

# Grade 11 Computer Applications Technology 2024



**TERM 1:** (3 lessons x 45 minutes + 1 lesson x 65 minutes) per week

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1	Solution Development: Word	Word Processing * Reinforce content, concepts, and skills from Grade 10			<b>[11] Solution Development - Word Processing:</b> (All word processing concepts and skills from Grade 10 can be assessed.)
		<b>[11] LU 3: Word Processing Basic Features, Home &amp; Insert</b> 3.1 Document Management {p60} <ul style="list-style-type: none"> <li>Text Files</li> <li>Printing</li> <li>Sharing</li> <li>Exporting</li> </ul>	<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"> <li>Document Management <ul style="list-style-type: none"> <li>Input data from different file formats: .txt, .csv, .rtf</li> <li>Templates: Save documents as</li> <li>Printing (including options such as range of pages, odd or even, number of copies, print quality, pages per sheet)</li> <li>Share – share with people, email, present online</li> <li>Export – Create PDF</li> </ul> </li> </ul>
		3.2 Home Tab {p67} <ul style="list-style-type: none"> <li>Format Painter</li> <li>Customised Bullets</li> <li>Multi-level lists</li> <li>Paragraph Spacing</li> <li>Tab Stops</li> <li>Styles</li> <li>Find and Replace - Formatting and using Wildcards</li> </ul>	<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"> <li>Clipboard – Paste special</li> <li>Paragraph Formatting – <ul style="list-style-type: none"> <li>Customise bullets and numbering</li> <li>Outline numbering/multi-level lists</li> <li>Customise spacing</li> <li>Tab</li> </ul> </li> <li>Styles – (heading/paragraph) <ul style="list-style-type: none"> <li>Change/edit a style</li> <li>Create a new style</li> </ul> </li> <li>Editing – find and replace (extend to more options)</li> </ul>
				<input type="checkbox"/> Check Point 1 {p82} <input type="checkbox"/> Exercise 1 {p82} <input type="checkbox"/> Exercise 2 {p83}	
2	Solution Development: Word	<b>[11] LU 3: Word Processing Basic Features, Home &amp; Insert</b> 3.3 Insert Tab {p84} <ul style="list-style-type: none"> <li>Cover Page</li> <li>Inserting Document Information</li> <li>Advanced formatting of Headers &amp; Footers</li> </ul>	<input type="checkbox"/> Activity 16 {p84} <input type="checkbox"/> Activity 17 {p86} <input type="checkbox"/> Activity 18 {p87}		<b>[11] Solution Development - Word Processing:</b> <ul style="list-style-type: none"> <li>Pages – Inserting Cover pages, blank page</li> <li>Headers and footers (date, author, path and filename, document title)</li> <li>Page numbers: Different first page, odd, even, starting from a specific number, numbering formats</li> </ul>
		<ul style="list-style-type: none"> <li>Quick Parts</li> <li>Drop Caps</li> <li>Data &amp; Time</li> <li>Equations</li> </ul>	<input type="checkbox"/> Activity 19 {p90} <input type="checkbox"/> Activity 20 {p93}		<ul style="list-style-type: none"> <li>Text – Quick parts, drop cap, date &amp; time</li> <li>Equations</li> </ul>
				<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}	
3	System Technologies	<b>[11] LU 1: Hardware</b> * Reinforce content and concepts from Grade 10			<b>[11] System Technologies:</b> (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"> <li>Types of computers and typical features <ul style="list-style-type: none"> <li>Personal, SOHO, mobile, power, disabled users</li> </ul> </li> <li>Categorize computers</li> </ul>

