1 		Half Term: 23/2 – 28/2
8 (27 Feb)	Solution Development: Database	LU 14: Database Queries 14.2 Queries Joining more than one Table 14.3 Calculations in Queries <ul style="list-style-type: none"> COUNT, SUM, AVE, MIN, MAX 14.4 Functions <ul style="list-style-type: none"> COUNT, AND, OR, YEAR 	<ul style="list-style-type: none"> Activity 2 Activity 3 Exercise 2 Activity 4 Activity 5 Exercise 3 Activity 6 Activity 7 Exercise 4 Activity 8 		
9 (6 Mar)	Solution Development: Database	LU 14: Database Queries 14.5 Joining Text Fields LU 15: Database Reports & Switchboards * Reinforce content, concepts, and skills from Grade 11 15.1 Grouped Reports	<ul style="list-style-type: none"> Activity 9 Exercise 1 Activity 1 Check Point 1 Exercise 2 Exercise 3 		
10 (13 Mar)	Solution Development: Word	LU 3: Word Processing Breaks, Links, Mailings & Track Changes * Reinforce content, concepts, and skills from Grades 10 & 11 3.1 Line and Page Breaks 3.2 Links	<ul style="list-style-type: none"> Exercise 1 Exercise 2 Activity 1 Exercise 3 Activity 2 Activity 3 Exercise 4 Check Point 1 		

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Week	Topic	Textbook Content	Tasks	Resources	Notes
		3.3 Mailings	<input type="checkbox"/> Exercise 5 <input type="checkbox"/> Activity 4 <input type="checkbox"/> Exercise 6		
11 (20 Mar)	Solution Development: Word	LU 3: Word Processing Breaks, Links, Mailings & Track Changes ▪ Online Forms	<input type="checkbox"/> Exercise 7		School Holidays: 20/3 + 21/3
		3.4 Track Changes	<input type="checkbox"/> Activity 6 <input type="checkbox"/> Activity 7 <input type="checkbox"/> Activity 8 <input type="checkbox"/> Activity 9 <input type="checkbox"/> Check Point 2 <input type="checkbox"/> Exercise 8		SBA Practical Task (Access & Excel) (60 marks)
12 (27 Mar)	Information Management	LU 13: Information Management * Reinforce content, concepts, and skills from Grades 10 & 11 16.1 Simple Input Processing Output (IPO) Examples 16.2 Extending the IPO Model 16.3 Analysing More Advanced Examples 16.4 Selecting the Appropriate Software Package	<input type="checkbox"/> Activities 1 – 2 <input type="checkbox"/> Check Point 1 <input type="checkbox"/> Check Point 2 <input type="checkbox"/> Check Point 3		
	PAT	PAT Overview	<input type="checkbox"/>		
		PAT Topic Discussion	<input type="checkbox"/>		
		PAT Confirm Topic	<input type="checkbox"/>		
13 (3 Apr)	PAT	PAT Phase 1			
		PAT Phase 1			
		PAT Phase 1			School Holidays start: 6/4

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TERM 2: (6 x 40 minutes) per week

