

Appendices

Appendix A Grade 10 Computer Studies SG 1st term to 4th term

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Computer Studies SG Grade 10 - 2001

Term 1 - The Internet

Books	<ul style="list-style-type: none"> Chapter on the Internet in <i>Computer Studies 2001 Grade 10 Theory</i> by Sandra Jacobs. Computer dictionary <i>Glossary of PC Acronyms & Computer terms</i> obtainable from Pam Buttle. The textbook and dictionary do not contain all the required information.
Files for task, test or exam use	<p>Open the program you intend using, then click on the required file. Make sure you are able to download these files. New files will be added during the term. The version of Microsoft Office products used is 2000 not 1997.</p> <ul style="list-style-type: none"> Access - lib.mdb Excel - file unknown till later in the year Inspiration - JoeSoap.ins HTML - 3D model of the Internet, Evaluation rubrics <i>PowerPoint</i> - cssg.ppt, What is a network?
Applications used	<ul style="list-style-type: none"> Access Excel Inspiration PowerPoint Tabs+ Word

Most tasks require a great deal of research as well as computer skills. **Prepare ahead.**
Find the information long before the time.

All exercises and tests are meant to be completed **at home**. The marks will go towards your theory mark.

Week	Exercises/tests and Tasks - Due any day on or before Wednesday
1	Task 1 - Inspiration mindmap on Me
2	Exercise/test 2A - Email test Exercise/test 2B - Internet and word processing crossword Exercise/test 2C - Email quiz
3	Task 3 - Tabs+ 3D format model of the Internet
4	Exercise/test 4A - Word processing crossword Exercise/test 4B - Email, newsgroups and the Internet Exercise/test 4C - Access database sorting
5	Task 5 - PowerPoint presentation on Computer Studies at Pinelands High

6	Task 6 - PowerPoint presentation on Netiquette Exercise/test 6A - Internet, email and word processing crossword Exercise/test 6B - Computer expressions
7	Task 7 - Access database of SA web sites Exercise/test 7 - Database basics
8	Exercise/test 8A - Quiz on the Internet Exercise/test 8B - Another quiz about the Internet Exercise/test 8C - The Internet Exercise/test 8D - Excel spreadsheet sorting
9	Task 9 - Word document on Email addresses
10	Test 10 - Huge quiz on the Internet based on whole chapter in the text book and all work done this term
11	Bits and pieces

Term 1 - all work contributing to May assessment

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Computer Studies SG Grade 10 - 2001

Term 2 - Hardware

Books	<ul style="list-style-type: none"> Chapter on the What is a computer and Hardware in <i>Computer Studies 2001 Grade 10 Theory</i> by Sandra Jacobs. <i>Glossary of PC Acronyms & Computer terms</i> obtainable from Pam Buttle. The textbook and dictionary do not contain all the required information.
Files for task, test or exam use	<ul style="list-style-type: none"> Access - Technet.mdb
Applications used	<ul style="list-style-type: none"> Access Inspiration Tabs+ Word
Examinations	<p>Theory</p> <ul style="list-style-type: none"> Internet (from textbook) and class work this year Computer Hardware, all work done up to the week before the exam period Computer trends (not from any specific source) Word processing, presentations and databases from knowledge of applications

	<p>Practical</p> <ul style="list-style-type: none"> • Word processing - knowledge of Word processing evaluation rubric and ability to apply that knowledge
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Most tasks require a great deal of research as well as computer skills. Prepare ahead. Find the information long before the time.

All exercises and tests are meant to be completed at home. The marks will go towards your theory mark.

In every exercise/test only selected questions will be marked. Be sure to complete every question in order to cover yourself.

Week	Exercises/tests and Tasks - Due any day on or before Wednesday
1	Exercise/test 1 - Page 5-6, questions 1-15
2	Check registration for <i>ThinkQuest</i> - 10 marks Exercise/test 2 - Keyboard and Word processing Task 2 - Word document on the Keyboard
3	Project - Connectivity OR 10 typed pages of content and photographs for <i>ThinkQuest</i> web site - 10 marks Exercise/test 3 - Pointing devices and Word processing Task 3 - Word document on Pointing devices
4	Exercise/test 4 - Scanners and Scanners and Page 11, questions 1-12 Task 4 - Word document on Scanners and digital cameras
5	Project - Layout of the room(s)/environment - 10 marks Task 5 - Word book on Monitors OR Practical exam in class period on word processing - Online learners write at PHS
6	Exams
7	Theory exam - Friday 1 May - Online learners to write at PHS
8	Exercise/test 8 - Access queries based on stock in a computer store Task 8 - Tabs+ 3D model of Input and output devices
9	Exercise/test 9 - Page 17, questions 1-15 Task 9 - Word book on Printers
10	Exercise 10 - Pages 26-27, questions 1-23 Task 10 - Word drawings of Storage devices and drives
11	Task 11 - Inspiration concept map of Input and output devices

Term 2 - work contributing to May, then August assessment

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Computer Studies SG Grade 10 - 2001

Term 3 - Hardware, Software, Data representation and Development of the computer

Books	<ul style="list-style-type: none"> Chapter on the Hardware, Software, Data representation and Development of the computer in <i>Computer Studies 2001 Grade 10 Theory</i> by Sandra Jacobs. <i>Glossary of PC Acronyms & Computer terms</i> obtainable from Pam Buttle. The textbook and glossary do not contain all the required information.
Files for task, test or exam use	<p>Online learners open the program you intend using, then click on the required file. Make sure you are able to download these files. New files will be added during the term.</p> <ul style="list-style-type: none"> Word - Storage.doc, Table High School Bazaar Access - mhse2000.mdb (Access 2000) or mhse97.mdb (Access 97)
Examinations	Practical - Word processing

Most tasks require a great deal of research as well as computer skills. Prepare ahead Find the information long before the time.

All exercises and tests are meant to be completed at home. The marks will go towards your theory mark.

In every exercise/test only selected questions will be marked. Be sure to complete every question in order to cover yourself.

Week, starting Monday	Tests and Tasks - Due Wednesdays
1- 23 July	Exercise/test 1A - Operating system quiz Exercise/test 1B - Questions 1-10 on pages 31 & 32 in textbook
2 - 30 July	Task 2 - Spreadsheet task on Pinelands High School Tuckshop Exercise/test 2A - Questions 1-11 on page 38 in textbook
3 - 6 Aug	Practical word processing exam about Storage - online learners write at PHS Test 3 - Huge exercise/test on Storage devices
4 - 13 Aug	Task 4 - Spreadsheet task on Table High School Bazaar Exercise/test 4A - Questions 1-3 on page 41 in textbook
5 - 20 Aug	Task 5 - Questions 1-13 on page 43 in textbook Exercise/test 5A - Application software quiz Project and <i>ThinkQuest</i> due 24 August
6 - 27 Aug	No tasks this week - X-Curricula Week
7 - 3 Sept	Task 7 - Database queries about a school Exercise/test 7A - Too difficult
8 - 10 Sept	Exercise/test 8A - Too difficult Exercise/tests 8B and 8C - Early developments of computers and

	Mechanical calculating machines
9 - 17 Sept	Task 9 - PowerPoint presentation on Modern computer giants Huge task!!!!!! Exercise/test 9A - Too difficult
10 - 24 Sept	Exercise/test 10A - Too difficult Exercise/tests 10B and 10C - Electromechanical and electronic machines, First generation computers

Term 3 - most work contributing to August, then November assessment

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Computer Studies SG Grade 10 - 2001

Term 4 - Revision, and Spreadsheets and Databases

Books	<ul style="list-style-type: none"> • <i>Computer Studies 2001 Grade 10 Theory</i> by Sandra Jacobs. • <i>Glossary of PC Acronymns & Computer terms</i> obtainable from Pam Buttle. • The textbook and glossary do not contain all the required information.
Files for task, test or exam use	<p>Online learners open the program you intend using, then click on the required file. Make sure you are able to download these files. New files will be added during the term.</p> <ul style="list-style-type: none"> • Excel - stock.xls, software.xls • Access - sawsites2000.mdb (Office 2000)
Examinations	<ul style="list-style-type: none"> • Practical - Spreadsheets, Databases, Word, Mail merge, PowerPoint with VBA • Theory - Chapters 1, 2, 3, 6 and 7 of textbook plus current trends (What is a computer?, Hardware, Software, Internet, Social implications of the computer and current trends)

Most tasks require a great deal of research as well as computer skills. Prepare ahead Find the information long before the time.