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					<ul style="list-style-type: none"> <li>- Portable (mobile)/non-portable</li> <li>- Processing power</li> <li>- Usage</li> </ul> <p><b>[10] System Technologies:</b></p> <ul style="list-style-type: none"> <li>• Identifies and distinguishes between computer types and associated software: <ul style="list-style-type: none"> <li>- Laptops, desktop, server, embedded computers, smart wear, tablets, smartphones, 2-in-1 devices single board computer e.g. Raspberry PI and Arduino</li> </ul> </li> <li>• Dedicated devices such as ATMs and electronic appliances (embedded computers)</li> </ul>
		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"> <li>• Understand the role of basic components of the system unit <ul style="list-style-type: none"> <li>- Motherboard – houses components</li> <li>- CPU – processing</li> <li>- RAM – holds data and instructions during processing/execution. Types of RAM, e.g. DRAM, SRAM, SDRAM, DDRAM chips.</li> <li>- ROM - PROM, EPROM, EEPROM – stores start-up instructions</li> <li>- Graphic/Video Cards</li> </ul> </li> <li>• Interpret system specifications given in adverts</li> </ul>
		1.10 Input Devices {p13} <ul style="list-style-type: none"> <li>▪ Scanners, Digital Cameras, Biometric Input, Handheld Input Devices</li> </ul>		<input type="checkbox"/> Check Point 2 {p18}	<ul style="list-style-type: none"> <li>• Advantages, disadvantages and limitations: <ul style="list-style-type: none"> <li>- Scanners and digital cameras</li> <li>- Biometric input</li> <li>- Input hand-held devices</li> </ul> </li> <li>• Interpret specifications given in adverts</li> </ul>
4	System Technologies	<p><b>[11] LU 1: Hardware</b></p> 1.11 Output Devices {p19} <ul style="list-style-type: none"> <li>▪ Monitor Display, Monitor Ports, 3D Printers</li> </ul>			<p><b>[11] System Technologies:</b></p> <ul style="list-style-type: none"> <li>• Advantages, disadvantages and limitations: <ul style="list-style-type: none"> <li>- Display devices</li> </ul> </li> <li>• Interpret specifications given in adverts</li> </ul>
		1.12 Devices for Physically Challenged Users {p21}			<ul style="list-style-type: none"> <li>• Input devices for physically challenged users</li> <li>• Output devices for physically challenged users</li> </ul>
		1.13 Storage Devices {p24}			<ul style="list-style-type: none"> <li>• Online/Cloud storage <ul style="list-style-type: none"> <li>- Advantages/ disadvantages</li> </ul> </li> </ul>
		1.14 Online Cloud Storage {p26}		<input type="checkbox"/> Check Point 3 {p27}	
		1.15 The Boot Process {p29}			<ul style="list-style-type: none"> <li>• Overview and basic concepts of start-up process (booting)</li> </ul>
		1.16 Troubleshooting Basic Hardware Problems {p30} <ul style="list-style-type: none"> <li>▪ Audio problems, Printing problems</li> </ul>		<input type="checkbox"/> Check Point 4 {p30}	<ul style="list-style-type: none"> <li>• Basic troubleshooting hardware problems including the following: <ul style="list-style-type: none"> <li>- disk errors</li> <li>- resolution</li> <li>- non-responding programs, mouse, keyboard</li> <li>- printing problems</li> <li>- checking amount of used or free space on storage medium</li> <li>- connections</li> </ul> </li> </ul>
5	Solution Development: Excel	<i>Spreadsheets</i> * Reinforce content, concepts, and skills from Grade 10			<p><b>[11] Solution Development - Spreadsheet:</b>            (All spreadsheet concepts and skills from Grade 10 and 11 can be assessed.)</p>

