

Grade 12

COMPLETE
Catalogue



Grade 12

FULL SET



COMPLETE Accounting

ISBN: 978-1-920316-11-2

Lessons	Lesson times
1. Limited liability companies – introduction and basic concepts	00:26:00
2. Companies new ledger accounts – introduction and basic concepts	00:40:16
3. Companies financial statements	00:24:48
4. Cash flow statements I	00:20:58
5. Cash flow statements II	00:26:02
6. Cash flow statements III	00:36:46
7. Analysis and interpretation of a company's financial statements and reports I	00:26:29
8. Analysis and interpretation of a company's financial statements and reports II	00:17:22
9. Company financial reporting	00:25:04
10. New companies: Effect of transactions on the accounting equation	00:16:01
11. VAT I	00:26:25
12. VAT II	00:26:55
13. VAT III	00:19:11
14. Manufacturing accounts I	00:18:57

Lessons	Lesson times
15. Manufacturing accounts II	00:22:25
16. Manufacturing accounts – ratios	00:18:47
17. Introduction to Close Corporations I	00:21:11
18. Introduction to Close Corporations II	00:17:46
19. Introduction to Close Corporations III	00:22:25
20. Introduction to Close Corporations IV	00:24:09
21. Procedure of bank reconciliations	00:22:44
22. Bank reconciliations – cancelled cheques	00:26:14
23. Debtors reconciliations	00:24:47
24. Creditors reconciliations	00:22:38
25. Control accounts	00:27:35
26. Cash budgets I	00:20:19
27. Cash budgets II	00:20:33
28. Cash budgets III	00:20:53
29. Asset disposal	00:23:14
30. Stock valuation methods	00:18:54

COMPLETE Afrikaans

Eerste Addisionele Taal ISBN: 978-1-920316-09-9

Lessons	Lesson times
1. Leesbegrip – advertensies	00:28:54
2. Leesbegrip	00:26:37
3. Dialoog	00:30:12
4. Formele korrespondensie	00:37:15
5. Informele korrespondensie	00:25:29
6. Curriculum Vitae	00:27:18
7. Langer skryfstukke	00:36:42
8. Opsommings	00:25:35
9. Die selfstandige naamwoord	00:30:25
10. Byvoeglike naamwoord	00:21:26
11. Voornaamwoorde	00:23:09
12. Die werkwoord	00:20:57
13. Die bywoord	00:21:27
14. Voegwoorde	00:24:15
15. Tussenwerpsels en lidwoorde	00:22:19

Lessons	Lesson times
16. Voorsetsels en telwoorde	00:27:42
17. Spelreëls	00:29:36
18. Skryftekens	00:22:31
19. Leestekens	00:24:30
20. Woordvorming	00:25:02
21. Woordorde	00:22:11
22. Tye	00:20:16
23. Direkte en indirekte rede	00:23:00
24. Lydende en bedrywende vorm	00:22:11
25. Sintipes	00:21:36
26. Die ontkennde vorm	00:24:25
27. Enkelvoudige sin en saamgestelde sin	00:16:55
28. Veelvoudige sin	00:17:09
29. Mondelinge kommunikasie I	00:31:41
30. Mondelinge kommunikasie II	00:25:50

COMPLETE Business Studies

ISBN: 978-1-920316-10-5

Lessons	Lesson times
1. Strategies to manage challenges in the international and technological environment	00:16:21
2. Strategies for managing challenges in the economic environment	00:13:39
3. Strategies to manage challenges in social, physical, legal, political and institutional environments	00:15:33
4. Social responsibility	00:22:00
5. Social responsibility: The labour force and HIV/AIDS	00:11:17
6. The impact of recent legislation on the business	00:15:20
7. The primary and secondary sectors	00:10:41
8. The secondary and tertiary sectors	00:17:07
9. The entrepreneur	00:17:58
10. Critical success factors of a business	00:38:02
11. Human rights, inclusivity and environmental issues	00:22:55
12. Presenting non-verbal business-related information	00:22:38
13. Presenting business-related information: Communication	00:20:05