Week	Topic	Textbook Content	Tasks	Additional Resources	Notes
1 (1 May)	Network & Internet Technologies	* Reinforce content, concepts, and skills from Grade 10			School starts: 3/5
		* Reinforce content, concepts, and skills from Grade 11			
		* Reinforce content, concepts, and skills from Grade 11			PAT Phase 1 Due
2 (8 May)	Network & Internet Technologies	LU 5: The Internet and WWW			
		5.1 Internet Connections	<input type="checkbox"/> Activity 1		
		5.2 Internet Browser Features			
		5.3 Internet Searches			
		5.4 Web-based Applications			
		5.5 Chatbots			
	5.6 Surface, Deep and Dark Web				
	5.7 Cryptocurrencies	<input type="checkbox"/> Check Point 1			
	Social Implications: Network & Internet Technologies	<i>Social Implications</i> * Social Implications applicable to Network & Internet Technologies content * Reinforce content, concepts, and skills from Grades 10 & 11			
3 (15 May)	Social Implications: Network & Internet Technologies	LU 7: Social Implications			
		7.1 Impact on Society			
		7.2 Computer Crime			
		7.3 Online Authentication	<input type="checkbox"/> Check Point 1		
		Solution Development: HTML	* Reinforce content, concepts, and skills from Grade 11 * Reinforce content, concepts, and skills from Grade 11 * Reinforce content, concepts, and skills from Grade 11		
4 (22 May)	Solution Development: HTML	LU 6: HTML			SBA Alternative Theory Test (Network & Internet Technologies & Social Implications) 1 hour (50 marks)
		6.1 Table tags	<input type="checkbox"/> Activity 1		
			<input type="checkbox"/> Activity 2		
			<input type="checkbox"/> Activity 3		
			<input type="checkbox"/> Activity 4		
			<input type="checkbox"/> Activity 5 <input type="checkbox"/> Activity 6 <input type="checkbox"/> Activity 7		
			<input type="checkbox"/> Check Point 1 <input type="checkbox"/> Exercise 1 <input type="checkbox"/> Exercise 2		
	<input type="checkbox"/> Exercise 3 <input type="checkbox"/> Exercise 4				

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Week	Topic	Textbook Content	Tasks	Additional Resources	Notes
5 (29 May)	Solution Development: Excel	LU 9: Spreadsheets Lookup & Reference * Reinforce content, concepts, and skills from Grades 10 & 11	<input type="checkbox"/> Exercise 1		
		9.1 AND and OR	<input type="checkbox"/> Check Point 1 <input type="checkbox"/> Activity 1		
		9.2 Nested IF 9.3 IFS	<input type="checkbox"/> Activity 2		
			<input type="checkbox"/> Exercise 2 <input type="checkbox"/> Exercise 3		
		9.4 CHOOSE 9.5 INDEX and MATCH	<input type="checkbox"/> Activity 3 <input type="checkbox"/> Activity 4		
			<input type="checkbox"/> Exercise 4		
6 (5 June)	Solution Development: Excel	LU 9: Spreadsheets Lookup & Reference	<input type="checkbox"/> Activity 5		
		9.6 VLOOKUP	<input type="checkbox"/> Exercise 5		
		9.7 HLOOKUP	<input type="checkbox"/> Activity 6 <input type="checkbox"/> Exercise 6		
		9.8 XLOOKUP	<input type="checkbox"/> Activity 7 <input type="checkbox"/> Exercise 7		
			<input type="checkbox"/> Check Point 2		
		LU 12: Spreadsheets Links, Protect & Macros 12.3 Macros	<input type="checkbox"/> Activity 5 <input type="checkbox"/> Activity 6 <input type="checkbox"/> Activity 7		
	<input type="checkbox"/> Check Point 2 <input type="checkbox"/> Exercise 4				
7 (12 June)	Solution Development: Word	LU 4: Word Processing Document Review & Macros 4.2 Macros	<input type="checkbox"/> Activity 10 <input type="checkbox"/> Activity 11		School Holiday: 16/6
			<input type="checkbox"/> Check Point 2 <input type="checkbox"/> Exercise 4		SBA Practical Test {Word & Excel} 1 hour (60 marks)
		4.1 Document Review <ul style="list-style-type: none"> ▪ Document Accessibility ▪ Document Language ▪ Document Translate ▪ Compare Document Versions 	<input type="checkbox"/> Activity 1 <input type="checkbox"/> Activity 2 <input type="checkbox"/> Activity 3 <input type="checkbox"/> Activity 4 <input type="checkbox"/> Activity 5 <input type="checkbox"/> Exercise 1		
		▪ Protect Documents	<input type="checkbox"/> Activity 6 <input type="checkbox"/> Activity 7 <input type="checkbox"/> Activity 8 <input type="checkbox"/> Activity 9		