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		<b>[11] LU 9: Spreadsheet Basic Features, Layouts &amp; Views</b> 9.1 Workbook Management {p246} <ul style="list-style-type: none"> <li>Printing Options</li> </ul> 9.2 Worksheets {p247} <ul style="list-style-type: none"> <li>Working with Worksheets</li> <li>Cell Referencing</li> </ul>	<input type="checkbox"/> Activity 1 {p246}  <input type="checkbox"/> Activity 2 {p247} <input type="checkbox"/> Activity 3 {p248}		<ul style="list-style-type: none"> <li>Spreadsheet Management               <ul style="list-style-type: none"> <li>Printing (Including print area, scaling, entire workbook)</li> </ul> </li> <li>Work with worksheets:               <ul style="list-style-type: none"> <li>Move, copy, delete</li> <li>linking cells and formulas</li> </ul> </li> <li>Cell referencing               <ul style="list-style-type: none"> <li>Absolute cell referencing</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>Conditional Formatting</li> </ul>	<input type="checkbox"/> Activity 4 {p249}		<ul style="list-style-type: none"> <li>Styles – Conditional formatting</li> </ul>
		9.3 Page Layout Tab {p253} <ul style="list-style-type: none"> <li>Scale to Fit</li> <li>Sheet Options</li> </ul> 9.4 View Tab {p256} <ul style="list-style-type: none"> <li>Custom View</li> <li>Freeze Panes</li> <li>Split Worksheet</li> </ul>	<input type="checkbox"/> Activity 5 {p253} <input type="checkbox"/> Activity 6 {p254}  <input type="checkbox"/> Activity 7 {p256}	<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"> <li>Page Layout               <ul style="list-style-type: none"> <li>Scale to fit</li> <li>Sheet Options – Gridlines, Headings</li> <li>Arrange</li> </ul> </li> <li>View               <ul style="list-style-type: none"> <li>Workbook Views – Custom Views</li> <li>Window – New Window, Arrange All, Freeze Panes, Split, Hide, Switch Windows</li> </ul> </li> </ul>
6	Solution Development: Excel	<b>[11] LU 10: Spreadsheets Formulas, Data and Charts</b> * 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"> <li>IF</li> </ul>	<input type="checkbox"/> Activity 1 {p263}		<b>[11] Solution Development - Spreadsheet:</b> (All spreadsheet concepts and skills from Grade 10 can be assessed.) <ul style="list-style-type: none"> <li>Formulas               <ul style="list-style-type: none"> <li>Simple IF function</li> <li>Use of relational operators (&gt; &lt; &lt;= &gt;= &lt;&gt;) in simple IF functions</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>ROUND</li> <li>SMALL, LARGE</li> <li>COUNTA, COUNTBLANK</li> </ul>	<input type="checkbox"/> Activity 2 {p265} <input type="checkbox"/> Activity 3 {p268} <input type="checkbox"/> Activity 4 {p270}		<ul style="list-style-type: none"> <li>BETWEEN, ROUND, SMALL, LARGE, COUNTIF, COUNTA, COUNTBLANK, SUMIF, POWER, RAND</li> <li>Rounding off numbers and the difference between rounding and formatting</li> </ul>
		<ul style="list-style-type: none"> <li>COUNTIF, SUMIF</li> <li>POWER</li> <li>RAND, RANDBETWEEN</li> </ul>	<input type="checkbox"/> Activity 5 {p273} <input type="checkbox"/> Activity 6 {p275} <input type="checkbox"/> Activity 7 {p276}	<input type="checkbox"/> Check Point 1 {p277} <input type="checkbox"/> Exercise 1 {p279}	
		10.2 Circular Reference {p281}	<input type="checkbox"/> Activity 8 {p282}	<input type="checkbox"/> Exercise 2 {p280} <input type="checkbox"/> Exercise 3 {p280}	<ul style="list-style-type: none"> <li>Identify appropriate functions to suit scenario and solve problems</li> <li>Error indicators:               <ul style="list-style-type: none"> <li>circular reference</li> </ul> </li> </ul>
7	System Technologies	<b>[11] LU 2: Software</b> * Reinforce content and concepts from Grade 10 2.1 Operating Systems {p32} <ul style="list-style-type: none"> <li>Functions of an OS, Examples, Installing Hardware, Virtual memory, Disk Cache, Spooling and Buffering</li> </ul> 2.2 Windows 10 Graphical User Interface (GUI) {p35} <ul style="list-style-type: none"> <li>* Windows 11</li> </ul>	<input type="checkbox"/> Activity 1 {p37} <input type="checkbox"/> Activity 2 {p41} <input type="checkbox"/> Activity 3 {p42}	<input type="checkbox"/> Check Point 1 {p44}	<b>[11] System Technologies:</b> (All systems technologies concepts and skills from Grade 10 can be assessed.) <ul style="list-style-type: none"> <li>What software/other equipment is required, e.g. device drivers, OCR</li> <li>Software: basic system requirements – Hard disk space, CPU, RAM               <ul style="list-style-type: none"> <li>What does it mean?</li> <li>How does it link with software?</li> </ul> </li> <li>Software installation               <ul style="list-style-type: none"> <li>Portable storage medium</li> </ul> </li> </ul>

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					<ul style="list-style-type: none"> <li>- Internet download</li> <li>• Windows Operating System                             <ul style="list-style-type: none"> <li>- Task View</li> <li>- Notification Area</li> <li>- Action Center – Quick Actions</li> <li>- Printing                                     <ul style="list-style-type: none"> <li>~ Changing the default printer</li> <li>~ Printing and printer queue management – personal computer</li> </ul> </li> </ul> </li> <li><b>[11] Solution Development – Operating System:</b> <ul style="list-style-type: none"> <li>• Windows Operating System Management                                     <ul style="list-style-type: none"> <li>- Create a Desktop Shortcut</li> <li>- Install an Application/Software</li> <li>- Uninstall an Application/Software</li> <li>- Using Disk Clean-up</li> <li>- Adjusting and Troubleshooting Audio Settings</li> <li>- Updating Windows Device Drivers</li> <li>- Using Task Scheduler</li> <li>- Backing up Files to an External Hard drive</li> </ul> </li> <li>• Windows Settings –                                     <ul style="list-style-type: none"> <li>- Network &amp; Internet – Wi-Fi, airplane mode, VPN</li> </ul> </li> </ul> </li> </ul>
		2.3 Management of Files and Folders {p45} <ul style="list-style-type: none"> <li>▪ File Explorer, Properties of Files, Decompressing Files and Folders, Sharing files</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activity 4 {p46}</li> <li><input type="checkbox"/> Activity 5 {p48}</li> <li><input type="checkbox"/> Activity 6 {p49}</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exercise 1 {p50}</li> <li><input type="checkbox"/> Exercise 2 {p50}</li> </ul>	<ul style="list-style-type: none"> <li><b>[11] System Technologies:</b> <ul style="list-style-type: none"> <li>• Management of files/folders – Verifying or modifying the Properties/attributes – types, size, hidden, read-only                                     <ul style="list-style-type: none"> <li>- Compressing/ decompressing files and folders</li> </ul> </li> <li>• Basic file operations:                                     <ul style="list-style-type: none"> <li>- Sharing Files</li> <li>- Emailing or messaging files</li> <li>- Sharing with other users or networks</li> <li>- Cloud storage and sharing</li> </ul> </li> </ul> </li> <li><b>[11] Solution Development – Operating System:</b> <ul style="list-style-type: none"> <li>• File Explorer                                     <ul style="list-style-type: none"> <li>- Modify Layout (change the view of the file list i.e., what details are displayed)</li> <li>- Sort by (ascending / descending)</li> <li>- Group by</li> <li>- Add Columns</li> <li>- Show/Hide File Name Extensions</li> <li>- Show/Hide Hidden Items</li> <li>- Searching for Files &amp; Folders (including wildcards)</li> <li>- Open a file with a program other than the default program</li> </ul> </li> <li>• Windows Operating System Management                                     <ul style="list-style-type: none"> <li>- Create a Desktop Shortcut</li> </ul> </li> <li>• File Properties – Details of different file types                                     <ul style="list-style-type: none"> <li>- Description – Title; Subject; Comments</li> <li>- Origin – Authors/Producers/ Publisher</li> </ul> </li> </ul> </li> </ul>

