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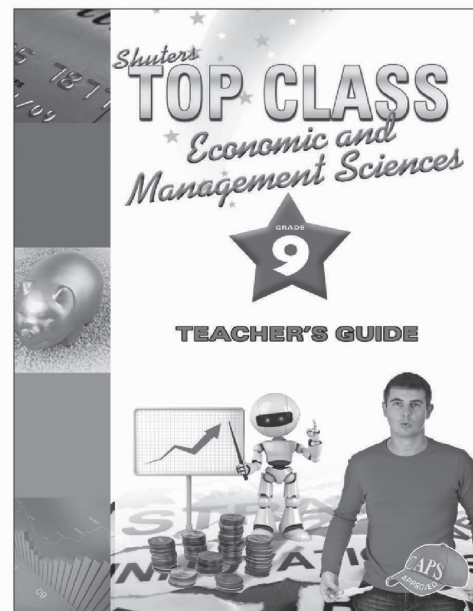
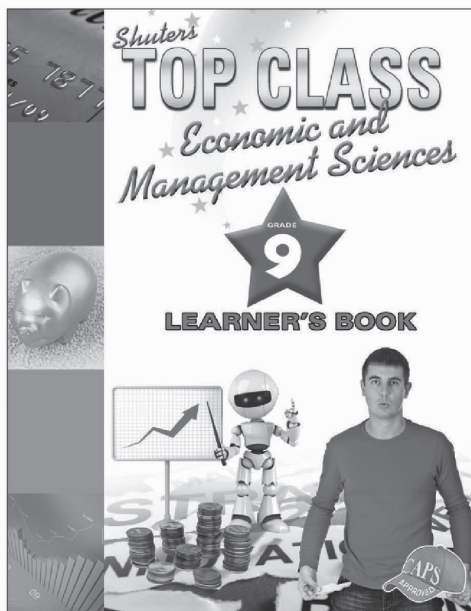
TOP CLASS



Grade

9

Economic and Management Services



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CUSTOMER SERVICES

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Term 1					
Week	Unit	Activities	Page	Record	Reflection
1		Revision of Grade 8 work			
Section 1					
Financial literacy: Cash Receipts Journal and Cash Payments Journal (sole trader)					
2	1	Unit 1: Cash transactions of a trading business	TG 5 LB 8		
		Activity 1: CRJ and CPJ	TG 5 LB 8		
2	2	Unit 2: Cash transactions of a trading business (continued)	TG 6 LB 9		
		Activity 2: Cost price, mark-up, selling price	TG 6 LB 14		
3	3	Unit 3: Effect of cash transactions on the accounting equation	TG 7 LB 15		
		Activity 3: Completing the CRJ and CPJ from given information	TG 7 LB 16		
Section 2					
The economy: Economic systems					
3	4	Unit 4: The three major economic systems: a planned economy, market economy and mixed economy	TG 10 LB 18		
4	5	Unit 5: Origin of the different economic systems	TG 11 LB 20		
		Activity 1: Socialism and communism	TG 11 LB 22		
4	6	Unit 6: Advantages, disadvantages and characteristics of each economic system and the global economy	TG 12 LB 23		
		Activity 2: Main economic systems	TG 12 LB 26		
		Activity 3: State president of a country	TG 12 LB 28		
FORMAL ASSESSMENT					
Section 3					
Financial literacy: General Ledger and Trial Balance (sole trader)					
5	7	Unit 7: Posting of cash transactions of a trading business from Cash Receipts Journal and Cash Payments Journal to General Ledger	TG 17 LB 31-34		
		Activity 1: Posting from CRJ and CPJ to ledger	TG 17 LB 34		
		Activity 2: Posting from CRJ and CPJ to ledger	TG 18 LB 35		

Term 1					
Week	Unit	Activities	Page	Record	Reflection
7	11	Unit 11: Preparing of a Trial Balance of a trading business	TG 20 LB 36		
		Activity 3: Why a trial balance might not balance?	TG 20 LB 37		
7	12	Unit 12: Preparing of a Trial Balance of a trading business (continued)	TG 20 LB 38		
		Activity 4: Trial Balance of Mainroad Shoppe	TG 20 LB 38		
		Activity 5: Trial balance: Cally's Candy Store	TG 21 LB 40		
Section 4					
The economy: The circular flow					
8	13	Unit 13: The participants in the circular flow of a closed economy	TG 22 LB 41		
8	14	Unit 14: The participants in the circular flow of a closed economy (continued)	TG 22 LB 42		
9	15	Unit 15: Flow of goods and services	TG 23 LB 43		
		Activity 1: Participants in the circular flow	TG 23 LB 44		
9	16	Unit 16: Money and factors of production in the circular flow of a closed economy	TG 23 LB 45		
10	17	Unit 17: Flow diagram of circular flow	TG 24 LB 46		
10	18	Unit 18: Flow diagram of circular flow (explanation)	TG 24 LB 47		
		Activity 2: The circular flow of goods and services	TG 24 LB 47		
		Activity 3: The circular flow	TG 25 LB 48		
		Activity 4: Flow chart of goods and services	TG 25 LB 49		
		Activity 5: Flow of money	TG 25 LB 49		
FORMAL ASSESSMENT					

