COMPUTER APPLICATIONS TECHNOLOGY (CAT)

Dear Grade 12 CAT learner

Computer Applications Technology is the study of the components of a computer system (such as hardware and software) and the use and application of practical techniques to solve everyday-life problems. In CAT you will be given case studies (scenarios) and will be asked to use applications such as word-processing, spreadsheets, databases, presentations and even design web sites to solve problems.

Subject Requirements

Entry level computer with at least the following software:

- Windows 8 / Windows 10 of Linux as your operating system
- Office suite (MS Office 2016/2019/2021/365)
- Graphics application (such as Paint, Paint 3D, etc.)
- HTML text editor (such as Notepad++)
- Anti-virus software
- Internet access

Content Checklist

Hardware

- Input and Output devices
- Storage devices and media
- Data capture and output
- Processing
- Network environments
- New technologies
- End-user ICTs: Impact on society in everyday-life
- Traditional use of devices
- Troubleshoot and problem-solving
- Advantages and limitations of devices

Software

- Utility software
- File organisation and management
- Operating System
- Role and features of the Operating System
- Functions and procedures
- Troubleshoot and housekeeping

Application Software

- Word processing (WP)
- Spread sheets (SP)
- Database (DB)
- HTML (web design)
- Integration
- Advanced editing and formatting
- WP: styles, mail merge, automatic table of contents, indexes, pagination, referencing, document design and layout
- SP: functions and formulae – e.g. IF, COUNTIF, SUMIF, VLOOKUP, Date and time calculations, text functions, graphs
- DB: Data types, field properties, basic calculations in queries and reports, grouping and sorting, validation techniques
- Troubleshoot and solution provision to a scenario
- HTML elements: ordered and unordered lists, hyperlinks, inserting graphics, creating tables and working with font attributes

Communication

- Internet, E-mail
- Legal, ethical, security and environmental issues
- Health and ergonomic issues
- Information Management
- Find, access and process information
- Synthesise, create and communicate information. Reflect, evaluate and suggest solutions.

Assessment

Every learner must produce a Practical Assessment Task (PAT), where you will apply all your skills and knowledge of the applications to solve a problem. The PAT counts 25% towards your final mark. The other 75% is made up of the end-of-year exams (50%) and your school-based assessment tasks (25%).

Practical Assessment Task (Examination 3)

- Phase 1 – Completed in term1
- Phase 2 – Complete in term 2
- Phase 3 – Complete by middle August in term 3
- Ensure you frequently work on the PAT for maximum marks

The school-based assessment tasks (SBA) consist of the following:

Term 1

- Theory test **50 marks**
- Practical test **50 marks**

Term 2

- Test/Alternative Test **50 marks**
- June examination **(P1 – 150; P2 - 150)**

Term 3

- Prelim examination **(P1 – 150; P2 - 150)**

Final examination

- **Paper 1: Practical paper – 3 hours** **150 marks**
  This paper mainly assesses the practical skills pertaining to the compulsory application packages, namely word-processing, spreadsheets, database and HTML. These skills will be assessed in an integrated manner based on a given real-life scenario.
- **Paper 2: Theory paper – 3 hours** **150 marks**
  - **Section A**: Multiple choice questions, matching column and/or modified False/True questions.
  - **Section B**: A variety of short questions based on content, concepts and skills.
  - **Section C:** Integrated scenario – based on a given real-life end-user scenario.

Tips for Success

- Revision of the theory section of the work is best done by working out the questions from previous papers and verifying your answers against the memoranda. The more difficult sections of the practical work (spreadsheets and databases) should be revised by doing multiple examples so that the procedures are understood, and the skills are practised.

CAT PRACTICAL EXAMS: DO's and DON'Ts for CANDIDATES

Before Exams

- Report promptly.
- Pay attention to the teacher during the log-on process.
- Extract the data and rename your folder to your exam number.
- Hand your access card back with your examination number on it to the invigilator.
- Read your question paper carefully.
- Check whether you have all the required files in your folder
- Use the additional blank pages to plan thoroughly.

During Exams

- Call the invigilator when you need help.
- Save your work frequently (every 10 minutes).
- Save your work in your exam folder only.

After Exams

- Don't log off or Shut Down the computer.
- Check if all your files are saved in your exam folder.
- Check if your files can open, that there are no short cuts or no missing files.
- Complete your Information sheet.

If you are writing the SECOND SESSION

- Report an hour BEFORE THE END of the first session (10:00)
- All the prescriptions and requirements of the first session also apply here.

In case of a POWER FAILURE

- Stay seated at your workstation
- You are not allowed to communicate
- Wait for instructions from the invigilator

Examination papers and suggested answers of previous years are available on: ePortal