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		<p>2.4 Backing up and Archiving Files {p51}</p> <p>2.5 Application Software {51}</p> <ul style="list-style-type: none"> <li>Licensing models, Basic System Minimum and Recommend Requirements, Full or Custom Installation, Installing Software</li> <li>Compatibility issues, Version, patches and service packs, Updating or Upgrading Software, Uninstalling Software</li> </ul>	<p><input type="checkbox"/> Activity 7 {p53}</p> <p>* <i>Installing Notepad ++</i></p>	<p><input type="checkbox"/> Check Point 2 {p51}</p> <p><input type="checkbox"/> Check Point 3 {p56}</p>	<ul style="list-style-type: none"> <li>Image – Dimensions; Weight; Width; Resolution; GPS</li> <li>Media – Contributing Artists; Album; Year; Length</li> </ul> <p><b>[11] System Technologies:</b></p> <ul style="list-style-type: none"> <li>Application Software (Apps) Installation:                             <ul style="list-style-type: none"> <li>Compatibility issues</li> <li>Versions, patches and service packs</li> <li>Updating software</li> </ul> </li> </ul> <p><b>[11] Solution Development – Operating System:</b></p> <ul style="list-style-type: none"> <li>Windows Operating System Management                             <ul style="list-style-type: none"> <li>Install an Application/Software</li> <li>Uninstall an Application/Software</li> </ul> </li> </ul>
		<p>2.6 Utility Programs {p57}</p> <ul style="list-style-type: none"> <li>Task Scheduler, Disk Clean-up</li> </ul> <p>2.7 Software for People with Disabilities {p58}</p> <ul style="list-style-type: none"> <li>Screen Readers, Voice Recognition Software, Zoom Tool, Predictive Text, Sticky Keys</li> </ul>		<p><input type="checkbox"/> Check Point 4 {p59}</p>	<p><b>[11] Solution Development – Operating System:</b></p> <ul style="list-style-type: none"> <li>Windows Operating System Management                             <ul style="list-style-type: none"> <li>Using Disk Clean-up</li> <li>Using Task Scheduler</li> </ul> </li> </ul> <p><b>[11] System Technologies:</b></p> <ul style="list-style-type: none"> <li>Utility Programs:                             <ul style="list-style-type: none"> <li>Schedule/update</li> </ul> </li> <li>System Software general troubleshooting                             <ul style="list-style-type: none"> <li>e.g. disk cleanup, wizards (e.g. fixing connection problems, printing problems)</li> </ul> </li> <li>Software for physically challenged users:                             <ul style="list-style-type: none"> <li>screen readers</li> <li>voice recognition software</li> <li>etc.</li> </ul> </li> </ul>
8	<b>Solution Development: Database</b>	<p><b>[11] LU 11: Database Concepts</b></p> <p>11.1 Introduction to Databases {p300}</p> <p>11.2 Database Structures {p301}</p> <p>11.3 Flat File vs Relational Database {p304}</p>		<p><input type="checkbox"/> Check Point 1 {p304}</p> <p><input type="checkbox"/> Check Point 2 {p307}</p>	<p><b>[11] Solution Development – Database:</b></p> <ul style="list-style-type: none"> <li>Standard Database Features</li> <li>Database structure – Objects: table, form, query, report</li> </ul>
		<p><b>[11] LU 12: Database Tables, Forms, Queries &amp; Reports</b></p> <p>12.1 Microsoft Access 365 Window {p309}</p> <p>12.2 Database Management {p310}</p>	<p><input type="checkbox"/> Activity 1 {p310}</p> <p><input type="checkbox"/> Activity 2 {p311}</p>		<ul style="list-style-type: none"> <li>Workspace, ribbons, tabs and menus</li> </ul>
		<p>12.3 Database Tables {p311}</p> <ul style="list-style-type: none"> <li>Data Types</li> </ul>	<p><input type="checkbox"/> Activity 3 {p314}</p>		<ul style="list-style-type: none"> <li>Tables                             <ul style="list-style-type: none"> <li>Work with different views, i.e. Design and Table View</li> <li>Choose appropriate data types: Short Text, Number, Large Number, Currency, Date and Time, Yes/No, Lookup &amp; Relationship, Rich Text, Long text, Attachment, Hyperlink and Calculated Field</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>Primary Keys</li> <li>Add Fields in Datasheet View</li> </ul>	<p><input type="checkbox"/> Activity 4 {p316}</p> <p><input type="checkbox"/> Activity 5 {p318}</p>		<ul style="list-style-type: none"> <li>Designate appropriate Primary key</li> </ul>