All exercises and tests are meant to be completed at home. The marks will go towards your theory mark.

In every exercise/test only selected questions will be marked. Be sure to complete every question in order to cover yourself.

Week, starting Monday	Tests and Tasks - Due Wednesdays normally
1- 8 October	Exercise/test 1 - South African web site database test (Tuesday) Task 1A - South African web sites (Wednesday) Task 1B - Stock (Inventory) costs of a computer store (Thursday)

	or Friday)
2 - 15 October	Task 2A - Staff logins in a computer shop (Wednesday) Task 2B - Stock (Inventory) counts of a computer store (Thursday or Friday)
3 - 22 October	Task 3A - Pricing of software - (Wednesday) Task 3B - Report of software - (Thursday or Friday) Task 3C - Pivoting of Software - (Soonest)
4 - 29 October	Task 4A - Mouse Computer School Task 4B - Telephone costs
5 - 5 November	Practical examination
6 - 12 November	Practical examination
7 - end of term	School examination time where all theory is examined plus theoretical questions about word processing, presentations, spreadsheets, databases and graphics

Term 4 - all work contributing to November assessment

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Appendix B Grade 11 Computer Studies SG 1st term to 4th term

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Computer Studies SG Grade 11 - 2001

Term 1 - The Internet

Books	<ul style="list-style-type: none"> • Chapter on the Internet in <i>Computer Studies 2001 Grade 11 Theory</i> by Sandra Jacobs, and the section in last year's textbook. • Computer dictionary such as <i>Glossary of PC Acronymns & Computer terms</i> obtainable from Pam Buttle. • The textbook and dictionary do not contain all the required information.
Files for task, test or exam use	<p>Open the program you intend using, then click on the required file. Make sure you are able to download these files. New files will be added during the term. The version of Microsoft Office products used is 2000 not 1997.</p> <ul style="list-style-type: none"> • Inspiration - 0111m14a.INS • HTML - Evaluation rubrics, Glossary of Terms, Puzzle, 3D model of the Internet
Applications used	<ul style="list-style-type: none"> • Access • The main focus this term is the creation of web-based activities, web pages and a web site. You write web pages (HTM or HTML) using a web editor such as FrontPage, Dreamweaver, HomeSite, HotDog or NetObjects Fusion. You view a web page using Netscape Navigator or Internet Explorer. I am fairly expert in FrontPage and HotDog. You may use any web editor. • Inspiration • PaintShop Pro from Jasc or Fireworks from Macromedia • PowerPoint • Tabs+

Most tasks require a great deal of research as well as computer skills. **Prepare ahead.**
Find the information long before the time.

All exercises and tests are meant to be completed **at home**. The marks will go towards your theory mark.

Week	Exercises/tests and Tasks - Due any day on or before Wednesday
1	Exercise/test 1A - Internet Exercise/test 1B - Another quiz on the Internet Exercise/test 1C - More about the Internet Discussion of Project or <i>ThinkQuest</i>
2	Task 2 - Web site about Yourself
3	Task 3 - Tabs+ 3D format model of the Internet
4	Exercise/test 4 - Inspiration mindmap on the Internet

5	Task 5 - Creation of an HTM or HTML glossary about the Internet
6	Task 6 - Web-based quiz on e-Commerce Exercise/test 6A - Internet 6A Exercise/test 6B - Internet 6B
7	Task 7 - Access database of SA web sites Exercise/test 7 - Database basics
8	Task 8A - Puzzle on the WWW or Task 8B - Gif animation on Satellite communication Task 8C - Data access page on South Africa web sites
9	Task 9 - PowerPoint presentation on the Internet in South Africa
10	Test 10 - Huge quiz on the Internet based all work done this term plus bits from anywhere.
11	Test 11 - Practical examination on Web design

Term 1 - all work contributing to May assessment

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Computer Studies SG Grade 11 - 2001

Term 2 - Computer architecture

Books	<ul style="list-style-type: none"> • <i>Computer Studies 2001 Grade 11 Theory</i> by Sandra Jacobs, and the section in last year's textbook. • <i>Glossary of PC Acronyms & Computer terms</i> obtainable from Pam Buttle. • The textbook and dictionary do not contain all the required information.
Files for task, test or exam use	<p>Open the program you intend using, then click on the required file. Make sure you are able to download these files. New files will be added during the term.</p> <ul style="list-style-type: none"> • Access - Database called mhsemine2000.mdb (Access 2000) or mhse.mdb (Access 97)
Applications used	<ul style="list-style-type: none"> • Access 2000 • Excel 2000 • Microsoft Map (part of the MS Office suite - check it is installed) • Publisher 2000
Examinations	<p>Theory only</p> <ul style="list-style-type: none"> • Internet (Grade 10 book) and class work this year • Computer architecture, all work done up to the week before the exam period • Social implications of computers (Chapter 5)

	<ul style="list-style-type: none"> • Computer trends (not from any specific source) • Desktop publishing (from given notes) and knowledge of Publisher
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**Most tasks require a great deal of research as well as computer skills. Prepare ahead.
Find the information long before the time.**

**All exercises and tests are meant to be completed at home. The marks will go towards
your theory mark.**

**In every exercise/test only selected questions will be marked. Be sure to complete
every question in order to cover yourself.**

Week	Exercises and Tasks - Due any day on or before Wednesday
1	Exercise/test 1 - Questions 1-13 on page 10 of textbook and DTP due Friday
2	Project - 10 typed pages of content and photographs for <i>ThinkQuest</i> web site - 10 marks; OR 20 pages of content/ideas for Red Cross activity book - 20 marks Exercise/test 2 - Questions 1-12 (not no 11) on page 17 of textbook
3	Check registration for <i>ThinkQuest</i> - any team that have male members - 10 marks for Practical marks Task 3 - Newsletter on the Motherboard or Primary memory Exercise/test 3 - Hardware vocabulary and Memory
4	Check registration for <i>ThinkQuest</i> - any girls-only teams - 10 marks for Practical marks Task 4 - Diagram on Buses or advertisement on the Central Processing Unit Exercise/tests - Buses and Central Processing Unit and Central Processing Unit and Buses
5	Work on projects if you have time Exams
6	Work on projects if you have time Theory exam - Wednesday 23 May - Online learners will write at PHS
7	Work on projects if you have time Exams
8	Exercise/test 8 - Questions 1-15 on page 27 of textbook Task 8 - Graphic representation of Hardware suppliers
9	Exercise/test 9 - Questions 16-22 on pages 27-28 of textbook Task 9 - Newsletter on Hard drives
10	Exercise/test 10 - Modular PC Design and Video performance and sound and Hard drives Task 10 - Database queries about a school
11	Huge test on Architecture Task 11 - DTP exam - Online learners will write at PHS

Term 2 - all work contributing to May, then September report

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Computer Studies SG Grade 11 - 2001

Term 3 - Software

Tutorials	<ul style="list-style-type: none"> • Desktop publishing information found in Desktop publishing guidelines and in Help menu • Web page design - Yale C/AIM Web Style Guide or the guide from Mark Gregory in Australia • Information about web page creation using FrontPage found on the web • Information about web page creation using FrontPage found at PHS (link to be added later)
Textbook	<ul style="list-style-type: none"> • Chapters on the System Software and parts of Data Representation in <i>Computer Studies 2001 Grade 11 Theory</i> by Sandra Jacobs. • <i>Glossary of PC Acronyms & Computer terms</i> obtainable from Pam Buttle. • The textbook and glossary do not contain all the required information.
Files for task, test or exam use	<p>Online learners open the program you intend using, then click on the required file. Make sure you are able to download these files. New files will be added during the term.</p> <ul style="list-style-type: none"> • Word - Test 1A form on Software 0111s11a.doc, Test 1B form on Software 0111s11b.doc, Software.doc
Examinations	<p>Practical - Desktop publishing Practical - Web design, graphics and animations</p>

Most tasks require a great deal of research as well as computer skills. Prepare ahead Find the information long before the time.

