



Shuter & Shooter
PUBLISHERS (PTY) LTD



PLANNING & TRACKING

Also available for download from www.shuters.com

Shuters

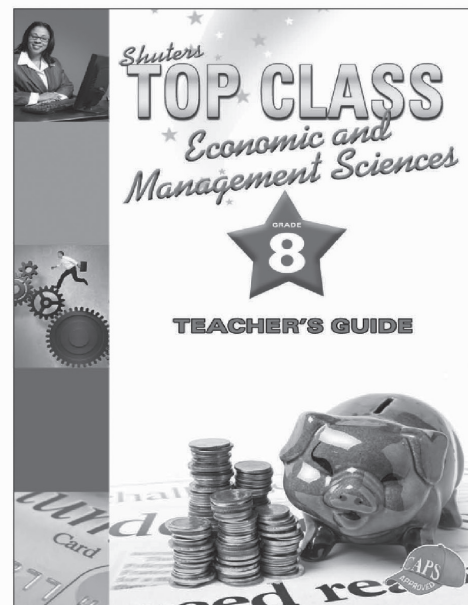
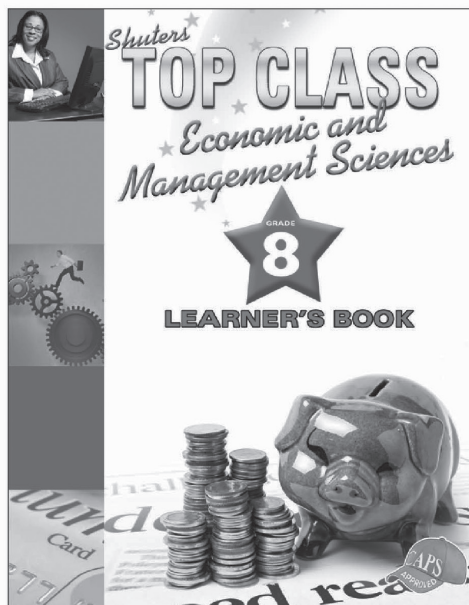
TOP CLASS

*Economic and
Management Services*



Grade

8



PHOTOCOPIABLE

OS1001308

CUSTOMER SERVICES

THIS SERIES IS ALSO AVAILABLE AS E-BOOKS

www.shuters.com

Tel: +27 (0)33 846 8721 / 22 / 23 • Fax: +27 (0)33 846 8701

sylvie@shuter.co.za • robert@shuter.co.za • tiny@shuter.co.za • thandeka@shuters.co.za





| Term 1 | | | | | |
|-------------------------------------|----------|---|----------------|--------|------------|
| Week | Unit | Activities | Page | Record | Reflection |
| Section 1 | | | | | |
| The economy: Government | | | | | |
| 1 | | Revision of the work covered in Grade 7 | TG 1 LB 1 | | |
| 2 | 1 | Unit 1: Meaning of government and different levels of government | TG 4 LB 5 | | |
| | | Activity 1: What does national government do for you? | TG 4 LB 7 | | |
| 3 | 2 | Unit 2: Roles of the different levels of government in respect of households and businesses (both as consumer and producer) in the use of resources and services | TG 5 LB 8 | | |
| | | Activity 2: What does the provincial government do? | TG 5 LB 10 | | |
| | | Extension activity A | TG 7 LB 11 | | |
| Section 2 | | | | | |
| The economy: National Budget | | | | | |
| | | Extension activity A | TG 9 LB 14 | | |
| 4 | 3 | Unit 3: Government revenue and government expenditure | TG 10 LB 14 | | |
| | | Activity 1: 2012 National Budget | TG 10 LB 15 | | |
| | | Activity 2: The National Budget | TG 11 LB 20 | | |
| | | Extension activity B | TG 11 LB 20 | | |
| | | Extension activity C | TG 12 LB 21 | | |
| 5 | 4 | Unit 4: The influence of the National Budget on growth and redressing of economic inequalities | TG 13 LB 22 | | |
| | | Activity 3: Different types of taxes | TG 13 LB 23 | | |
| FORMAL ASSESSMENT | | | | | |