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
9	Solution Development: Database	[11] LU 12: Database Tables, Forms, Queries & Reports		<input type="checkbox"/> Check Point 1 {p320} <input type="checkbox"/> Exercise 1 {p322} <input type="checkbox"/> Exercise 2 {p323}	[11] Solution Development – Database:
		12.4 Database Table Properties {p324}	<input type="checkbox"/> Activity 6 {p324}		<ul style="list-style-type: none"> <li>Tables                             <ul style="list-style-type: none"> <li>– Adjust Field properties: Name &amp; Caption, Default Value, Field Size, Memo Settings</li> <li>– Adjust Field Format and Decimal place</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>Field Formatting</li> </ul>	<input type="checkbox"/> Activity 7 {p328}		
10	Solution Development: Database	[11] LU 12: Database Tables, Forms, Queries & Reports			[11] Solution Development – Database:
		12.4 Database Table Properties	<input type="checkbox"/> Activity 8 {p330} <input type="checkbox"/> Activity 9 {p332}		<ul style="list-style-type: none"> <li>Tables                             <ul style="list-style-type: none"> <li>– Apply an Input Mask using Input Mask Characters</li> <li>– Set the following Field validation: Required, Unique, Indexed, Validation Rules, Validation Text/Message</li> </ul> </li> </ul>
		12.5 Database Records {p333}	<input type="checkbox"/> Activity 10 {p334}		<ul style="list-style-type: none"> <li>Records                             <ul style="list-style-type: none"> <li>– Apply Sorting and Filters to records</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>Find &amp; Replace Records</li> <li>Updating &amp; Deleting Records</li> </ul>	<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"> <li>– Find and Replace data in records</li> <li>– Add and Delete Records</li> </ul>
			<input type="checkbox"/> Exercise 3 {p339} <input type="checkbox"/> Exercise 4 {p340}		

**TERM 2:** (3 lessons x 45 minutes + 1 lesson x 65 minutes) per week

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1	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			<ul style="list-style-type: none"> <li>Data                             <ul style="list-style-type: none"> <li>– Get &amp; Transform Data - Import/export data</li> <li>– Sort &amp; Filter (Advanced)</li> </ul> </li> </ul>
		10.3 Data Tab {p283}	<input type="checkbox"/> Activity 9 {p285} <input type="checkbox"/> Activity 10 {p287}		
		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"> <li>Charts/graphs: Create/Insert, format and edit                             <ul style="list-style-type: none"> <li>– Doughnut, line, area Charts</li> <li>– Meaningful titles and labels</li> <li>– Gridlines</li> <li>– Legends</li> </ul> </li> </ul>
			<input type="checkbox"/> Exercise 5 {p297} <input type="checkbox"/> Exercise 6 {p299}	<ul style="list-style-type: none"> <li>Chart Options appropriate to the graph type chosen</li> </ul>	
2	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			<ul style="list-style-type: none"> <li>Forms                             <ul style="list-style-type: none"> <li>– Work with different views, i.e. Form, Layout and Design View</li> <li>– Create a Form using the Form Wizard</li> <li>– Adding existing fields</li> <li>– Changing tab order</li> </ul> </li> </ul>
		12.6 Database Forms {p341}	<input type="checkbox"/> Activity 13 {p342}		
		<ul style="list-style-type: none"> <li>Form Wizard</li> </ul>			