All exercises and tests are meant to be completed at home. The marks will go towards your theory mark.

In every exercise/test only selected questions will be marked. Be sure to complete every question in order to cover yourself.

Week, starting Monday	Tests and Tasks - Due Wednesdays
1- 23 July	Exercise/test 1A and 1B - Word forms on Software 1A and 1B
2 - 30 July	Exercise/test 2A - Questions 1-4 on page 68 in textbook
3 - 6 Aug	Exercise/test 3A and 3B - Software and Operating systems and how the operating system is loaded
4 - 13 Aug	Task 4 - DTP booklet / newsletter on Software Exercise/test 4 - Questions 1-7 on page 36 in textbook
5 - 20 Aug	Practical unseen DTP examination - online learners write at PHS Exercise/test 5 - Questions 1-9 on page 41 in textbook Project or <i>ThinkQuest</i> - due 24 August
6 - 27 Aug	No tasks this week - X-Curricula Week

7 - 3 Sept	Prepare for Web examination Exercise/test 7 - Questions 1-9 on page 49 in textbook
8 - 10 Sept	Practical web examination on Software and the Software Layer Model - online learners write at PHS
9 - 17 Sept	Task 9 - Mindmap on Configuring the system or Utilities or Anti Virus software or System Software Exercise/test 9A - Test on Software Exercise/test 9B - Huge test on System Software
10 - 24 Sept	

Term 3 - all work contributing to September, then November assessment

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Computer Studies SG Grade 11 - 2001

Term 4 - Data Communication, and Spreadsheets and Databases

Books	<ul style="list-style-type: none"> • <i>Computer Studies 2001 Grade 11 Theory</i> by Sandra Jacobs. • <i>Glossary of PC Acronymns & Computer terms</i> obtainable from Pam Buttle. • The textbook and glossary do not contain all the required information.
Files for task, test or exam use	<p>Online learners open the program you intend using, then click on the required file. Make sure you are able to download these files. New files will be added during the term.</p> <ul style="list-style-type: none"> • Excel - stock.xls • Word - Grade 12 2001 exam Chicken Chain • PowerPoint - compneed.ppt (23 kb), workingworld.ppt (76 kb), ecommerce.ppt (41 kb), Animals.zip (76 kb),
Examinations	<ul style="list-style-type: none"> • Practical - PowerPoint with VBA, Spreadsheets, Databases • Theory - Chapters 1, 2, 4, 5 and Appendix A of textbook plus current trends (Computer Architecture, System Software, Data Communication, Social Implications of the Computer and Careers in Computing; and current trends)

Most tasks require a great deal of research as well as computer skills. Prepare ahead. Find the information long before the time.

All exercises and tests are meant to be completed at home. The marks will go towards your theory mark.

In every exercise/test only selected questions will be marked. Be sure to complete every question in order to cover yourself.

Week, starting Monday	Tests and Tasks - Due Wednesdays normally
1- 8 October	Discussion of 2002 Matric project Task 1A - Stock (Inventory) costs of a computer store (Tuesday or Wednesday) Task 1B - Pictures of hardware components of a network (Thursday or Friday) Task 3 - PowerPoint tutorial on networks - HUGE task - be sure Multipages complete
2 - 15 October	Exercise in textbook on page 79, questions 1-12 (Wednesday) Task 2A - Staff logins in a computer shop (Wednesday) Task 2B - Stock (Inventory) counts of a computer store (Thursday or Friday) Task 3 - PowerPoint tutorial on networks - HUGE task - be sure text tip pictures are complete
3 - 22 October	Exercise in textbook on page 94, questions 1-7 (Wednesday) Task 3 - PowerPoint tutorial on networks - HUGE task
4 - 29 October	Exercise in textbook on page 94, questions 8-13 (Wednesday)
5 - 5 November	Practical examination First cutoff date for 2002 Matric project
6 - 12 November	Practical examination - date not clear yet
7 - end of term	School examination time where all theory is examined plus theoretical questions about word processing, presentations, spreadsheets, databases and graphics

Term 4 - all work contributing to November assessment

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Appendix C Grade 12 Computer Studies SG 1st term to 3rd term

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Computer Studies SG Grade 12 - 2001

Term 1 - Software

Books	<ul style="list-style-type: none"> Chapter on System software in <i>Computer Studies 2001 Grades 10, 11 and 12 Theory</i> by Sandra Jacobs. Computer dictionary <i>Glossary of PC Acronymns & Computer terms</i> obtainable from Pam Buttle. The textbook and dictionary do not contain all the required information.
Files for task, test or exam use	<p>Open the program you intend using, then click on the required file. Make sure you are able to download these files. New files will be added during the term.</p> <ul style="list-style-type: none"> Access - Technet2000.mdb, mhse2000.mdb (Access 2000) or mhse97.mdb (Access 97) HTML - Questionnaire survey, Examples of expressions that use text values as criteria, Evaluation rubrics Word - 0011s11a.doc, 0011s11b.doc and Project as Word document or Project as Adobe Acrobat Pdf file
Applications used	<ul style="list-style-type: none"> Access Adobe Acrobat Reader MS Publisher PowerPoint Web editor such as FrontPage, Dreamweaver, HomeSite, HotDog or NetObjects Fusion. You view a web page using Netscape Navigator or Internet Explorer. I am fairly expert in FrontPage and HotDog. You may use any web editor. Word

Most tasks require a great deal of research as well as computer skills. **Prepare ahead.**
Find the information long before the time.

All exercises and tests are meant to be completed **at home**. The marks will go towards your theory mark.

Week	Exercises/tests and Tasks - Due any day on or before Monday
1	Discussion of Project as Word document or Adobe Acrobat Pdf file Revision Software Word form 1 and Software Word form 2
2	Task 2 - Collection and analysis of information about usage of Software Exercise/test 2A - Software - Answers
3	Task 3 - Word book on Basic tasks or functions of an operating system Exercise/test 3A - Database basics
4	Exercise/test 4A - Software Exercise/test 4B - Access queries based on stock in a computer store
5	Task 5 - PowerPoint presentation of Management of input and output devices (I/O)

	Exercise/test 5 - Questions at the end of chapter on System software in textbook
6	Task 6 - Collection and analysis of information about usage of Software Exercise/test 6A - Operating systems and how the operating system is loaded
7	Task 7 - Online test on Management of files on storage devices
8	Exercise/test 8 - Old exam papers - System software Project as Word document or Adobe Acrobat Pdf file - Target market questionnaire
9	Task 9 - MS Publisher newsletter on Network operating systems
10	Task 10 - Word business cards for consulting computer firm Practical examination forming part of the final assessment for matric
11	Practical examination forming part of the final assessment for matric Unseen test on System software (copied word for word from 4 old WCED exam papers) from Grade 10, 11 and 12

