Grade 11 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 Grade 10			
		* Reinforce content, concepts, and skills from Grade 10			
2 16 (Jan)	System Technologies	**LU 1: Hardware** 1.1 Types of Computers			
		1.2 Mobile Computers 1.3 Small Office / Home Office			
		1.4 The Computer Motherboard			
		1.5 ROM Chips 1.6 RAM Chips			
		1.7 The Central Processing Unit			
		1.8 Extension Ports and Slots 1.9 The Power Supply Unit (PSU)	☐ Check Point 1		
3 (23 Jan)	System Technologies	**LU 1: Hardware** 1.10 Input Devices ▪ Scanners, Digital Cameras, Biometric Input, Handheld Input Devices	☐ Check Point 2		
		1.11 Output Devices ▪ Monitor Display, Monitor Ports, 3D Printers			
		1.12 Devices for Physically Challenged Users			
		1.13 Storage Devices 1.14 Online Cloud Storage	☐ Check Point 3		
		1.15 The Boot Process			
		1.16 Troubleshooting Basic Hardware problems	☐ Check Point 4		
4 (30 Jan)	System Technologies	**LU 2: Software** 2.1 Operating Systems			
		2.2 *Windows 11* Graphical User Interface (GUI)	☐ Activity 1 ☐ Activity 2 ☐ Activity 3 ☐ Check Point 1		* Use updated LU 2 Windows 11 notes and Activities * You do not need to do Activities 1 - 3
		2.3 Management of Files and Folders	☐ Activity 4 ☐ Activity 5 ☐ Activity 6		
			☐ Exercise 1 ☐ Exercise 2		
		2.4 Backing up and Archiving Files	☐ Check Point 2		
		2.5 Application Software	☐ Activity 7 ☐ Check Point 3		

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Week	Topic	Textbook Content	Tasks	Resources	Notes
5 (6 Feb)	System Technologies	**LU 2: Software** 2.6 Utility Programs			* Update for Windows 11
		2.7 Software for People with Disabilities	☐ Check Point 4		
	Solution Development: Excel	*Spreadsheets* * Reinforce content, concepts, and skills from Grade 10			
		LU 9: Spreadsheet Basic Features, Layouts & Views 9.2 Worksheets			
		▪ Working with Worksheets	☐ Activity 2		
		▪ Cell Referencing	☐ Activity 3		
		▪ Conditional Formatting	☐ Activity 4		
6 (13 Feb)	Solution Development: Excel	**LU 9: Spreadsheet Basic Features, Layouts & Views**	☐ Exercise 1 ☐ Exercise 2		**Theory Test {System Technologies} 1 hour (50 marks)**
		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 ▪ ROUND, SMALL, LARGE	☐ Activity 2 ☐ Activity 3		
		▪ COUNTA, COUNTBLANK	☐ Activity 4		
		▪ POWER, RAND, RANDBETWEEN	☐ Activity 6 ☐ Activity 7		
		▪ IF	☐ Activity 1		
7 (20 Feb)	Solution Development: Excel	**LU 10: Spreadsheets Formulas, Data and Charts** 10.1 Formulas ▪ COUNTIF, SUMIF	☐ Activity 5		**Half Term: 23/2 – 28/2**
			☐ Check Point 1 ☐ Exercise 1		
			☐ Exercise 2 ☐ Exercise 3		
		10.2 Circular Reference	☐ Activity 8		
8 (27 Feb)	Solution Development: Database	**LU 11: Database Concepts** 11.1 Introduction to Databases 11.2 Database Structures 11.3 Flat File vs Relational Database	☐ Check Point 1 ☐ Check Point 2		
		LU 12: Database Tables, Forms, Queries & Reports 14.1 Microsoft Access 365 Window			
		14.2 Database Management	☐ Activity 1 ☐ Activity 2		
		12.3 Database Tables ▪ Data Types	☐ Activity 3		
		▪ Primary Keys	☐ Activity 4		

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Week	Topic	Textbook Content	Tasks	Resources	Notes
9 (6 Mar)	Solution Development: Database	**LU 12: Database Tables, Forms, Queries & Reports** ▪ Add Fields	☐ Activity 5		**Practical Task {Excel} (60 marks)**
			☐ Check Point 1		
			☐ Exercise 1		
			☐ Exercise 2		
		12.4 Database Table Properties ▪ Field Properties	☐ Activity 6		
		▪ Field Formatting	☐ Activity 7		
10 (13 Mar)	Solution Development: Database	**LU 12: Database Tables, Forms, Queries & Reports** 12.4 Database Table Properties ▪ Field Input Masks	☐ Activity 8		
		▪ Field Validation	☐ Activity 9		
		12.5 Database Records ▪ Sort & Filter records	☐ Activity 10		
		▪ Find & Replace Records	☐ Activity 11		
		▪ Updating & Deleting Records	☐ Activity 12 ☐ Check Point 2		
			☐ Exercise 3 ☐ Exercise 4		
11 (20 Mar)	Solution Development: Database	**LU 12: Database Tables, Forms, Queries & Reports** 12.6 Database Forms ▪ Form Wizard	☐ Activity 13		**School Holidays: 20/3 + 21/3**
		▪ Form Design	☐ Activity 14		
			☐ Check Point 3 ☐ Exercise 5 ☐ Exercise 6		