\*\* Subject to change – Updated February 2024

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS	
		<ul style="list-style-type: none"> <li>Form Design</li> </ul>	<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}	<ul style="list-style-type: none"> <li>Formatting Form Font and Numbers</li> <li>Inserting a background image on a Form</li> </ul>	
3	Solution Development: Database	<b>[11] LU 12: Database Tables, Forms, Queries &amp; Reports</b> 12.7 Database Queries {p249} <ul style="list-style-type: none"> <li>Database Search Criteria</li> <li>Simple Query Wizard</li> </ul>	<input type="checkbox"/> Activity 15 {p352}	<input type="checkbox"/>	<b>[11] Solution Development – Database:</b> <ul style="list-style-type: none"> <li>Queries               <ul style="list-style-type: none"> <li>Work with different views, i.e. Datasheet, SQL and Design View</li> <li>Design and Run simple select queries using the Query Wizard</li> </ul> </li> <li>Select/Deselect fields displayed in queries</li> <li>Add query sorting options</li> <li>Add query selection criteria</li> </ul>	
		<ul style="list-style-type: none"> <li>Query Design</li> </ul>	<input type="checkbox"/> Activity 16 {p354}	<input type="checkbox"/> Check Point 4 {p356}	<input type="checkbox"/> Exercise 7 {p357} <input type="checkbox"/> Exercise 8 {p357}	
4	Internet & Network Technologies	<b>[11] LU 5: Networks</b> * Reinforce content and concepts from Grade 10 5.1 Different Types of Networks {p140} <ul style="list-style-type: none"> <li>Network Security</li> </ul>			<b>[11] Internet and Network Technologies:</b> (All internet and network concepts and skills from Grade 10 can be assessed.) <ul style="list-style-type: none"> <li>Basic network security such as passwords, usernames and access rights</li> </ul>	
		5.2 Local Area Network {p141} <ul style="list-style-type: none"> <li>Cables</li> <li>Topologies</li> <li>IP Address</li> <li>Types of Networks</li> </ul>		<input type="checkbox"/> Check Point 1 {p144} <input type="checkbox"/> Check Point 2 {p147}	<ul style="list-style-type: none"> <li>Cabling and Speed of Data Transfer               <ul style="list-style-type: none"> <li>UTP/STP</li> <li>Coaxial Cabling</li> <li>Fibre Optic Cable</li> </ul> </li> <li>Disadvantages of communication channels               <ul style="list-style-type: none"> <li>EMI</li> <li>Eavesdropping</li> <li>Attenuation</li> <li>Crosstalk</li> </ul> </li> <li>Topology of LANs               <ul style="list-style-type: none"> <li>Star</li> <li>Ring</li> <li>Bus</li> <li>Point-to-Point</li> <li>Mesh</li> <li>Tree</li> <li>Hybrid</li> </ul> </li> <li>Simple concept of an IP address</li> <li>Define and describe Peer-to Peer Networks</li> </ul>	
		5.3 Wireless Networks {p148}			<b>[12] Internet and Network Technologies:</b> <ul style="list-style-type: none"> <li>Wireless local area networks (WLAN)               <ul style="list-style-type: none"> <li>Definition, purpose, role, uses</li> <li>Advantages, disadvantages and limitations</li> </ul> </li> </ul>	

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		5.4 Mobile Technologies {p151}		<input type="checkbox"/> Check Point 3 {p153}	<ul style="list-style-type: none"> <li>• Overview of portable and mobile Internet access (basic concepts – Define and describe)</li> <li>• Examples                             <ul style="list-style-type: none"> <li>– Wi-Fi Hotspots, WiMAX, Bluetooth, NFC,</li> <li>– Portable and mobile – LTE, 4G, 5G Basics (Speed and type of connectivity)</li> <li>– Cellular data service                                     <ul style="list-style-type: none"> <li>~ Cell phone as a modem</li> </ul> </li> </ul> </li> <li>• VPN (Virtual Private Network)</li> </ul>
5	Solution Development: HTML	[11] LU 7: HTML Coding			[11] Solution Development - HTML:
		7.1 Understanding Webpages and Websites {p189}			• 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	Solution Development: HTML	[11] LU 7: HTML Coding			• HTML Paragraph and List Tags
		7.5 Adding HTML List Tags {p199}	<input type="checkbox"/> Activity 6 {p201}		
			<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	Internet & Network Technologies	<p>[11] LU 6: Internet</p> <p>* Reinforce content and concepts from Grade 10</p> <p>6.1 Types of Digital Communications {p155}</p> <ul style="list-style-type: none"> <li>▪ Video Conferencing</li> <li>▪ Voice over Internet Protocol (VOIP)</li> <li>▪ Transferring Files</li> <li>▪ Email (Outlook)</li> </ul> <ul style="list-style-type: none"> <li>▪ Social Media</li> <li>▪ Blogs</li> <li>▪ Vlogs</li> <li>▪ Podcasts</li> </ul>	<p><u>Gmail Activities:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activity 1 {p159}</li> <li><input type="checkbox"/> Activity 2 {p161}</li> </ul> <p><u>Outlook Activities:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activity 3 {p162}</li> <li><input type="checkbox"/> Activity 4 {p163}</li> <li><input type="checkbox"/> Activity 5 {p165}</li> <li><input type="checkbox"/> Activity 6 {p165}</li> <li><input type="checkbox"/> Activity 7 {p166}</li> <li><input type="checkbox"/> Activity 8 {p167}</li> <li><input type="checkbox"/> Activity 9 {p167}</li> <li><input type="checkbox"/> Activity 10 {p168}</li> <li><input type="checkbox"/> Activity 11 {p169}</li> </ul>	<input type="checkbox"/> Check Point 1 {p169}	<p>[11] Internet and Network Technologies:</p> <p>(All internet and network concepts and skills from Grade 10 can be assessed.)</p> <ul style="list-style-type: none"> <li>• Types of digital communications such as video conferencing:                             <ul style="list-style-type: none"> <li>– Advantages and disadvantages</li> <li>– Good practices</li> </ul> </li> <li>• 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"> <li>– Good practices</li> </ul> </li> <li>• Define and describe Streaming, Torrenting</li> <li>• Register a web-based e-mail address</li> <li>• Managing e-mail:                             <ul style="list-style-type: none"> <li>– Organise using e-mail folders</li> <li>– Sort by, flag, prioritise</li> <li>– Distribution lists, message rules</li> </ul> </li> <li>• Social networks/networking – e.g., WhatsApp, Instagram, Twitter, Facebook etc.</li> <li>• Explore web applications: Blogs/Vlogs/Podcasts/Vodcasts – Uses</li> </ul>