Term 1 - all work contributing to May assessment

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Computer Studies SG Grade 12 - 2001

Term 2 - Data communication

Books	<ul style="list-style-type: none"> • Chapters on Data communication in <i>Computer Studies 2001 Grades 11 and 12</i> textbooks by Sandra Jacobs. • <i>Glossary of PC Acronyms & Computer terms</i> obtainable from Pam Buttle. • The textbook and dictionary do not contain all the required information.
Files for task, test or exam use	<p>Open the program you intend using, then click on the required file. Make sure you are able to download these files. New files will be added during the term.</p> <ul style="list-style-type: none"> • Word - Telecommunications, LANs, WANs and Intranets, Table High School Bazaar, Bond repayments, Telephone costs, Project • Powerpoint - What is a network? (843 kb) • Zipped file - What is a network? (499 kb)
Applications used	<ul style="list-style-type: none"> • Excel • MS Publisher • Powerpoint • Web editor, any

Examinations	<p>Theory</p> <ul style="list-style-type: none"> • Operating systems and system software, Data communications from Grades 10, 11 and 12 books tested at Matric level • Computer trends (not from any specific source) • Desktop publishing (from given notes) and knowledge of Publisher • Word and Access - based on knowledge of the packages gained from the tasks done in the first term <p>Practical</p> <ul style="list-style-type: none"> • Web creation - done after the main exam period
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Most tasks require a great deal of research as well as computer skills. Prepare ahead. Find the information long before the time.

All exercises and the project are meant to be completed at home.

In every exercise/test only selected questions will be marked. Be sure to complete every question in order to cover yourself.

Week	Exercises/tests and tasks - Due any day on or before Monday
1	Task 1 - Task 2 - Newsletter on Telecommunications
2	Exercise/test - Data communication, Telecommunications and LANs, WANs and Intranets (based on Grade 11 and 12 textbooks and PowerPoint presentation on What is a Network? - PowerPoint 843 kb or What is a network? - Zipped 499 kb) Task 2 - Newsletter on Telecommunications
3	Exercise/test - Questions 1-10 on page 74-75 of textbook Project - Hand in your presentation or web site plus disks - Online learners bring the material in hard copy to PHS.
4	Exercise/test - Questions 11-20 on page 76-77 of textbook
5	Project - hand in marketing materials - need at least 5 items plus the computer disks, e.g. T-shirt, business card, envelopes, labels, staff labels, packets, wrapping paper, complimentary cards, packaging, bag, pamphlet, CD, catalogue, company profile, letterhead, etc. Show off your DTP and graphic skills. Online learners bring the material in hard copy to PHS. Theory exam - Wednesday 16 May - Online learners write at PHS
6	Exams
7	Exams
8	Project - Layout of store area - Online learners bring the hard copy to PHS
9	Web exam - Similar to this task - Web site on LANs, WANs and Intranets - Online learners to write at PHS
10	Task 10 - Spreadsheet task on Pinelands High School Tuckshop and Table High School Bazaar and Bond repayments
11	Task 11 - Spreadsheet task on Telephone costs

Term 2 - all work contributing to May, then September report

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Computer Studies SG Grade 12 - 2001

Term 3 - Revision

Theory examinations	<ul style="list-style-type: none"> • Computer Studies 2001 by Sandra Jacobs Grade 11 and 12 textbooks: all of Grade 11 book except Data Representation and Binary Logic; all chapters in Grade 12 book except Binary Logic and Computer Architecture. • <i>Glossary of PC Acronyms & Computer terms</i> obtainable from Pam Buttle. • The textbook and glossary do not contain all the required information.
Files for task, test or exam use	<ul style="list-style-type: none"> • Online learners make sure you are able to download these files. • Access files - mhse2000.mdb (Access 2000) or mhse97.mdb (Access 97), software2000.mdb (Access 2000), lib2000.mdb • Excel - quest2.xls • Portable Document Format - Bazaar.pdf, Marks - pdf, 0012mprq.pdf • Word - Bazaar.doc, Marks - doc • Text files - quest1.txt
Practical Examinations	<ul style="list-style-type: none"> • External - Word processing, Databases and Spreadsheets • Internal - Web design, and Word processing, Databases and Spreadsheets merged and integrated • Check the syllabus above and do not waste time

Most tasks require a great deal of research as well as computer skills. Prepare ahead. Find the information long before the time.

All exercises and the project are meant to be completed at home.

In every exercise/test only selected questions will be marked. Be sure to complete every question in order to cover yourself.

Week starting Monday	Tests and Tasks - Due Mondays, Wednesdays and Fridays
1- 23 July	Database queries about a school Old exam paper Table High School Bazaar (pdf file or Word file) Huge quiz on the Internet
2 - 30 July	Database on Pricing of software Final matric Practical examination on Web design (Online learners write at PHS) Huge test on System Software
3 - 6 Aug	Spreadsheet on Marks - pdf or Marks - doc Old exam paper - 2000 March matric practical examination with word processing file, spreadsheet file and lib2000.mdb database file Huge test on Architecture
4 - 13 Aug	Spreadsheet task on Pinelands High School Tuckshop

	Old exam paper - Word processing, Database and Spreadsheet integrated mock examination on Mouse Computer School Huge exercise/ test on Storage devices
5 - 20 Aug	Mock matric examinations
6 - 27 Aug	Mock matric examinations
7 - 3 Sept	Mock matric examinations
8 - 10 Sept	Hand in matric project on Friday 14 Sept
9 - 17 Sept	Friday 21 FINAL MATRIC PRACTICAL EXAM on word processing, databases and spreadsheets
10 - 24 Sept	

Term 3 - work contributing to September and final marks

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Appendix D Use of ICT in a ... business: A case study

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Project - Use of ICT in the business: A case study - due 24 August

The aim of the project is to report on the use of information and communication technology (ICT) in a particular business environment.

Examples could be:

- 'Use of ICT in garages with particular reference to Pompies Garage, Half Circle, Pumpkin Town: A case study'
- 'Use of ICT in dental practices with particular reference to Pullitout Dental Practice, Half Circle, Pumpkin Town: A case study'
- 'Use of ICT in garden services with particular reference to Cleansny Garden Services, Half Circle Pumpkin Town: A case study'
- 'Use of ICT in a bakery with particular reference to Bakedyeast Bakery, Half Circle, Pumpkin Town: A case study'

You must decide on the business. It must be one where you can ask questions over a period of time. It is not an easy project. You will need to learn tact and charm.

The report needs photographs of the people and machinery, and factual details shown in text, graphs and tables. The first page of the work must include a statement by the owner/manager/worker in the business, as below:

<p style="text-align: center;">This work reflects the use of ICT in this business:</p> <p style="text-align: center;">Signed: Date:</p> <p style="text-align: center;">Name (and branch) of firm:</p>
--

Final report must be ring-bound, set out in the format of the Word processing evaluation rubric, with a table of contents and an index

The business must be looked at in various ways as seen in the table below:

There are three cut-off dates, end Term 1, end Term 2 and 24 August. The *content* of that section of the work will be marked at its cut-off date and not at the end when the work is bound and submitted again. Corrections can be made and work can be redone for the final submission. The *word processing* will be marked at the end.