Lessons	Lesson times
14. Business investment opportunities	00:17:37
15. Assurance and insurance	00:32:02
16. Successful forms of ownership	00:23:51
17. Application of creative thinking	00:12:24
18. Professional, responsible, ethical and effective business practice	00:27:50
19. Management versus leadership	00:23:43
20. Management and leadership styles and approaches	00:22:08
21. Conflict management	00:23:39
22. Business careers and career paths	00:19:56
23. Collaboration and teamwork	00:16:27
24. Workplace relations and wellness	00:15:51
25. Human resources function: New employees	00:26:42
26. Human resources function: Existing employees	00:22:07
27. Industrial relations	00:21:36
28. Performance quality in the business: Quality control	00:26:13
29. Quality performance in business functions	00:22:55
30. CASS portfolios, assessment and examinations	00:23:31

COMPLETE English

First Additional Language ISBN: 978-1-920316-03-7

Lessons	Lesson times
1. The content of a speech	00:17:16
2. The delivery of a speech	00:18:42
3. Interviews and conversations	00:18:15
4. Reading	00:19:43
5. Reading strategies	00:16:02
6. Word attack skills	00:17:56
7. Direct and indirect speech	00:18:28
8. Abbreviations and acronyms	00:17:08
9. Critical language awareness: Idioms and idiomatic usage	00:24:36
10. Critical language awareness: Fact and opinion, emotive language	00:25:22
11. Active and passive voice	00:31:20
12. Critical language awareness: Denotation and connotation	00:24:30
13. Parts of speech	00:26:52
14. Punctuation	00:26:13
15. Summarising skills	00:24:58

Lessons	Lesson times
16. Figurative language: Simile and metaphor	00:22:42
17. Figurative language: Personification	00:26:11
18. Figurative language: Irony and sarcasm	00:23:11
19. Figurative language: Humour (pun and anti-climax)	00:23:18
20. Figurative language: Humour (caricature and satire)	00:27:27
21. Literary language: Poetry	00:25:22
22. Literary language: Drama	00:25:11
23. Literary language: Novel, short story, folklore, short essays	00:31:51
24. Visual or graphic texts	00:26:44
25. Planning I	00:29:11
26. Planning II	00:25:24
27. Drafting	00:25:33
28. The friendly letter	00:22:56
29. The business letter	00:22:14
30. Shorter transactional writing	00:22:45

COMPLETE
English

Home Language ISBN: 978-1-920316-02-0

Lessons	Lesson times
1. Prepared speaking, the content of a speech	00:21:20
2. Prepared speaking, the delivery of a speech	00:24:41
3. Debating	00:19:37
4. Reading	00:23:31
5. Reading skills I	00:19:19
6. Reading skills II	00:22:13
7. Reading skills III	00:22:52
8. Summarising skills	00:16:55
9. Figurative language	00:26:17
10. Symbols and metonymy	00:21:23
11. Sound devices	00:22:57
12. Irony and sarcasm	00:22:10
13. Literary texts	00:22:10
14. Literary texts: Drama	00:22:50
15. Literary texts: Poetry	00:26:49

Lessons	Lesson times
16. Visual texts: Graphic texts	00:19:55
17. Visual, audio, and multi-media texts: Film study	00:28:03
18. Planning I	00:22:24
19. Planning II	00:21:10
20. Planning III	00:21:28
21. First draft	00:22:43
22. Paragraphing	00:26:22
23. Editing	00:24:00
24. Dictionary	00:26:47
25. Thesaurus	00:23:26
26. Sentences	00:26:38
27. Using sentences	00:28:07
28. Punctuation I	00:23:57
29. Punctuation II	00:28:05
30. Direct and indirect speech	00:26:12

COMPLETE
Life Orientation

ISBN: 978-1-920316-06-8

Lessons	Lesson times
1. Introduction and Life Orientation in Grade 12 I	00:16:53
2. Introduction and Life Orientation in Grade 12 II	00:17:15
3. Coping positively with stress	00:15:37
4. Formulating a personal mission statement	00:22:44
5. Study plan, exam writing preparation skills and assessment	00:23:14
6. Career opportunities and entrepreneurship	00:13:39
7. Making decisions and applying for a job or further study	00:15:44
8. Building and sustaining positive relationships I	00:17:42
9. Building and sustaining positive relationships II	00:23:30
10. Building and sustaining positive relationships III	00:14:24
11. Community project I	00:16:45
12. Community project II	00:16:16
13. Discrimination and human rights	00:16:13
14. Bill of Rights	00:10:19