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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		<ul style="list-style-type: none"> <li>Vodcasts</li> </ul>			<ul style="list-style-type: none"> <li>Advantages and disadvantages</li> <li>Good practices</li> </ul>
		6.2 Web Browser {p175}	<u>MS Edge Activities:</u> <input type="checkbox"/> Activity 12 {p176} <input type="checkbox"/> Activity13 (p176) <u>Google Search Activity:</u> <input type="checkbox"/> Activity 14 {p181}		<ul style="list-style-type: none"> <li>Private browsing, e.g. Incognito, InPrivate (anonymous browsing)</li> <li>Define and describe an Intranet</li> <li>Website accessibility</li> <li>Define and describe a cookie</li> <li>Encryption, SSL, digital certificates and signatures</li> <li>Evaluate webpages/websites</li> <li>Cloud Computing               <ul style="list-style-type: none"> <li>Uses of computer communications: social websites</li> <li>Advantages and disadvantages</li> <li>Bad practices e.g. fake news and</li> <li>Good practices e.g. verifying apps</li> </ul> </li> <li>Advanced Search Techniques, for example by date or time</li> </ul>
		6.3 The Internet of Things (IoT) {p182} <ul style="list-style-type: none"> <li>Smart Homes</li> <li>Health Care</li> </ul>			<ul style="list-style-type: none"> <li>Cloud Computing – Internet of Things (IoT)</li> <li>New related technology               <ul style="list-style-type: none"> <li>purpose</li> <li>how do they work?</li> <li>advantages and disadvantages</li> </ul> </li> </ul>
		6.4 Application Evolution {p184} <ul style="list-style-type: none"> <li>Stand-alone or Desktop Applications</li> <li>Web-based Applications</li> <li>Cloud-based Applications</li> </ul>		<input type="checkbox"/> Check Point 2 {p188}	<ul style="list-style-type: none"> <li>Cloud-based applications, e.g. Google docs, Office 365               <ul style="list-style-type: none"> <li>Uses</li> <li>Advantages and disadvantages</li> </ul> </li> </ul>
8	<b>Solution Development: Word</b>	<i>Word Processing</i> * Reinforce content, concepts, and skills from Grade 10 & 11			<b>[11] Solution Development - Word Processing:</b> (All word processing concepts and skills from Grade 10 can be assessed.)
		<b>[11] LU 4: Word Processing Design, Layout, Reference, Mailings &amp; Review</b>			<ul style="list-style-type: none"> <li>Design Document formatting – Themes, Colours, Fonts, Paragraph spacing</li> </ul>
		4.1 Templates, Styles and Themes {p98}			
		4.2 Design Tab {p98} <ul style="list-style-type: none"> <li>Document Formatting with Themes, Fonts and Spacing</li> </ul>	<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}		<ul style="list-style-type: none"> <li>Layout - Section breaks and sections, including linking and delinking</li> </ul>

# Grade 11 Computer Applications Technology 2024



**TERM 3:** (3 lessons x 45 minutes + 1 lesson x 65 minutes) per week

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1	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		[11] Solution Development - HTML:  • HTML Image Tags
				<input type="checkbox"/> Check Point 2 <input type="checkbox"/> Exercise 2	
		7.7 Adding HTML Link Tags	<input type="checkbox"/> Activity 11	<input type="checkbox"/>	• HTML Link Tags
				<input type="checkbox"/> Check Point 3 <input type="checkbox"/> Exercise 3	
2	Solution Development: HTML	[11] LU 7: HTML Coding		<input type="checkbox"/> Exercise 4	
		7.8 Debugging HTML Code	<input type="checkbox"/> Activity 12 <input type="checkbox"/> Activity 13	<input type="checkbox"/>	
			<input type="checkbox"/> Activity 14		
				<input type="checkbox"/> Exercise 5	
3	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