	Use	Due date	Format	Length
Connectivity - email addresses, email policy, URL, telephone numbers, fax machines, etc	Word	End Term 1	Printed sheets	One/two sheets
Layout of the room(s)/environment	Spex+ / CAD / Word	End Term 2 Added to bound book, due 24 August	Single sheet	One/two sheet(s)
Hardware currently used	Word	24 August	Part of bound book	Initially 5 - 10 pages
Software currently used	Word	24 August	Part of bound book	5 - 10 pages
Method of doing business now using ICT	Word	24 August	Part of bound book	5 - 10 pages
Method of doing business in the past with or without ICT	Word	24 August	Part of bound book	1 - 10 pages
				Altogether 10 - 30 pages of text and pictures

Assessment - 50 marks

Final report must be ring-bound, set out in the format of the Word processing evaluation rubric, with a table of contents and an index - 50%

Content - 50%

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Appendix E *ThinkQuest* web design competition

PHS CyberSchool

Computer Studies SG - 2001



***ThinkQuest* - due 24 August**

This project is for the talented and skilled! Having judged internationally and locally for the last three years I am aware of the judging criteria and required standard. Start soon. You have to register round about the middle of January- it is a long and involved process, and submit the final web site by middle August. Check <http://www.thinkquest.org> for final details.

In 2000 a boy from Grove Primary was one of the finalists and won many many dollars. In 2000 teams from Pinelands reached the semi finals.

What is *ThinkQuest*? You have to design a web site which meets certain criteria. You must have two official coaches. You must be in a team of two or three young people. It must have a great deal of content. By the end of it, this site must be the best site on the Internet with regard to content matter. You will be left to do this project on your own.

This project planning guide [[hyperlink to thinkplanning.htm](#)] may help.

Stage 1

Register from home. Do it from home.

Criteria	Suggestions / Methods to achieve those criteria
Educational value and interest	Foods of different Cape Town cultures, Cape Point, Rietvlei, SANCOB, Table Mountain, Cape Town in the World Wars, use of ICT by disabled persons living in Cape Town (Think of an American or German person interested in Africa!)
Grow in content	Type of guest book, threaded discussion, database of collected information
Valuable	Will be highly used by others
Interactions	Need things for the browser to DO, e.g. link to other pages, do quizzes, make choices, WORK with animated gifs, listen to suitable sounds
Show team collaboration	Need 2-3 learners, living in different suburbs, schools with differing computer facilities, different languages, different countries, etc.
Uniqueness	I do not know what is unique - you must make your web site unique.

Correctness	Correct grammar, language, facts
Technically	Every link must work!
Languages	HTM or HTML, whatever works for you. I would also like some South African vernacular. It must have 2 South African languages.
Bibliography	Very important
Permissions	Need permission from the author, photographer, copyright holder of every piece of data

Stage 2

- You will be required to hand in a bound printed copy/book of the site, and labelled disks slipped into a pocket in the bound book.
- All files must be in the same directory on the disks.
- The book must include instructions for installation.

Assessment - 50 marks

- Will be marked on the *ThinkQuest* site according to *ThinkQuest* criteria, and the evaluation rubrics for Web design [hyperlink to [evweb.htm](#)] and Presentation skills [hyperlink to [evtip.htm](#)] (50%), and Content (50%).

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Appendix F Red Cross Children's Hospital activity book

PHS CyberSchool

Computer Studies SG Grade 11 - 2001

Project - due 24 August

Projects done in Grades 10 and 11 lead up to the huge project in Grade 12. In Grade 10 your project was a word processed document or presentation. In Grade 11 your project will be desktop published book or a web site. In Grade 12 your project has to use all the applications.

This project is a real job, your contribution to the community and Red Cross Children's Hospital. Too many children are injured in the home, as a passenger in a car, as a pedestrian on the road, playing with electricity, misusing poisons in the kitchen, playing in the sun, using fireworks, etc.

Stage 1

- Your job is to create an activity book for a child to teach them safety in one danger area. The work must be focused on a child from a particular age group, background, language and literacy level in Cape Town. It must be able to keep that child occupied for days! He/she must keep coming back to it.
- You can find information anywhere. This web site may be useful: <http://childsafewebjump.com>. The Child Accident Prevention Foundation of Southern Africa at Red Cross Children's Hospital in Rondebosch (021 - 685 5208) may be of some assistance but you are the one who has to find the information and devise the activities.
- Recommended software is MSPublisher.
- Activities - Required are 24 pages of activities such as mazes, word searches, vocabulary building exercises, colouring exercises, joining dots, illustrating/colouring in pictures which accompany a short story, playing a game with counters and dice, etc.

Stage 2

You must hand in two copies of the bound desktop published book, one to give to the Hospital and one for keeping. Be sure to keep your files of the work, on disk, in case a publisher requires the work.

Assessment - 50 marks

Commonsense DTP 50% and content 50%.



Return to Grade 11 lessons in 2001 or *Computer Studies lesson plan* [[hyperlink to index.htm](#)] index. This work may be freely copied for non-commercial use only. Copyright © Pam Miller.

Appendix G PowerPoint tutorial on networks

PHS CyberSchool
Computer Studies SG - 2001

PowerPoint tutorial on Networks

1. *Without* a partner, i.e. alone, create a PowerPoint tutorial on computer networks. Use the tip sheets on creating a PowerPoint presentation [hyperlink to ppt\index.htm], multipages [hyperlink to pptmultipage\index.htm], text tips [hyperlink to pptcontroltip\index.htm] and quizzes [hyperlink to pptquiz\index.htm]. Look at the tip sheet on adding hyperlinks and bookmarks [hyperlink to pptlink\index.htm]. Look at the file Animals.zip [hyperlink to animals.zip] for ideas on quizzes (76 kb). (The University of Cape Town has done quite a bit in developing tutorials using MS Word and Excel that uses VBA to customise, automate and simplify the learning environment. Some examples can be seen on <http://www.meg.uct.ac.za/downloads/>. Get ideas from them.)
2. It needs 6-10 slides. Each slide must have a simple background. No transitions [hyperlink to pptlink\index.htm], no sound or no animations are required. Slides may only move forward when a hot spot or bookmark [hyperlink to pptlink\index.htm] is clicked.
3. Each slide needs three command buttons, one to information found on a multipage [hyperlink to pptmultipage\index.htm], one to a picture with text tips [hyperlink to pptcontroltip\index.htm] and one to a quiz [hyperlink to pptquiz\index.htm].
4. Save as Read-Only [hyperlink to readonly\readonlyppt.htm] so no one can change it.
5. Save the file with the name YourSurname_FirstName
6. Submit on CD-ROM disk or zip [hyperlink to wz\wzwhatis.htm] it as it probably will be huge.

See examples below	
	Slide with list of hot spots and bookmarks on the left. Three command buttons to information, a picture and a quiz are found at the lower part of the screen.
	Information on a multipage



Text tips on a picture to explain features



Text tips on a picture to explain features



Quiz on a page

Suggestions

- Slide 1 - Main slide with instructions, title and author.
- Slides 2 - 6, 7, 8, 9 or 10 needs topics such as
 1. What is data communication
 2. Basic concepts
 3. What is a computer network
 4. Types of area networks
 5. Reasons for networking
 6. Network administration
 7. Physical layout of a network
 8. Communication channels
 9. Network interface cards
 10. Media access methods
 11. LAN architecture
 12. Network operating systems

Assessment

- Be sure that all command buttons and user forms have appropriate names.
- Multipages: Text the correct sizes and styles; text not able to be deleted during a presentation
- Quizzes or exercises: Need two or more forms of questions on a screen, i.e. one set of questions or two or three, or ...
- Correct grammar, copyright symbol, background.