Term 2					
Week	Unit	Activities	Page	Record	Reflection
1		Revision of work covered in the first term			
Section 5:					
Financial literacy: Credit transactions – debtors					
2	19	Unit 19: Credit sales and debtors	TG 37 LB 55		
		Activity 1: Credit sales	TG 37 LB 56		
2	20	Unit 20: National Credit Act	TG 37 LB 57		
		Activity 2: Credit control	TG 37 LB 58		
3	21	Unit 21: Debtors allowances	TG 38 LB 59		
3	22	Unit 22: Accounting cycle	TG 38 LB 60		
4	23	Unit 23: Recording of transactions to the Debtors Journal (DJ)	TG 38 LB 61		
		Activity 3: Credit invoice	TG 38 LB 61		
		Activity 4: Debtors Journal	TG 39 LB 63		
4	24	Unit 24: Recording of receipts from debtors in the Cash Receipts Journal (CRJ)	TG 40 LB 64		
		Activity 5: Cash Receipts Journal	TG 40 LB 65		
		Activity 6: Cash Receipts Journal	TG 40 LB 66		
		Activity 7: Cash Receipts Journal	TG 41 LB 67		
Section 6					
The economy: Price theory					
5	25	Unit 25: Law of demand, demand schedule and graphical illustration of the demand curve	TG 43 LB 68		
		Activity 1: Demand	TG 43 LB 71		
5	26	Unit 26: Law of supply, supply schedule and graphical illustration of the supply curve	TG 44 LB 72		
		Activity 2: Price and supply	TG 44 LB 74		
6	27	Unit 27: Equilibrium price and quantity	TG 44 LB 75		

Term 2					
Week	Unit	Activities	Page	Record	Reflection
6	28	Unit 28: Change in quantity demanded and supplied	TG 45 LB 77		
7	29	Unit 29: Increase and decrease in demand and supply	TG 45 LB 78		
7	30	Unit 30: Graphical illustration of the change in demand and the change in supply	TG 45 LB 79		
		Activity 3: Supply, demand and equilibrium	TG 45 LB 82		
FORMAL ASSESSMENT					
Section 7					
Entrepreneurship: Sectors of the economy					
8	31	Unit 31: The primary sector, the secondary sector, the tertiary sector, types of businesses found in these sectors, the interrelationship of the three sectors	TG 52 LB 84		
		Activity 1: Sectors of the economy	TG 53 LB 87		
8	32	Unit 32: Sustainable use of resources in the three sectors, the role of the three sectors in the economy and types of skills required in each sector	TG 53 LB 88		
		Activity 2: Sectors of the economy	TG 54 LB 96		
FORMAL ASSESSMENT					

Term 3					
Week	Unit	Activities	Page	Record	Reflection
1		Revision of work covered in the second term			
Section 8					
The economy: Trade unions					
2	33	Unit 33: Concept of trade unions and their historical development	TG 65 LB 95		
		Activity 1: Trade unions in South africa	TG 65 LB 97		
		Activity 2: Strikes	TG 66 LB 99		
2	34	Unit 34: Roles and responsibilities of trade unions in South Africa	TG 67 LB 99		
3	35	Unit 35: Effect of trade unions in businesses	TG 68 LB 100		
		Activity 3: The effect of strikes	TG 68 LB 101		
3	36	Unit 36: Contribution of trade unions to sustainable growth and development	TG 69 LB 102		
		Activity 4: Case study: Conditions of employment	TG 69 LB 103		
Section 9					
Financial literacy: Credit transactions – debtors					
4	37	Unit 38: Posting to the Debtors Ledger and General Ledger	TG 71 LB 105		
4	38	Unit 38: Posting to the Debtors Ledger and General Ledger (continued)	TG 71 LB 108		
5	39	Unit 39: Posting to the Debtors Ledger and General Ledger (continued)	TG 72 LB 110		
		Activity 1: Posting to the Debtors Ledger and General Ledger (continued)	TG 72 LB 111		
5	40	Unit 40: Effect of credit transactions on the accounting equation	TG 73 LB 111		
		Activity 2: Effect of transactions on the accounting equation	TG 73 LB 113		
		Activity 3: Recording credit sale transactions	TG 74 LB 113		
		Activity 4: Debtors Ledger	TG 77 LB 115		
FORMAL ASSESSMENT					