| Term 1 | | | | | |
|--|----------|---|----------------|--------|------------|
| Week | Unit | Activities | Page | Record | Reflection |
| Section 3 | | | | | |
| The economy: Standard of living | | | | | |
| 6 | 5 | Unit 5: Lifestyles, self-sufficient societies, modern societies, rural societies, impact of development on the environment, unemployment, productive use of resources to promote a healthy environment | TG 17 LB 28 | | |
| | | Activity 1: Lifestyle | TG 17 LB 32 | | |
| | | Activity 2: Responsible development | TG 19 LB 35 | | |
| Section 4 | | | | | |
| Financial literacy: Accounting concepts | | | | | |
| 7 | 6 | Unit 6: Sole trader, debit, credit, capital, owner's equity, income, expenses, profit, losses, transactions, liabilities and assets | TG 21 LB 36 | | |
| | | Activity 1: Accounting concepts | TG 21 LB 41 | | |
| 8 | 7 | Unit 7: Banking, cash receipts, cash payments, subsidiary journals, accounting equation: assets = owner's equity + liabilities (A = OE + L) | TG 22 LB 41 | | |
| | | Activity 2: Banking, cash receipts and cash payments | TG 22 LB 42 | | |
| | | Activity 3: The accounting equation? | TG 23 LB 45 | | |
| Section 5 | | | | | |
| Financial literacy: Source documents | | | | | |
| 9 | 8 | Unit 8: Receipts, deposit slips, cash register slips (till slips), cheques and cheque counterfoils | TG 25 LB 47 | | |
| | | Activity 1: Making out receipts | TG 25 LB 49 | | |
| | | Activity 2: Making out deposit slips | TG 26 LB 50 | | |
| | | Activity 3: Write out a cheque | TG 26 LB 55 | | |
| 10 | 9 | Unit 9: Bank statements and cash invoices | TG 27 LB 55 | | |
| | | Activity 4: Bank statements | TG 27 LB 55 | | |
| | | Activity 5: Complete a cash invoice | TG 27 LB 57 | | |
| | | Extension activity A | TG 27 LB 57 | | |
| FORMAL ASSESSMENT | | | | | |

| Term 2 | | | | | |
|--|------|---|----------------|--------|------------|
| Week | Unit | Activities | Page | Record | Reflection |
| 1 | | Revision of the work covered in the first term | | | |
| Section 6 | | | | | |
| Financial literacy: Overview of the accounting cycle | | | | | |
| 2 | 10 | Unit 10: Transactions, source documents, subsidiary journals, General Ledger | TG 33 LB 64 | | |
| | | | | | |
| 3 | 11 | Unit 11: Trial Balance, Income Statement, Balance Sheet, introduction of the Cash Journals of a service business – their purpose and importance | TG 33 LB 74 | | |
| | | | | | |
| Section 7 | | | | | |
| Financial literacy: Cash Receipts Journal (Service) | | | | | |
| 4 | 12 | Unit 12: Concept of a Cash Receipts Journal (CRJ) of a service business, formats and uses of the columns in the CRJ | TG 34 LB 80 | | |
| | | | | | |
| 4 | 13 | Unit 13: Source documents used to complete the CRJ | TG 34 LB 83 | | |
| | | | | | |
| 5 | 14 | Unit 14: Entering of cash transactions in the CRJ | TG 35 LB 84 | | |
| | | | | | |
| 5 | 15 | Unit 15: Closing off the CRJ | TG 35 LB 85 | | |
| | | Activity 1: Casting and cross-casting | TG 35 LB 86 | | |
| | | Activity 2: Casting and cross-casting | TG 36 LB 86 | | |
| | | Activity 3: Cash Receipts Journal | TG 37 LB 87 | | |
| | | Activity 4: Cash Receipts Journal | TG 38 LB 87 | | |
| 6 | 16 | Unit 16: Effect of cash transactions on the accounting equation | TG 39 LB 88 | | |
| | | Activity 5: The accounting equation | TG 39 LB 90 | | |
| | | Activity 6: The accounting equation | TG 40 LB 90 | | |
| Section 8 | | | | | |
| Entrepreneurship: Factors of production | | | | | |
| 6 | 17 | Unit 17: Capital, labour and the role of workers in the business | TG 41 LB 91 | | |
| | | Activity 1: Capital | TG 41 LB 94 | | |