Lessons	Lesson times
15. Role of media I	00:11:25
16. Role of media II	00:11:19
17. Careers in sport and the role of sport in society	00:12:03
18. Shaping the world I	00:12:19
19. Shaping the world II	00:13:47
20. Shaping the world III	00:14:10
21. Unequal power relations I	00:13:50
22. Unequal power relations II	00:09:53
23. Shaping the world IV	00:19:05
24. Shaping the world V	00:19:48
25. Shaping the world VI	00:20:01
26. Physical education task: Final	00:18:08
27. Putting together your collection of evidence in Grade 12	00:13:47
28. Study skills, exam writing preparation skills and assessment	00:34:21
29. Study timetable, exam preparation skills and assessment	00:18:00
30. Living your best life	00:28:57

Lessons	Lesson times
1. Inflation: CPI	00:29:07
2. Inflation: Calculation of inflation	00:28:48
3. Inflation: Why do people go on strike?	00:23:10
4. Mathematical relationships: Industrial action	00:27:12
5. Inflation and interest rates: Industrial action	00:20:28
6. Exchange rates I	00:21:41
7. Exchange rates II	00:24:08
8. Income tax	00:25:50
9. Compound growth I	00:24:04
10. Compound growth II	00:24:14
11. Compound growth: Population growth I	00:21:52
12. Compound growth: Population growth II	00:21:57
13. Arrive Alive I	00:21:16
14. Arrive Alive II	00:27:14
15. Working with formulae and real data	00:27:05

Lessons	Lesson times
16. Working with formulae and scale models	00:27:10
17. Area and volume I	00:28:06
18. Area and volume II	00:28:34
19. Area and volume III	00:32:56
20. Reading timetables	00:24:43
21. Planning a trip I	00:20:30
22. Planning a trip II	00:28:48
23. Quartiles	00:25:28
24. Percentiles	00:26:57
25. Using quartiles and percentiles	00:24:28
26. Data handling: False positives	00:24:00
27. Data handling: Testing the B sample	00:25:08
28. Estimating population size	00:19:40
29. Estimating population characteristics	00:26:08
30. Using historical data to plan a tournament	00:23:30

Lessons	Lesson times
1. Arithmetic sequences	00:22:47
2. Arithmetic series and sigma notation	00:34:00
3. Geometric sequences	00:21:00
4. Sigma notation	00:21:26
5. Sum to infinity of a converging geometric series	00:28:56
6. Recursive relationships and expressions	00:22:38
7. Logarithms I	00:24:37
8. Logarithms II	00:22:30
9. The remainder and factor theorem	00:27:35
10. Inverses	00:32:06
11. Trigonometry	00:24:43
12. Trigonometry and compound angles	00:27:40
13. Application of angles and double angles	00:25:11
14. 3-dimensional trigonometry I	00:27:43
15. 3-dimensional trigonometry II	00:31:28
16. Circle geometry	00:33:54
17. Application of geometry theorems	00:23:11
18. Calculus I	00:34:54
19. Calculus II: Other limits	00:24:30
20. Calculus III: Short methods to differentiate	00:34:30
21. Calculus IV: Application of differential calculus	00:23:44

Lessons	Lesson times
22. Calculus V	00:34:48
23. Calculus VI: Cubic graphs	00:24:25
24. Calculus VII: Maximum and minimum	00:32:07
25. Calculus VIII: Rate of change	00:31:28
26. Analytical geometry I	00:29:37
27. Analytical geometry II	00:23:59
28. Linear programming I	00:26:32
29. Linear programming II	00:30:02
30. Linear programming III	00:24:46
31. Financial mathematics I	00:23:08
32. Financial mathematics II	00:26:56
33. Financial mathematics III	00:27:59
34. Financial mathematics IV	00:31:25
35. Transformation geometry I	00:32:53
36. Transformation geometry II	00:24:33
37. Transformation geometry III	00:22:15
38. Data handling I	00:23:32
39. Data handling II	00:20:02
40. Data handling III	00:19:37
41. Data handling and probability I	00:19:53
42. Data handling and probability II	00:40:24