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Week	Topic	Textbook Content	Tasks	Additional Resources	Notes
			<input type="checkbox"/> Exercise 2 <input type="checkbox"/> Exercise 3 <input type="checkbox"/> Check Point 1		
8 (19 June)	Revision	Spreadsheets			Half Term: 23/6 – 2/7
		Database			
		Word Processing			
		HTML			
		System Technologies			
		Network & Internet Technologies			
9 (3 July)	Prelim Exams				Practical Exam {Word, Excel, Access, HTML} 3 hour (180 marks)
10 (10 July)	Prelim Exams				Theory Exam 3 hour (150 marks)
11 (17 July)	Prelim Exams				
12 (24 July)	Prelim Exams				
13 (31 July)	Exam Feedback				
14 (7 Aug)	Non-academic				School Holidays start: 8/8

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TERM 3: (6 x 40 minutes) per week

Week	Topic	Textbook Content	Tasks	Extra Resources	Notes	
1 (4 Sept)	PAT	Phases 2 & 3 Phases 2 & 3 Phases 2 & 3			School starts: 6/9 PAT Phase 2 Due	
2 (11 Sept)	Solution Development: Excel	LU 10: Spreadsheets Data & Charts 10.1 Data	<input type="checkbox"/> Activity 1 <input type="checkbox"/> Exercise 1		SBA Practical Alternative Task (Word & HTML) 1 hour (60 marks)	
		▪ Outline	<input type="checkbox"/> Activity 2			
		▪ SUBTOTAL	<input type="checkbox"/> Activity 3 <input type="checkbox"/> Check Point 1 <input type="checkbox"/> Exercise 2			
		LU 12: Spreadsheets Links, Protect & Macros 12.1 Links	<input type="checkbox"/> Activity 1 <input type="checkbox"/> Activity 2			
			<input type="checkbox"/> Exercise 1 <input type="checkbox"/> Exercise 2			
		12.2 Protect	<input type="checkbox"/> Activity 3 <input type="checkbox"/> Activity 4 <input type="checkbox"/> Check Point 1 <input type="checkbox"/> Exercise 3			
3 (18 Sept)	Solution Development: Excel	LU 11: Spreadsheet Pivot Tables 11.1 Pivot Tables	<input type="checkbox"/> Activity 1 <input type="checkbox"/> Activity 2 <input type="checkbox"/> Activity 3 <input type="checkbox"/> Activity 4 <input type="checkbox"/> Exercise 1 <input type="checkbox"/> Activity 5 <input type="checkbox"/> Activity 6 <input type="checkbox"/> Activity 7 <input type="checkbox"/> Activity 8		SBA Alternative Practical Test {Excel & HTML} 1 hour (60 marks)	
		11.2 Pivot Charts	<input type="checkbox"/> Activity 9 <input type="checkbox"/> Check Point 1 <input type="checkbox"/> Exercise 2			
		Solution Development: Database	LU 14: Database Queries 14.6 Cross-tab Queries	<input type="checkbox"/> Activity 10 <input type="checkbox"/> Exercise 5 <input type="checkbox"/> Exercise 6 <input type="checkbox"/> Exercise 7		
			LU 15: Database Reports & Switchboards 15.2 Database Switchboard Forms	<input type="checkbox"/> Activity 2 <input type="checkbox"/> Exercise 4		
		LU 13: Database Normalisation				* This section only needs to be completed for your PAT. * You do not need to do the Activities 1 - 4 or Exercises 1 -10.

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4 (24 Sept)	PAT	Phases 2 & 3			School Holiday: 25/9
		Phases 2 & 3			
		Phases 2 & 3			
		Phases 2 & 3			
		Phases 2 & 3			PAT Phase 3 Due
5 (2 Oct)	Revision	Spreadsheets			
		Spreadsheets			
		Database			
		Database			
		Word Processing			
6 (9 Oct)	Revision	Word Processing			
		HTML			
		HTML			
		System Technologies			
		Network & Internet Technologies			
7 (16 Oct)		Social Implications			
		Solution Development			
8 (23 Oct)					Half term: 26/10 – 31/10 FINAL CAT Practical exam +- 23/10
9 (30 Oct)	Exams				
10 (6 Nov)	Exams				
11 (13 Nov)	Exams				
12 (20 Nov)	Exams				
13 (27 Nov)	Exams				
14 (4 Dec)					School Holidays start: 6/12