Assessment rubric

Criteria	Very high	High	Medium	Low	Very low	Not shown
Communication ability	5	4	3	2	1	0
Mechanical ability	5	4	3	2	1	0
Critical-thinking ability	5	4	3	2	1	0
Creative ability	5	4	3	2	1	0
Problem-solving ability	5	4	3	2	1	0

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Appendix H Matriculation web curriculum vitae

PHS CyberSchool

Computer Studies SG - 2001

Matriculation project - Web design

Creation of your Curriculum Vitae

You need pages on your Biographical information, Awards, Qualifications, Projects, Interests and References. The curriculum vitae must be clear, well structured and informative. It must be created as a Web and saved as YourSurname_YourFirstName, for example the curriculum vitae of Joe Soap would be Soap_Joe. It must be saved and handed in a 3 ½ disk or CD-ROM. It must totally run from the disk. The curriculum vitae will be saved on PM's login, safe and private, ready to be used next year. Complete this list, print and hand in. Be sure to save this file on your disk. In the third term 2002 it must be retrieved from PM, updated, printed, bound and handed in with the rest of the project.

Be sure to have many of the following design features: I (Intermediate) and H (High). The more H features you have the greater chance you have of obtaining an H category. You must decide where such a feature will be best used in your curriculum vitae. Complete the list indicating on which page/file the particular feature is found. After discussion add more features to this list with its level.

For assistance on Web design using FrontPage look at the Tip sheet page where there are links to many resources. Make sure your web curriculum vitae is better than that of PM's web curriculum vitae [hyperlink to pmiller\homepage.htm] made a few years ago.

Feature	Level	Name of file where found
Insert - Date which changes as page is edited	I	
Format - Background graphic	I	
Insert - Copyright symbol	I	
Insert - Email to	I	
Insert - Sound which can be turned off	H	
Insert - Response forms with at least four form fields (must work)	H + Integration	
Insert - Animations	I	
Insert - Video, mpg	H	
Table - Table with interesting design	I	
Insert - Flash or Coffee Cup introduction - see Soul of District Six http://library.thinkquest.org/C0118982/	H	
Insert - Animation made with PaintShopPro or Gif Construction Set (not banners)	I or H	
Graphic - Writing on a picture	I	
Graphic - Thumbnail	I	
Format - Mouse over - see Teen hair of Cape Town	H	

http://library.thinkquest.org/C0120888/		
Insert - Crossword - see Kramats of the Western Cape http://library.thinkquest.org/C0120708/	H	
Frame - see Where eagles fly: the South African airforce in 2001 http://library.thinkquest.org/C0110164/_or Planet Mars http://library.thinkquest.org/C0122083/	H	
Graphics - Image map - see Kramats of the Western Cape http://library.thinkquest.org/C0120708/	H	
Insert - Bookmarks within the page	I	
Insert - Hit counter	I	
Insert - Database	H + Integration	
Insert - Spreadsheet pivot table / pivot report	H + Integration	
Insert - JavaScript	H	
Format - Style sheet with Shared borders	H	
Visitors book	H	

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Appendix I *ThinkQuest* project questionnaire

How the Computer Studies Project was done

Please answer the following questions as fully as possible. Write at least 3 lines per question.

Name:

Grade:

Name of project:

Group

1. Who was your Partner no 1 and why did you select that person?
2. Who was your Partner no 2 and why did you select that person?
3. What did you like about working with Partner no 1?
4. What did you like about working with Partner no 2 (if there was such a partner)?
5. What did you not like about working with Partner no 1?
6. What did you not like about working with Partner no 2 (if there was such a partner)?
7. Describe the group or social roles played by the different members of the team, e.g. peace maker, troublemaker, etc. Who did what?
8. Was there any conflict in the group? If there was, how did you resolve the conflict?
9. Did any members join the team for a free ride, meaning they did nothing? Who? Has it been dealt with or ignored? How did you deal with it?
10. If you had to choose a partner now for a computer project, describe the kind of partner you would like.
11. If you had to choose a partner now for a computer project, describe the kind of partner you would not like.
12. Would you choose the same people and give your reasons?
13. Would age, colour or gender make any difference to your choice of partner in the future? Why? Explain your answer in the light of the 2 questions above.

Marks

1. Do you think your Partner no 1 should get the same marks as you? Why? If you were given 100 out of 100 what do you think Partner no 1 should get?
2. Do you think your Partner no 2 should get the same marks as you (if there was such a partner)? Why? If you were given 100 out of 100 what do you think Partner no 2 should get?

Computer skills used

1. When you were given the project you did not have all the required skills. When did you learn the extra skills used in developing the project?
2. Where did you learn those extra skills used?
3. Who taught you those extra skills used?
4. What did they teach you? How did they teach you, i.e. show or tell?
5. Why did they teach you?

Time

1. Did you have enough time for the project? If not, how much more time would you have liked? If not, why did you not finish in time? If not, why did you not find the time?
2. When did you start working on the project?
3. When did you do most of the work?
4. How did you plan (project plan) the time the project would require?

Place of work

1. Where did you do most work?
2. Why did you work there?

Content matter

1. Where did you find the information? What sources did you use for the content - electronic and print?
2. Did you ask people for the places where the information was stored?
3. What key words did you use when searching in indexes or search engines?
4. How much information that you collected, did you not use? Why not?

Help

1. Which adult helped your team the most?
2. How did they help you?
3. Why did they help you?
4. How did you prevent them from doing too much for you?

Preference

1. In your project what are you most proud of - text, animations, graphics, interactivity, etc?
2. Why are you proud of those aspects?
3. If you had a chance, is there anything you would do differently with that aspect?

Motivation

1. Why did you put so much, or so little effort, into your project
2. What do your parents / guardians think of your project?
3. How will you feel when the public, i.e. strangers, look at your project?
4. How did you feel when your computer or printer 'misbehaved'?

If you had to do a similar project next year, what would you do differently?

List the 10 best experiences or things, about doing the project? Then number them from 1-10 with number 10 being the best experience you had doing the project, and 9 the second best, and so on.

List the 10 worst experiences or things, about doing the project? Then number them from 1-10 with number 10 being the worst experience you had doing the project, and 9 the second worst, and so on.

Appendix J I own and I can surveys

I own and I can surveys

Please complete the following surveys by clicking in the appropriate boxes. Please **SAVE** and return the file as an email attachment to pmiller@phs.wcape.school.za
Please note that there are two pages.

Thank you

P. Miller

Ownership

Surname

First name

Please click in the box next to the item. Click those of the following which are available for your use at home or are freely accessible to you after school hours.

1. ATM bank card
2. Calculator
3. Cassette tape recorder
4. CD player
5. CD ROM
6. CD writer
7. Cell phone
8. Digital watch
9. Digital camera
10. DSTV
11. DVD
12. Electronic music keyboard
13. Ghetto blaster
14. Internet
15. Printer
16. M-Net
17. MP3 player
18. Pager
19. PDA (Palm top computer)

- 20. Scanner
- 21. Video camera
- 22. Video recorder
- 23. Walkman
- 24. Web camera

Click in the box next to the item if you are able to do the following:

- 1. Replay old messages using an answering machine
- 2. Draw cash from an ATM
- 3. Search through a CD for a given track
- 4. Copy files from a CD-ROM onto a hard drive
- 5. Store phone numbers using a cell phone
- 6. Send a fax
- 7. Connect a music keyboard to the computer
- 8. Set the alarm on a digital watch
- 9. View the images of a digital camera before printing
- 10. Send a SMS
- 11. Connect to an FTP server
- 12. Print in landscape orientation
- 13. Remove old messages from a pager
- 14. Connect to the Internet using a PDA (Palm top computer)
- 15. Scan an image
- 16. Use a video recorder to program and record a TV program to play at a later date