Lessons	Lesson times
1. Motion in two dimensions	00:36:21
2. Conservation of momentum in two dimensions	00:23:40
3. Frames of reference	00:21:40
4. Work and energy	00:35:09
5. Light and colour	00:36:52
6. The Doppler Effect	00:34:23
7. Superposition, diffraction, interference and sonic booms	00:40:47
8. De Broglie wavelengths	00:36:03
9. Microscopes	00:33:57
10. Electrical machines and alternating current I	00:30:22
11. Electrical machines and alternating current II	00:35:30
12. Electronics	00:24:31
13. Electromagnetic waves	00:31:52
14. Electromagnetic radiation I	00:40:58
15. Electromagnetic radiation II	00:22:57

Lessons	Lesson times
16. Electromagnetic radiation III	00:43:38
17. Organic chemistry I	00:40:11
18. Organic chemistry II	00:41:45
19. Materials, Hooke's Law, stress and strain I	00:41:51
20. Materials, Hooke's Law, stress and strain II	00:38:51
21. Organic macromolecules	00:42:20
22. Rates of reaction and equilibrium I	00:33:32
23. Rates of reaction and equilibrium II	00:39:33
24. Rates of reaction and equilibrium III	00:50:06
25. Electrochemistry and redox reactions I	00:25:05
26. Electrochemistry and redox reactions II	00:38:39
27. Electrochemistry and redox reactions III	00:42:57
28. Chemical systems I	00:38:11
29. Chemical systems II	00:38:42
30. Chemical systems III	00:40:55

SINGLE SETS

Single sets for each subject

Accounting		
Single set	ISBN	Total lesson time
Complete Accounting Grade 12: VAT, inventory, asset and financial reporting Includes: Lessons 7 to 13, 29 and 30 (see page 21 in this catalogue)	978-1-920470-12-8	03:19:35
Complete Accounting Grade 12: Companies, financial analysis and budgets Includes: Lessons 1 to 6, 14 to 16 and 26 to 28 (see page 21 in this catalogue)	978-1-920470-13-5	04:56:44
Complete Accounting Grade 12: Close Corporations and reconciliations Includes: Lessons 17 to 25 (see page 21 in this catalogue)	978-1-920470-14-2	03:29:29

Afrikaans Eerste Addisionele Taal		
Single set	ISBN	Total lesson time
Complete Afrikaans FAL Grade 12: Praat en skryf Includes: Lessons 3 to 7, 29 and 30 (see page 21 in this catalogue)	978-1-920470-15-9	03:34:27
Complete Afrikaans FAL Grade 12: Lees en verstaan Includes: Lessons 1, 2, 8 and 17 to 19 (see page 21 in this catalogue)	978-1-920470-16-6	02:37:43
Complete Afrikaans FAL Grade 12: Woordsoorte Includes: Lessons 9 to 16 (see page 21 in this catalogue)	978-1-920470-17-3	03:11:40
Complete Afrikaans FAL Grade 12: Woord- en sinsbou Includes: Lessons 20 to 28 (see page 21 in this catalogue)	978-1-920470-18-0	03:12:45

Business Studies		
Single set	ISBN	Total lesson time
Complete Business Studies Grade 12: Business strategies, economic sectors and entrepreneurship Includes: Lessons 1 to 16 (see page 22 in this catalogue)	978-1-920470-19-7	05:17:06
Complete Business Studies Grade 12: Business and human resource management Includes: Lessons 17 to 30 (see page 22 in this catalogue)	978-1-920470-20-3	05:05:02

English First Additional Language		
Single set	ISBN	Total lesson time
Complete English FAL Grade 12: Speaking and writing skills Includes: Lessons 1 to 3 and 25 to 30 (see page 22 in this catalogue)	978-1-920470-21-0	03:22:16
Complete English FAL Grade 12: Reading skills and literature Includes: Lessons 4 to 6 and 21 to 24 (see page 22 in this catalogue)	978-1-920470-22-7	02:42:49
Complete English FAL Grade 12: Language Includes: Lessons 7 to 20 (see page 22 in this catalogue)	978-1-920470-23-4	05:42:16