Term 3					
Week	Unit	Activities	Page	Record	Reflection
Section 10					
Financial literacy: Credit transactions – creditors					
6	41	Unit 41: Creditors and creditors allowances	TG 82 LB 116		
		Activity 1: Amount owing to creditors	TG 82 LB 116		
6	42	Unit 42: Accounting cycle	TG 82 LB 118		
7	43	Unit 43: Recording of transactions in the Creditors Journal (CJ)	TG 83 LB 118		
		Activity 2: Creditors Journal	TG 83 LB 120		
		Activity 3: Creditors Journal	TG 83 LB 121		
		Activity 4: Creditors Allowances Journal	TG 84 LB 122		
Section 11					
Entrepreneurship: Functions of a business					
7	44	Unit 44: Functions of a business: administration, purchasing, marketing, finances, public relations, human resources, production, general management and risk management	TG 85 LB 123		
		Activity 1: Management functions	TG 87 LB 125		
8	45	Unit 45: Characteristics of the business functions	TG 88 LB 126		
		Activity 2: Case study: Administrative management	TG 88 LB 128		
		Activity 3: Case study: Administrative management	TG 88 LB 131		
8	46	Unit 46: Role and importance of the business functions	TG 89 LB 133		
		Activity 4: Match column A with column B	TG 89 LB 138		
Section 12					
Financial literacy: Credit transactions – creditors					
9	47	Unit 47: Recording of payments to creditors in the Cash Payments Journal (CPJ)	TG 90 LB 139		
		Activity 1: Payments to creditors	TG 90 LB 140		
9	48	Unit 48: Posting to the Creditors Ledger and General Ledger and effect of credit transactions on the accounting equation	TG 91 LB 142		
FORMAL ASSESSMENT					

Term 4					
Week	Unit	Activities	Page	Record	Reflection
1		Revision of work covered in the second term			
Section 13					
Transactions: Cash and credit					
2	49	Unit 49: Recording of cash and credit transactions of a sole trader in the subsidiary journals	TG 102 LB 150		
		Activity 1: Source documents	TG 103 LB 152		
		Activity 2: Subsidiary journals	TG 103 LB 152		
		Activity 3: Which document/ which journal	TG 103 LB 152		
2	50	Unit 50: Recording of cash and credit transactions of a sole trader in the subsidiary journals (continued)	TG 104 LB 153		
		Activity 4: Recording in subsidiary journals	TG 104 LB 154		
3	51	Unit 51: Posting to the Debtors Ledger, Creditors Ledger and General Ledger	TG 105 LB 156		
		Activity 5: Posting to the ledger	TG 105 LB 157		
3	52	Unit 52: Preparing a Trial Balance	TG 107 LB 157		
		Activity 6: Trial balance of Amy’s Slurpees	TG 107 LB 159		
		Activity 7: Sipho’s Shoe Shop	TG 107 LB 159		
4	53	Unit 53: Preparing a Trial Balance (continued)	TG 111 LB 161		
		Activity 8: Journals and posting to ledger	TG 111 LB 161		
4	54	Unit 54: Preparing a Trial Balance (continued)	TG 116 LB 164		
		Activity 9: Posting journals to the ledger	TG 116 LB 164		
		Activity 10: Subsidiary journals	TG 119 LB 166		
Section 14					
Entrepreneurship: Business plan					
4	55	Unit 55: Concept of a business plan	TG 125 LB 170		
5	56	Unit 56: Components of a business plan	TG 125 LB 172		

Term 4					
Week	Unit	Activities	Page	Record	Reflection
5	57	Unit 57: Format of a business plan: front cover, table of contents, description of product or service, goals, business owner	TG 125 LB 172		
		Activity 1: Logo/ emblem	TG 125 LB 173		
6	58	Unit 58: Production plan, marketing plan, management plan	TG 126 LB 175		
6	59	Unit 59: SWOT analysis and conclusion	TG 126 LB 177		
		Activity 2: SWOT analysis	TG 126 LB 177		
		Activity 3: Business plan	TG 127 LB 178		
7	60	Unit 60: Financial plan	TG 128 LB 179		
		Activity 4: Fixed and variable costs	TG 128 LB 183		
8/9		Examination preparation; study techniques; examination writing skills	TG130 LB 185		
END-OF-YEAR ASSESSMENT					

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