

## **MODULE GUIDE**

### **DIGITAL FLUENCY IN THE 21st CENTURY**

Explore. Create. Learn. Apply.

#### **Welcome to Your Grade 11 CAT Module**

Hi there, Grade 11 tech explorer!

Get ready to embark on an exciting journey of interactive digital learning. This Computer Applications Technology (CAT) module is designed to help you explore, create, and apply powerful tools such as Word Processing, Spreadsheets, and Databases. These are not just school subjects, they are essential digital superpowers that help you solve problems, organize your world, and thrive in today's tech-driven society.

**This guide will walk you through how the module works, what you'll learn, and how to succeed, whether you're in the classroom or working remotely.**

*Let's begin!*

#### **About the Module**

This Grade 11 CAT module aligns with the CAPS curriculum and follows a practical, learner-centred approach. Built using the Backward Design Model, it focuses on learning outcomes first, then maps out lessons and assessments to help you achieve them.

#### **Topics Covered:**

- Word Processing – Create and format professional documents.
- Spreadsheets – Capture, analyze, and visualize data.
- Databases – Store and manage information for easy access.

#### **How the Module Works**

Each week introduces a new topic with interactive content and real-world tasks. You'll engage with:

- Video tutorials
- Notes and worked examples
- H5P interactive activities
- Formative assessments (quizzes & mini tasks)
- Summative assessments (projects & tests)
- Downloadable memos (for teachers only)

Tip: Each topic must be completed before unlocking the next. While you can work at your own pace, stick to the weekly schedule to stay on track.

### Module Outcomes

By the end of this module, you will be able to:

- Format documents professionally using Microsoft Word.
- Use spreadsheet functions and formulas to perform calculations and create charts.
- Design simple databases to store, query, and retrieve information.
- Integrate tools (like Mail Merge or data import/export) to solve real-world tasks.

### Instructional Design Model: Why It Works

Step	Description
Identify Desired Results	Clear outcomes aligned with CAPS requirements.
Determine Acceptable Evidence	Projects, quizzes, and practical tasks to demonstrate learning.
Plan Learning Experiences	Engaging lessons and real-world applications prepare you for success.

Every video, quiz, and project have a clear purpose, building your confidence and fluency in using digital tools.

### Module Structure

**TONYANE OMAATLA**

Week	Topic	Focus Area
Week 1	Word Processing	Advanced formatting, page setup, layout
Week 2–3	Spreadsheets	Data entry, formulas, charts, analysis
Week 4–5	Databases	Tables, queries, data management

Each topic includes:

- A video or visual tutorial
- H5P-based interactive tasks
- A formative quiz
- A summative practical task with a memo

All projects must be submitted via Google Classroom.

### Meet the Module Coordinator

Omaatla Tonyane

B.Ed (Senior & FET Phase)

Majors: School ICT Support & English

Hello! I'm Omaatla, your module coordinator and learning guide. I'm passionate about making digital learning engaging, relevant, and empowering. I believe every learner can thrive with the right support, not just in assessments, but in real life.

### Tools I Use:

- Google Classroom
- H5P
- Canva
- Microsoft Office Suite

Need help? Click [CONTACT ME](#) or post in the google form.

### Assessment Overview

Type	Description
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**TONYANE OMAATLA**

Formative	Interactive quizzes, drag-and-drop activities, short tasks
Summative	Projects and tests submitted every 2 weeks
Teacher Support	Detailed memos available for educator download

Remember: The goal is growth and understanding, not just grades.

### Final Words

This isn't just another school module, it's your launchpad to become a digitally fluent citizen of the 21st century. The world is evolving quickly, and the skills you develop here will open doors far beyond the classroom.

So:

Be curious.

Ask questions.

Try, fail, learn, and grow.

You're not just completing a module — you're building your digital future.

Let's Get Started!