| Term 2 | | | | | |
|-----------------------------|-----------|---|-----------------|--------|------------|
| Week | Unit | Activities | Page | Record | Reflection |
| 7 | 18 | Unit 18: Fair employment practices | TG 42 LB 94 | | |
| | | Activity 2: Employment equity | TG 42 LB 96 | | |
| 7 | 19 | Unit 19: Natural resources, entrepreneurship and remuneration of the factors of production | TG 42 LB 96 | | |
| | | Activity 3: Factors of production | TG 43 LB 98 | | |
| FORMAL ASSESSMENT | | | | | |
| Section 9 | | | | | |
| The economy: Markets | | | | | |
| 8 | 20 | Unit 20: Types of markets | TG 47 LB 101 | | |
| | | Activity 1: Markets | TG 48 LB 102 | | |
| 8 | 21 | Unit 21: Factor markets | TG 49 LB 103 | | |
| | | Activity 2: Markets | TG 49 LB 105 | | |
| FORMAL ASSESSMENT | | | | | |

| Term 3 | | | | | |
|---|------|--|-----------------|--------|------------|
| Week | Unit | Activities | Page | Record | Reflection |
| 1 | | Revision of work covered in Term 2 | | | |
| Section 10 | | | | | |
| Financial literacy: Cash Receipts Journal (service) | | | | | |
| 2 | 22 | Unit 22: Entering of cash transactions in the Cash Receipts Journal, closing off of the CRJ | TG 58 LB 113 | | |
| | | Activity 1: Cash Receipts Journal | TG 58 LB 114 | | |
| | | Activity 2: Cash Receipts Journal | TG 59 LB 115 | | |
| 3 | 23 | Unit 23: Effect of cash transactions on the accounting equation | TG 60 LB 115 | | |
| | | Activity 3: The accounting equation | TG 60 LB 115 | | |
| | | Activity 4: The accounting equation | TG 61 LB 116 | | |
| | | Activity 5: Effect on the accounting equation | TG 62 LB 117 | | |
| | | Activity 6: Effect on the accounting equation | TG 62 LB 117 | | |
| Section 11 | | | | | |
| Financial literacy: Cash Payments Journal (service) | | | | | |
| 4 | 24 | Unit 24: Concept of a Cash Payments Journal (CPJ) of a service business, formats and uses of the columns in the CPJ, source documents used to complete the CPJ | TG 63 LB 117 | | |
| | | Activity 1: Receipts or payments | TG 63 LB 122 | | |
| 4 | 25 | Unit 25: Entering of cash transactions in the CPJ | TG 64 LB 123 | | |
| | | | | | |
| 5 | 26 | Unit 26: Closing off of the CPJ | TG 64 LB 123 | | |
| | | | | | |
| 5 | 27 | Unit 27: Effect of cash transactions on the accounting equation | TG 65 LB 123 | | |
| | | Activity 2: The accounting equation | TG 65 LB 123 | | |
| 6 | 28 | Unit 28: Entering combined transactions in the CRJ and CPJ | TG 65 LB 123 | | |
| | | Activity 3: Cash Journals for Don's Garden Service | TG 65 LB 123 | | |
| | | Activity 4: Cash Journals for Pumlani's Barbers | TG 66 LB 124 | | |

| Term 3 | | | | | |
|--------------------------------------|------|--|-----------------|--------|------------|
| Week | Unit | Activities | Page | Record | Reflection |
| 6 | 29 | Unit 29: Closing off the CRJ and CPJ | TG 67 LB 125 | | |
| | | | | | |
| 7 | 30 | Unit 30: Effect of cash transactions on the accounting equation | TG 67 LB 125 | | |
| | | Activity 5: Using the following transactions from Activity 1, show the effect on the accounting equation | TG 67 LB 126 | | |
| FORMAL ASSESSMENT | | | | | |
| Section 12 | | | | | |
| Entrepreneurship: Forms of ownership | | | | | |
| 7 | 31 | Unit 31: Forms of ownership | TG 72 LB 130 | | |
| | | | | | |
| 8 | 32 | Unit 32: Sole Trader | TG 72 LB 131 | | |
| | | Activity 1: Sole Trader | TG 73 LB 133 | | |
| 8 | 33 | Unit 33: Partnership | TG 73 LB 133 | | |
| | | Activity 2: Partnership | TG 73 LB 136 | | |
| 9 | 34 | Unit 34: Close corporation | TG 74 LB 136 | | |
| | | Activity 3: Close corporation | TG 74 LB 138 | | |
| 9 | 35 | Unit 35: Private and public companies | TG 75 LB 139 | | |
| | | Activity 4: Private and public companies | TG 75 LB 141 | | |
| 10 | 36 | Unit 36: Role in sustainable job creation | TG 75 LB 142 | | |
| | | | | | |
| 10 | 37 | Unit 37: Role in sustainable use of natural resources | TG 75 LB 142 | | |
| | | Activity 5: Sustainable use of resources | TG 76 LB 143 | | |
| FORMAL ASSESSMENT | | | | | |