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Week	Topic	Textbook Content	Tasks	Resources	Notes
12 (27 Mar)	Solution Development: Word	*Word Processing* * Reinforce content, concepts, and skills from Grade 10			
		LU 3: Word Processing Basic Features, Home & Insert 3.1 Document Management ▪ Text Files ▪ Printing ▪ Sharing ▪ Exporting	☐ Activity 1 ☐ Activity 2 ☐ Activity 3 ☐ Activity 4 ☐ Activity 5		
		3.2 Home Tab ▪ Format Painter ▪ Customised Bullets ▪ Multi-level lists	☐ Activity 6 ☐ Activity 7 ☐ Activity 8 ☐ Activity 9		
		▪ Paragraph Spacing ▪ Tab Stops	☐ Activity 10 ☐ Activity 11		
		▪ Find and Replace - Formatting and using Wildcards	☐ Activity 13 ☐ Activity 14 ☐ Activity 15		
			☐ Check Point 1 ☐ Exercise 1 ☐ Exercise 2		
13 (3 Apr)	Solution Development: Word	**LU 3: Word Processing Basic Features, Home & Insert** 3.3 Insert Tab ▪ Cover Page ▪ Inserting Document Information ▪ Advanced formatting of Headers & Footers	☐ Activity 16 ☐ Activity 17 ☐ Activity 18		
		▪ Quick Parts ▪ Drop Caps ▪ Data & Time ▪ Equations	☐ Activity 19 ☐ Activity 20		
			☐ Check Point 2 ☐ Exercise 3 ☐ Exercise 4 ☐ Exercise 5		**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 10			
		* Reinforce content, concepts, and skills from Grade 10			
2 (8 May)	Network & Internet Technologies	**LU 5: Networks** 5.1 Different Types of Networks	☐ Activity 1		
		5.2 Local Area Network ▪ Cables	☐ Check Point 1		
		▪ Topologies			
		▪ IP Address	☐ Check Point 2		
		▪ Types of Networks			
		5.3 Wireless Networks			
		5.4 Mobile Technologies	☐ Check Point 3		
3 (15 May)	Network & Internet Technologies	**LU 6: Internet** 6.1 Types of Digital Communications ▪ Video Conferencing ▪ Voice over Internet Protocol (VOIP) ▪ Transferring Files			
		▪ Email	☐ Check Point 1		* You do not need to do Activities 1 - 11
		▪ Social Media ▪ Blogs ▪ Vlogs ▪ Podcasts ▪ Vodcasts			
		6.2 Web Browser			* You do not need to do Activities 13 - 14
		6.3 The Internet of Things (IoT) ▪ Smart Homes ▪ Health Care			
		6.4 Application Evolution ▪ Stand-alone or Desktop Applications ▪ Web-based Applications			
		▪ Cloud-based Applications	☐ Check Point 2		
4 (22 May)	Social Implications: Network & Internet Technologies	**LU 7: Social Implications** 8.1 The Economy and Technology			
		8.2 Effects of Technology on the Workplace			
		8.3 Computer Crime			
		8.4 Safety and Security			
		8.5 Protect Yourself Online			
		8.6 Data	☐ Check Point 1		

* * *Subject to change – Updated 24 April 2023*   www.learncat.net   5 | P a g e

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Week	Topic	Textbook Content	Tasks	Additional Resources	Notes
5 (29 May)	Solution Development: HTML	**LU 7: HTML Coding** 7.1 Understanding Webpages and Websites			**Theory Test {Network & Internet}** **1 hour (50 marks)**
		7.2 HTML Structure	☐ Activity 1 ☐ Activity 2 ☐ Activity 3		
		7.3 Basic HTML Tags	☐ Activity 4		
		7.4 Adding HTML Text List Tags	☐ Activity 5		
		7.5 Adding HTML List Tags	☐ Activity 6 ☐ Activity 7 ☐ Activity 8		
			☐ Check Point 1 ☐ Exercise 1		
6 (5 June)	Solution Development: Database	**LU 12: Database Tables, Forms, Queries & Reports** 12.7 Database Queries ▪ Database Search Criteria			**School Holiday: 16/6**
		▪ Simple Query Wizard	☐ Activity 15		
		▪ Query Design	☐ Activity 16		
			☐ Check Point 4		
			☐ Exercise 7 ☐ Exercise 8		
6 (12 June)	Solution Development: Excel	**LU 10: Spreadsheets Formulas, Data and Charts** 10.4 Charts	☐ Activity 11		
			☐ Exercise 4		
			☐ Exercise 5		
			☐ Exercise 6		
	Solution Development: Word	**LU 3: Word Processing Basic Features, Home & Insert** 3.2 Home Tab ▪ Styles Group	☐ Activity 12		
		LU 4: Word Processing Design, Layout, Reference, Mailings & Review 4.1 Templates, Styles and Themes 4.2 Design Tab ▪ Document Formatting with Themes, Fonts and Spacing 4.3 Layout Tab ▪ Columns, Applying Styles, Section Breaks and Borders & Shading	☐ Activity 1 ☐ Activity 2		