Appendix K Analysis of the *ThinkQuest* web entries

No. of Entries	Grade	Title	Animated gif made with Coffeecup Starter or Flash	Animated gif made with Gif Animator or similar	Drop down box	Feedback form	Guest book	Jigsaw puzzle	Quiz	Mouse over	Thumbnail	Tile puzzle	Crossword puzzle	Animated gif, clipart	Picture, not interactive	Sound clip	Video clip	Background image	Shared borders	Frames	Image map	Spelling mistake - max 5	Levels of information, 1 or 2	Clear structure, 1 or 0	Amount of information, max 2	Technical quality - max 5	
1	10	BMXing in Cape Town	0	0	0	0	0	0	0	0	0	0	0	0	24	0	0	0	0	0	0	5	2	1	2	4	
2	10	Cape Drugs	1	0	0	0	0	0	1	0	0	0	1	0	60	0	0	0	0	0	1	4	2	1	2	2	
3	10	Cape Town: The Mother City	0	0	0	0	0	0	0	0	19	0	0	0	39	0	0	0	0	0	0	1	2	1	1	4	
4	10	Dance clubs in Cape Town	0	0	0	0	0	0	0	1	0	0	0	0	3	0	0	1	0	0	0	5	2	1	1	3	
5	10	Hiking trails in the Western Cape	0	0	0	0	0	0	0	0	82	0	0	0	0	0	0	0	0	0	0	1	2	1	1	1	
6	10	Restaurant guide to Cape Town	0	0	0	0	0	0	0	0	0	0	0	0	14	0	0	0	0	0	0	1	1	1	1	3	
7	10	Special needs schools	0	0	0	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	0	3	2	1	2	1	
8	10	Sportman's guide to the Western Cape	0	0	0	0	0	0	0	0	12	0	0	0	1	0	0	0	0	0	0	2	1	1	1	3	
9	10	Tales @ the table	3	0	0	0	0	0	1	0	0	0	0	0	4	0	0	1	1	0	0	3	2	1	1	3	
10	10	Tourist guide to Cape Town	0	0	0	0	0	0	0	0	0	0	0	0	44	0	0	0	0	0	0	3	2	1	1	4	
	10	Foetal alcohol syndrome ¹²																									
1	11	Genesis animation	0	0	0	0	0	0	0	0	0	0	0	0	118	0	0	0	0	0	1	0	1	2	1	2	5
2	11	Beaches in Cape Town	1	0	0	0	0	0	0	0	43	1	0	1	96	0	0	0	0	0	1	1	4	2	1	2	5
3	11	Cape cuisine	0	0	0	1	0	0	0	0	8	0	0	0	6	0	0	0	0	0	1	0	2	1	1	2	2
4	11	Teen hair of Cape Town	0	0	0	0	0	0	1	11	0	1	0	0	100	0	0	1	1	0	0	1	2	1	2	5	
5	11	Kramats of the Western Cape	10	1	0	0	0	0	1	2	39	0	1	0	0	0	0	1	0	1	1	1	2	1	2	5	
6	11	Lifestyle of three typical teenagers in Cape Town	0	0	0	0	0	0	1	0	40	0	0	3	40	0	0	0	0	0	0	5	2	1	1	3	

¹² Unable to access this web site for the analysis.

University of Pretoria

No. of Entries	Grade	Title	Animated gif made with Coffeecup Starter or Flash Animator or similar	Drop down box	Feedback form	Guest book	Jigsaw puzzle	Quiz	Mouse over	Thumbnail	Tile puzzle	Crossword puzzle	Animated gif, clipart	Picture, not interactive	Sound clip	Video clip	Background image	Shared borders	Frames	Image map	Spelling mistake - max 5	Levels of information, 1 or 2	Clear structure, 1 or 0	Amount of information, max 2	Technical quality - max 5	
7	11	Planet Mars	0	0	0	0	0	0	0	4	0	0	0	5	0	0	1	0	1	0	1	1	1	1	4	
8	11	Sculpture in Cape Town	2	2	0	1	1	0	1	4	88	0	0	25	1	0	0	0	0	1	0	1	2	1	2	5
9	11	Soul of District Six	1	1	0	1	1	0	1	12	1	0	0	17	0	0	0	0	0	1	0	1	2	1	2	5
10	11	Tourism and whaling in Hermanus	0	0	1	1	1	0	1	25	0	0	1	0	1	0	1	0	0	0	0	0	1	1	2	4
11	11	V & A Waterfront	1	3	0	0	0	1	5	31	1	0	1	60	0	0	0	0	0	0	1	2	1	2	4	
12	11	Where eagles fly: the South African airforce in 2001	3	0	0	1	1	0	1	10	1	0	0	100	0	0	1	1	1	1	0	3	2	1	2	5
13	11	Xtreme sports in South Africa	1	1	0	0	1	0	0	0	0	0	1	5	0	0	1	0	0	0	1	1	1	1	4	
	11	Old Mutual ¹³																								
		Total	23	8	1	5	5	0	10	23	413	5	2	7	781	2	0	8	3	9	2	50	40	23	36	84
		Average	1.0	0.3	0.0	0.2	0.2	0.0	0.4	1.0	18.0	0.2	0.1	0.3	34.0	0.1	0.0	0.3	0.1	0.4	0.1	2.2	1.7	1.0	1.6	3.7
		Average 10D	0.4	0.0	0.0	0.0	0.0	0.2	0.1	11.3	0.0	0.1	0.0	20.9	0.0	0.0	0.2	0.1	0.1	0.0	2.8	1.8	1.0	1.3	2.8	
		Average 11D	1.5	0.6	0.1	0.4	0.4	0.0	0.6	1.7	23.1	0.4	0.1	0.5	44.0	0.2	0.0	0.5	0.2	0.6	0.2	1.7	1.7	1.0	1.8	4.3
		Maximum	10	3	1	1	1	0	1	11	88	1	1	3	118	1	0	1	1	1	1	5	2	1	2	5
		Minimum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	
		Number of 10D who did it	2	0	0	0	0	2	1	3	0	1	0	9	0	0	2	1	1	0	10	10	10	10	10	
		Number of 11D who did it	7	5	1	5	5	0	8	4	10	5	1	5	11	2	0	6	2	8	2	12	13	13	13	

¹³ Not handed in at all.

No. of Entries	Grade	Title	Animated gif made with <i>Coffeecup Starter</i> or <i>Flash Animator</i> or similar	Drop down box	Feedback form	Guest book	Jigsaw puzzle	Quiz	Mouse over	Thumbnail	Tile puzzle	Crossword puzzle	Animated gif, clipart	Picture, not interactive	Sound clip	Video clip	Background image	Shared borders	Frames	Image map	Spelling mistake - max 5	Levels of information, 1 or 2	Clear structure, 1 or 0	Amount of information, max 2	Technical quality - max 5
		Difference	5	5	1	5	5	0	6	3	7	5	0	5	2	2	0	4	1	7	2	2	3	3	3
		Used feature	9	5	1	5	5	0	10	5	13	5	2	5	20	2	0	8	3	9	2	22	23	23	23