| Term 4 | | | | | |
|--|------|---|-----------------|--------|------------|
| Week | Unit | Activities | Page | Record | Reflection |
| 1 | | Revision of work covered in Term 3 | | | |
| Section 13 | | | | | |
| Entrepreneurship: Levels and functions of management | | | | | |
| 2 | 38 | Different levels of management | TG 85 LB 153 | | |
| | | Activity 1: Different actions of the different levels of management | TG 86 LB 154 | | |
| 2 | 39 | Unit: Management tasks of planning, organising, leading and controlling | TG 87 LB 155 | | |
| | | | | | |
| 3 | 40 | Unit 40: Characteristics of good management | TG 87 LB 157 | | |
| | | | | | |
| 3 | 41 | Unit 41: Different styles of management: autocratic style, permissive or free-reign style (laissez-fair), democratic or participatory style | TG 88 LB 160 | | |
| | | Activity 2: Different management styles | TG 88 LB 161 | | |
| Section 14 | | | | | |
| Financial literacy: General Ledger and Trial Balance (service) | | | | | |
| 4 | 42 | Unit 42: The double-entry principle | TG 89 LB 162 | | |
| | | Activity 1: Double-entry principle | TG 89 LB 163 | | |
| 4 | 43 | Unit 43: The “T” accounts | TG 91 LB 164 | | |
| | | Activity 2: General ledger | TG 91 LB 165 | | |
| 5 | 44 | Unit 44: Format of the General Ledger | TG 93 LB 166 | | |
| | | Activity 3: Completing the General ledger | TG 93 LB 166 | | |
| 5 | 45 | Unit 45: Sections within the General Ledger | TG 94 LB 167 | | |
| | | Activity 4: Balance Sheet Accounts and Nominal Accounts | TG 94 LB 170 | | |
| | | Activity 5: Classification of accounts | TG 95 LB 171 | | |
| 6 | 46 | Unit 46: Opening accounts in the General Ledger | TG 96 LB 171 | | |
| 6 | 47 | Unit 47: Posting of transactions from the CRJ and CPJ to the General Ledger | TG 96 LB 174 | | |

| Term 4 | | | | | |
|--------------------------|-----------|--|------------------|--------|------------|
| Week | Unit | Activities | Page | Record | Reflection |
| | | Activity 6: Posting to the General ledger | TG 96 LB 174 | | |
| | | Activity 7: Posting summarised journals to the ledger | TG 98 LB 176 | | |
| 7 | 48 | Unit 48: Balancing the General Ledger | TG 99 LB 178 | | |
| | | Activity 8: Balancing and totalling T ledger accounts | TG 99 LB 178 | | |
| 7 | 49 | Unit 49: Preparing a Trial Balance of a service business | TG 100 LB 179 | | |
| | | Activity 9: Trial balance for Xola's Advertising Agency | TG 100 LB 179 | | |
| 8-9 | | Revision of the work covered throughout the year; study techniques; examination writing skills | TG 101 | | |
| FORMAL ASSESSMENT | | | | | |







Most of our titles are also available as e-Books!

For more information, contact:

- Customer Services: 033 8468721/22/23
- Visit our website www.shuters.com

Or scan the QR Business Card shown here:



Compatible with:



more than just paper behind glass

PLANNING & TRACKING

Also available for download from www.shuters.com



Shuter & Shooter