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					<ul style="list-style-type: none"> <li>- Computer and human error and the effects thereof such as accuracy and validity – data input</li> <li>- Data types used, e.g. database</li> <li>- Verification and validation of data, e.g. database</li> <li>- Information accuracy – why is it important?</li> <li>- Data protection such as backup</li> </ul>
4	Information Management	<b>[11] LU 13: Information Management</b> * Reinforce content and concepts from Grade 10			<b>[11] Information Management:</b> (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}		<input type="checkbox"/> Exercise 1 {p372}	
5	Solution Development: Database	<b>[11] LU 12: Database Tables, Forms, Queries &amp; Reports</b> * Reinforce content, concepts, and skills from Grade 11			<b>[11] Solution Development – Database:</b>
		12.8 Database Reports {p358} <ul style="list-style-type: none"> <li>▪ Report Wizard</li> <li>▪ Report Wizard with Summary Options</li> </ul>	<input type="checkbox"/> Activity 17 {p358} <input type="checkbox"/> Activity 18 {p360}	<ul style="list-style-type: none"> <li>• Reports <ul style="list-style-type: none"> <li>- Work with different views, i.e. Report View, Print Preview, Layout View and Design View</li> <li>- Design basic reports using a Report Wizard</li> <li>- Report Wizard including using summary options: sum, avg, count, min and max</li> </ul> </li> </ul>	
		<ul style="list-style-type: none"> <li>▪ Report Design</li> </ul>	<input type="checkbox"/> Activity 19 {p363}	<input type="checkbox"/> Check Point 5 {p366}	<ul style="list-style-type: none"> <li>- Formatting Report Font and Numbers</li> <li>- Adjusting Report and Page Headers and Footers</li> </ul>
				<input type="checkbox"/> Exercise 9 {p366} <input type="checkbox"/> Exercise 10 {p366}	
6	Solution Development: Word	<b>[11] LU 4: Word Processing Design, Layout, Reference, Mailings &amp; Review</b> 4.4 References Tab {p104} <ul style="list-style-type: none"> <li>▪ Table of Contents</li> <li>▪ Endnotes and Footnotes</li> </ul>	<input type="checkbox"/> Activity 3 {p105} <input type="checkbox"/> Activity 4 {p107}		<b>[11] Solution Development - Word Processing:</b> <ul style="list-style-type: none"> <li>• References <ul style="list-style-type: none"> <li>- Table of contents/figures – creating, add text, updating</li> <li>- Footnotes – inserting, endnotes, navigating, show notes</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>▪ Research</li> <li>▪ Citations &amp; Bibliography</li> <li>▪ Image Captions</li> </ul>	<input type="checkbox"/> Activity 5 {p108} <input type="checkbox"/> Activity 6 {p112} <input type="checkbox"/> Activity 7 {p115}		<ul style="list-style-type: none"> <li>- Research – smart lookup, researcher</li> <li>- Citations &amp; Bibliography – insert citation, managing sources, style, creating bibliographies</li> <li>- Captions – inserting, insert table of figures, cross reference, update table</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Indexes</li> <li>▪ Table of Authorities</li> </ul>	<input type="checkbox"/> Activity 8 {p118} <input type="checkbox"/> Activity 9 {p120}		<ul style="list-style-type: none"> <li>- Index – mark entry, inserting, updating</li> <li>- Table of Authorities – mark citation, inserting, updating</li> </ul>
				<input type="checkbox"/> Check Point 1 {p121} <input type="checkbox"/> Exercise 1 {p121} <input type="checkbox"/> Exercise 2 {p122} <input type="checkbox"/> Exercise 3 {p123}	

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Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
7	Solution Development: Word	[11] LU 4: Word Processing Design, Layout, Reference, Mailings & Review 4.5 Mailings {p123}	<input type="checkbox"/> Activity 10 {p125} <input type="checkbox"/> Activity 11 {p128} <input type="checkbox"/> Activity 12 {p130} <input type="checkbox"/> Activity 13 {p131} <input type="checkbox"/> Activity 14 {p132} <input type="checkbox"/> Activity 15 {p132}		<b>[11] Solution Development - Word Processing:</b> <ul style="list-style-type: none"> <li>• Mailings – Mail merge (source – spreadsheet) – Create – letters, emails &amp; labels                         <ul style="list-style-type: none"> <li>- Recipients – select &amp; edit</li> <li>- Mail merge fields – insert, rules, update</li> <li>- Preview results – find recipients, check errors</li> <li>- Finish Merge to print, email, document</li> </ul> </li> </ul>
				<input type="checkbox"/> Check Point 2 {p134} <input type="checkbox"/> Exercise 4 {p135}	
				<input type="checkbox"/> Exercise 5 {p135} <input type="checkbox"/> Exercise 6 {p135}	
		4.6 Review Tab <ul style="list-style-type: none"> <li>▪ Autocorrect</li> </ul>	<input type="checkbox"/> Activity 16 {p137}	<input type="checkbox"/> Exercise 7 {p139}	<ul style="list-style-type: none"> <li>• Review – AutoCorrect</li> </ul>
8	Revision	Paper I: Practical			
		Paper I: Practical			
		Paper II: Theory			
		Paper II: Theory			