Appendix L Analysis of the web-based curriculum vitae

	No. of Learners	Group	Web	Animated gif made with Coffeecup Starter or Flash Animator or similar	Drop down box	Feedback form	Guest book	Jigsaw puzzle	Quiz	Mouse over	Thumbnail	Tile puzzle	Crossword puzzle	Animated gif, clipart	Picture, not interactive	Sound clip	Video clip	Background image	Shared borders	Frames	Image map	Spelling mistake - max 5	Levels of information, 1 or 2	Clear structure, 1 or 0	Amount of information, max 2	Technical quality - max 5
1A	Avril	0	0	0	0	0	0	0	0	0	0	0	0	4	3	0	0	0	0	0	0	2	1	1	1	4
2A	Basri	0	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1	3	1	1	1	4
3A	Buntu	0	0	0	0	0	0	0	0	6	0	0	0	3	8	0	0	1	1	0	2	5	2	1	1	4
4A	Candy	0	0	0	0	0	0	0	0	0	7	0	0	15	12	0	0	0	0	0	0	3	1	1	1	4
5A	Carlo	0	1	0	0	0	0	0	0	0	0	0	0	1	7	0	0	1	1	0	1	2	1	1	2	4
6A	Caryn	0	1	0	0	0	0	0	0	0	0	0	0	0	11	0	0	0	0	0	0	5	2	1	2	1
7A	Chad	No work																								
8A	Emma	0	0	0	0	0	0	0	0	0	21	0	0	0	2	0	0	1	0	0	0	2	1	1	1	4
9A	Gwen	0	1	0	0	0	0	0	0	0	5	0	0	6	6	1	0	0	0	0	0	2	1	1	1	4
10A	Judy	0	0	0	0	0	0	0	0	0	0	0	0	3	28	0	0	0	0	0	1	3	2	0	2	5
11A	Kay	0	0	0	0	0	0	0	0	1	21	0	0	4	1	0	0	0	0	0	0	2	2	1	2	5
12A	Kerri	0	0	2	1	0	0			1	1	0	0	0	0	0	0	0	0	0	0	2	1	1	1	4
13A	Khim	0	0	0	0	0	0	0	0	0	0	0	0	0	37	0	0	0	0	0	0	1	1	1	2	4
14A	Liana	0	0	0	0	0	0	0	0	0	6	0	0	5	5	0	0	0	0	0	0	2	1	1	1	5
15A	Linda	0	0	0	0	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	0	5	1	1	1	1
16A	Lisa	No work																								
17A	Lyle	0	1	0	0	0	0	0	0	0	5	0	0	1	3	0	0	1	1	0	1	2	1	1	1	3
18A	Mandy	0	0	2	0	0	0	0	0	0	3	0	0	12	10	0	0	0	0	0	0	5	1	0	1	4
19A	Marc	0	1	0	0	0	0	0	0	0	0	0	0	1	3	0	0	1	0	0	0	2	1	1	1	4
20A	Megal	No work																								
21A	Moosa	0	3	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	0	0	0	3	1	1	1	1
22A	Nina	0	1	0	0	0	0	0	0	0	0	0	0	4	22	0	0	1	0	0	1	3	2	1	2	4

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23A	Silma	0	0	0	0	0	0	0	0	0	0	0	0	10	1	0	0	0	0	0	3	2	1	2	2
24A	Siv	0	0	0	0	0	0	0	1	9	0	0	5	5	0	0	0	0	0	0	1	2	1	2	4
25A	Skake	1	0	0	0	0	0	0	0	5	0	0	11	13	0	0	1	0	0	0	4	2	1	1	3
26A	Tanya	0	1	0	0	0	0	0	0	0	0	0	3	10	0	0	1	0	0	0	2	1	1	1	4
27A	Tracy	1	0	0	0	0	0	0	0	0	0	0	7	15	0	0	0	0	0	1	4	1	1	2	4
28A	Vuyo	1	1	0	0	0	0	0	3	33	0	0	2	4	0	0	1	0	0	0	2	2	1	2	4
29A	Wafiq	No work																							
30A	Zodwa	1	0	0	0	0	0	0	1	2	0	0	11	0	0	0	1	0	0	0	3	1	1	1	4
1D	Alex	No work																							
2D	Brent	0	0	0	0	0	0	0	0	3	0	0	0	3	0	0	1	0	0	0	5	1	0	1	4
3D	Craig	1	1	0	1	1	0	0	1	2	0	0	2	4	1	1	0	1	0	1	1	2	1	2	3
4D	Dale	1	0	0	0	0	0	0	1	10	0	0	0	1	0	0	1	0	0	0	4	1	1	1	4
5D	Gino	No work																							
6D	Imran	0	0	0	0	0	0	0	1	12	0	0	6	14	2	1	1	0	0	0	4	1	1	1	4
7D	Jared	0	0	0	0	0	0	0	8	5	0	0	0	8	0	0	0	0	1	0	0	1	1	1	2
8D	Jason	0	1	0	0	0	0	0	1	1	1	0	0	2	0	0	0	1	0	0	0	1	1	1	5
9D	Jenna	1	0	0	0	0	0	0	1	20	0	0	0	0	0	0	1	0	0	0	20	1	0	1	2
10D	Kader	No work																							
11D	Kate	1	1	1	1	1	0	0	1	28	0	1	0	0	0	0	1	0	1	1	1	1	1	2	3
12D	Kelly	0	4	0	1	1	0	0	4	2	1	0	1	2	0	0	1	0	1	1	1	2	1	2	4
13D	Kurt	0	0	0	0	0	0	0	0	3	0	0	0	5	0	0	5	1	0	0	1	2	1	2	4
14D	Kyle	0	2	0	0	1	0	1	1	48	1	0	0	3	0	0	0	1	0	0	2	1	1	2	4
15D	Lara	2	0	1	1	0	0	0	0	10	0	1	0	3	0	0	1	0	1	1	0	2	1	2	3

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16D	Max		0	1	0	0	1	0	0	0	0	0	0	0	1	0	0	1	1	0	0	10	1	1	1	1
17D	Paul		0	0	0	1	1	0	0	0	7	0	0	0	7	0	0	1	0	0	1	2	1	1	1	4
18D	Penny		2	2	0	1	1	0	0	1	12	1	1	1	0	0	0	1	0	1	1	3	2	1	2	4
19D	Ricco		0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	1	1	1	4
20D	Robert		0	1	0	0	0	0	0	5	5	0	0	0	4	0	0	1	0	1	0	0	1	1	1	3
21D	Robyn		1	1	0	0	1	0	0	3	8	0	1	0	0	0	0	1	0	0	1	1	2	0	2	4
22D	Ross		1	5	0	0	0	0	0	21	3	0	0	5	11	0	0	1	1	0	0	1	2	1	2	5
23D	Safia		1	6	0	0	1	1	1	6	24	0	1	4	3	0	0	1	1	1	1	1	2	1	2	4
24D	Sarah		0	2	0	0	0	0	1	10	0	0	0	0	35	0	0	1	0	1	0	1	2	1	2	5
25D	Simon		1	0	1	1	1	0	0	0	13	0	0	0	37	0	0	0	0	1	1	3	2	1	2	5
26D	Susan		1	0	1	1	1	0	0	1	8	0	1	1	4	0	0	0	0	1	1	1	1	1	2	4
27D	Tessa		0	1	0	0	0	0	0	1	14	0	1	0	9	0	0	1	0	0	1	2	2	1	2	2
28D	Vinay		1	1	0	0	0	0	1	2	20	1	0	0	0	0	0	1	0	1	0	2	1	1	1	2
29D	Yusuf		1	0	1	1	1	0	0	6	6	0	0	2	20	0	1	3	1	1	1	1	2	1	2	4
		Total	19	41	9	10	12	1	4	88	382	5	7	158	506	5	3	36	11	12	20	140	73	47	77	187
		Average	0.4	0.8	0.2	0.2	0.2	0.0	0.1	1.7	7.3	0.1	0.1	3.0	9.7	0.1	0.1	0.7	0.2	0.2	0.4	2.7	1.4	0.9	1.5	3.6
		Maximum	2	6	2	1	1	1	1	21	48	1	1	40	101	2	1	5	1	1	2	20	2	1	2	5
		Minimum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
		Number of 11A who did it	4	10	2	1	0	0	0	6	12	0	0	20	24	2	0	11	3	0	7	26	26	24	26	26
		Number of	13	14	5	9	12	1	4	19	23	5	7	8	21	2	3	19	8	12	12	21	26	23	26	26

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	11D who did it																								
	Difference	9	4	3	8	12	1	4	13	11	5	7	-12	-3	0	3	8	5	12	5	-5	0	-1	0	0
	Used feature	17	24	7	10	12	1	4	25	35	5	7	28	45	4	3	30	11	12	19	47	52	47	52	52