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Week	Topic	Textbook Content	Tasks	Additional Resources	Notes
8 (19 June)	Solution Development: Word	**LU 4: Word Processing Design, Layout, Reference, Mailings & Review** 4.4 References Tab ▪ Table of Contents ▪ Endnotes and Footnotes ▪ Research ▪ Citations & Bibliography ▪ Image Captions ▪ Indexes ▪ Table of Authorities	☐ Activity 3 ☐ Activity 4 ☐ Activity 5 ☐ Activity 6 ☐ Activity 7 ☐ Activity 8 ☐ Activity 9 ☐ Check Point 1 ☐ Exercise 1 ☐ Exercise 2 ☐ Exercise 3		**Half Term: 23/6 – 2/7**
9 (3 July)	Revision	Spreadsheets Database Word Processing HTML System Technologies Network Technologies			**Practical Test {Word & HTML}** **1 hour (60 marks)**
10 (10 July)	Exams				**Practical Exam {Word, Excel, Access, HTML}** **2 1/5 hour (150 marks)**
11 (17 July)	Exams				**Theory Exam** **2 hour (120 marks)**
12 (24 July)	Exams				
13 (31 July)	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)	System Technologies	Consolidate content, concepts and skills using device adverts			School starts: 6/9
		Consolidate content, concepts and skills using device adverts			* Use updated Advert tasks
		Consolidate content, concepts and skills using device adverts			
2 (11 Sept)	Solution Development: HTML	**LU 7: HTML Coding** 7.6 Adding HTML Image Tags	☐ Activity 9 ☐ Activity 10		
			☐ Check Point 2 ☐ Exercise 2		
		7.7 Adding HTML Link Tags	☐ Activity 11		
			☐ Check Point 3 ☐ Exercise 3 ☐ Exercise 4		
		7.8 Debugging HTML Code	☐ Activity 12 ☐ Activity 13		
			☐ Activity 14 ☐ Exercise 5		
3 (18 Sept)	Solution Development: Database	**LU 12: Database Tables, Forms, Queries & Reports** 12.8 Database Reports			Theory Test {Advert & Social Implications} 1 hour (50 marks)
		▪ Report Wizard	☐ Activity 17		
		▪ Report Wizard with Summary Options	☐ Activity 18		
		▪ Report Design	☐ Activity 19		
			☐ Check Point 5		
			☐ Exercise 9		
			☐ Exercise 10		
4 (24 Sept)	Solution Development: Excel	**LU 9: Spreadsheet Basic Features, Layouts & Views** 9.1 Workbook Management ▪ Printing Options	☐ Activity 1		School Holiday: 25/9
		9.3 Page Layout Tab ▪ Scale to Fit ▪ Sheet Options	☐ Activity 5 ☐ Activity 6		
		9.4 View Tab ▪ Custom View ▪ Freeze Panes ▪ Split Worksheet	☐ Activity 7 ☐ Check Point 1		
		LU 10: Spreadsheets Formulas, Data and Charts 10.3 Data Tab ▪ Get External Data	☐ Activity 9		
		▪ Sort & Filter Data	☐ Activity 10 ☐ Check Point 2		

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Week	Topic	Content	Activities		Assessment
5 (2 Oct)	Solution Development: Word	**LU 4: Word Processing Design, Layout, Reference, Mailings & Review** 4.5 Mailings	☐ Activity 10 ☐ Activity 11		**Practical Task {Access & HTML} (60 marks)**
			☐ Activity 12 ☐ Activity 13		
			☐ Activity 14 ☐ Activity 15		
			☐ Check Point 2 ☐ Exercise 4		
			☐ Exercise 5 ☐ Exercise 6		
		4.6 Review Tab ▪ Autocorrect	☐ Activity 16 ☐ Exercise 7		
			☐		
6 (9 Oct)	Information Management	**LU 13: Information Management** * Reinforce content, concepts, and skills from Grade 10			
		13.1 What is Information 13.2 Understanding Information in Daily Life			
		13.3 Development of a Project			
			☐ Exercise 1		
		Introduction to Grade 12 PAT			
		Introduction to Grade 12 PAT			
7 (16 Oct)	Revision	Spreadsheets			
		Spreadsheets			
		Database			
		Database			
		HTML			
		HTML			
8 (23 Oct)	Revision	Word Processing			**Half term: 26/10 – 31/10**
		System Technologies			
		Network & Internet Technologies			
		Social Implications			
		Solution Development			
9 (30 Oct)	Exams				**Practical Exam {Word, Excel, Access, HTML} 3 hour (180 marks)**
10 (6 Nov)	Exams				**Theory Exam 2 ½ hour (125 marks)**
11 (13 Nov)	Exams				
12 (20 Nov)	Exams				
13 (27 Nov)	Exams				
14 (4 Dec)	Non-academic				**School Holidays start: 6/12**