English Home Language		
Single set	ISBN	Total lesson time
Complete English HL Grade 12: Speaking and writing skills Includes: Lessons 1 to 3 and 18 to 23 (see page 23 in this catalogue)	978-1-920470-24-1	03:23:45
Complete English HL Grade 12: Reading skills and literature Includes: Lessons 4 to 7, 13 to 17, 24 and 25 (see page 23 in this catalogue)	978-1-920470-25-8	04:17:55
Complete English HL Grade 12: Language Includes: Lessons 8 to 12 and 26 to 30 (see page 23 in this catalogue)	978-1-920470-26-5	04:02:41

Life Orientation

Single set	ISBN	Total lesson time
Complete Life Orientation Grade 12: Skills to succeed Includes: Lessons 1 to 7, 17 and 27 to 30 (see page 23 in this catalogue)	978-1-920470-27-2	03:52:14
Complete Life Orientation Grade 12: My life; my world Includes: Lessons 8 to 16 and 18 to 26 (see page 23 in this catalogue)	978-1-920470-28-9	04:38:54

Mathematical Literacy

Single set	ISBN	Total lesson time
Complete Mathematical Literacy Grade 12: Percentages and rates Includes: Lessons 1 to 12 (see page 24 in this catalogue)	978-1-920470-36-4	04:52:31
Complete Mathematical Literacy Grade 12: Formulae, space, shape and measurement Includes: Lessons 13 to 22 (see page 24 in this catalogue)	978-1-920470-37-1	04:26:22
Complete Mathematical Literacy Grade 12: Quartiles, percentiles, data handling and estimation Includes: Lessons 23 to 30 (see page 24 in this catalogue)	978-1-920470-38-8	03:15:19

Mathematics

Single set	ISBN	Total lesson time
Complete Mathematics Grade 12: Sequences and series, Logarithms, Inverse functions, Financial mathematics Includes: Lessons 1 to 8, 10 and 31 to 34 (see page 24 in this catalogue)	978-1-920470-32-6	05:39:28
Complete Mathematics Grade 12: Remainder theorem and calculus Includes: Lessons 9, 18 to 25 and 28 to 30 (see page 24 in this catalogue)	978-1-920470-33-3	05:49:20
Complete Mathematics Grade 12: Trigonometry and transformation Includes: Lessons 11 to 15 and 35 to 37 (see page 24 in this catalogue)	978-1-920470-34-0	03:36:26
Complete Mathematics Grade 12: Analytical geometry, Data, Probability, Circle geometry Includes: Lessons 16, 17, 26, 27 and 38 to 42 (see page 24 in this catalogue)	978-1-920470-35-7	03:54:09

Physical Science

Single set	ISBN	Total lesson time
Complete Physical Science Grade 12: Mechanics and wave mechanics Includes: Lessons 1 to 9 (see page 25 in this catalogue)	978-1-920470-39-5	04:58:52
Complete Physical Science Grade 12: Electricity and magnetism Includes: Lessons 10 to 16 (see page 25 in this catalogue)	978-1-920470-40-1	03:49:48
Complete Physical Science Grade 12: Organic chemistry, materials and reaction rates Includes: Lessons 17 to 24 (see page 25 in this catalogue)	978-1-920470-41-8	05:28:09
Complete Physical Science Grade 12: Electrochemistry and chemical systems Includes: Lessons 25 to 30 (see page 25 in this catalogue)	978-1-920470-42-5	03:44:29



COMPLETE

Teacher's Toolkit

Another dynamic Learning Channel product!

The ***Complete Teacher's Toolkit*** is an interactive CD designed to provide teachers with everything you need to know in order to teach, assess and administrate in a school environment. The information provided in the ***Complete Teacher's Toolkit*** is based closely on the current policy documents of the Department of Education and contains detailed references to the Subject Policy Statements, Learning Programme Guidelines and Subject Assessment Guidelines currently in use.

Because this is an interactive product, the teacher will be able to manipulate or work in all the tutorials, examples, documents and templates provided in the CD in order to make them their own. Once the teacher has completed his/her work in a document, they can either save it to their personal or school computer or print it for immediate use. The various tutorials will also enable teachers to develop their own documents and templates when required.

This CD contains two sections. Section A is generic and applies to all subjects across the board. Section B contains files on each subject from Grade 7 - Grade 12 in which teachers are provided with all the necessary information about teaching, administrating and assessing each subject according to its specific needs and requirements.

The ***Complete Teacher's Toolkit*** is formatted in Word and is compatible to Microsoft Word programmes.



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