

1. Introduction

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1. Curriculum and Assessment Policy Statement (CAPS)

A single Curriculum and Assessment Policy Statement (CAPS) exists for each school subject. The CAPS for each subject details the minimum outcomes and standards of the learning process, as well as assessment processes and procedures.

For more information on the CAPS, please see Section 1 of the CAPS document for Economic and Management Sciences.

2. Economic and Management Sciences as a subject

Aims

Economic and Management Sciences is a fundamental subject and is therefore compulsory for all Grade 7 to 9 learners. As a practical subject, its aim is to equip learners with real-life skills for their personal development and the development of their communities. In other words, Economic and Management Sciences aims to:

- Develop learners' skills to deal with the efficient and effective use of different types of private, public or collective resources to satisfy people's needs and wants.
- Guide learners to reflect critically on the impact of resource exploitation on the environment and on people.
- Teach learners to deal with the effective management of scarce resources in order to maximise profit.
- Provide opportunities for learners to expand their own personal development.
- Guide learners using tasks that promote the idea of sustainable economic growth and the development of their communities.

Economic and Management Sciences topics

The issues dealt with in Economic and Management Sciences are inter-related and covered through three topics:

- The economy
- Financial literacy
- Entrepreneurship

The table below indicates the main topics in the Economic and Management Sciences curriculum.

	Topic	Grade 7	Grade 8	Grade 9
1	The economy	<ul style="list-style-type: none"> • History of money • Needs and wants • Goods and services • Inequality and poverty • The production process 	<ul style="list-style-type: none"> • Government • The National Budget • Standard of living • Markets 	<ul style="list-style-type: none"> • Economic systems • The circular flow • Price theory • Trade unions

	Topic	Grade 7	Grade 8	Grade 9
2	Financial literacy	<ul style="list-style-type: none"> • Savings • Budgets • Income and expenses • Accounting concepts 	<ul style="list-style-type: none"> • Accounting concepts • Accounting cycle • Source documents • Cash Receipts Journal and Cash Payments Journal of a service business • Effects of cash transactions on the accounting equation • General Ledger • Trial Balance 	<ul style="list-style-type: none"> • Cash Receipts Journal and Cash Payments Journal of a sole trader • Posting to the General Ledger • Preparing a Trial Balance • Recording transactions in the Debtors Journal, Creditors Journal • Posting to the Debtors Ledger and Creditors Ledger
3	Entrepreneurship	<ul style="list-style-type: none"> • The entrepreneur • Starting a business • Businesses • Entrepreneur's Day 	<ul style="list-style-type: none"> • Factors of production • Forms of ownership • Levels of management • Functions of management 	<ul style="list-style-type: none"> • Sectors of the economy • Functions of a business • A business plan

Overview of content

An overview of the content of Economic and Management Sciences entails the following:

- the needs and wants of different communities in societies
- the nature, processes and production of goods and services, and business activities within the different sectors
- financial management, accounting as a tool for management of a business, and record keeping
- the influence of demand and supply, and pricing
- the flow of money, goods and services between households, businesses and government, and the rights and responsibilities of the different role players in the economy
- the way in which to achieve sustainable growth, reduce poverty and distribute wealth fairly, while still pursuing profitability
- entrepreneurial skills and knowledge needed to manage self and the environment effectively
- basic aspects of leadership and management
- the role of savings in sustainable economic growth and development
- trade unions and their influence in the economy
- the importance of using resources sustainably, effectively and efficiently
- the functioning of both formal and informal businesses.

Time allocation

The teaching time for Economic and Management Sciences is two hours per week. As this subject involves the development of accounting skills of learners in Grade 9, one hour per week must be used for financial literacy in terms of the Annual Teaching Plan.

The instructional time per year for each Economic and Management Sciences topic in Grade 9 is as follows:

Topic	Number of hours per year
The economy	19
Financial literacy	32
Entrepreneurship	13
Revision	8
Contact time	72
Examinations	8
Total hours	80
Total weeks	40

For information on assessment in Economic and Management Sciences, please see Section 3 of this Teacher's Guide.

3. How *Study & Master Economic and Management Sciences Grade 9* works

Teaching and learning materials required for Economic and Management Sciences

- Each learner should have a textbook and a calculator.
- Learners should each have one Cash Journal exercise book, one General Ledger exercise book and a normal exercise book.
- Teachers should have a textbook with a Teacher's Guide.

Course components

Study & Master Economic and Management Sciences Grade 9 consists of a:

- Learner's Book
- Teacher's Guide

Learner's Book

The Learner's Book is divided into four terms that cover the three Economic and Management Sciences topics in the same order as they appear in the Annual Teaching Plan of the CAPS document. Thus each term in the Learner's Book is divided as follows:

- Economic and Management Sciences topics
- Content within each topic as outlined in the CAPS document
- Activities.

There is a revision section at the end of each term which learners can use to revise the term's work in preparation for the controlled tests at the end of Terms 1 and 3, and the mid-year and end-of-year examinations at the end of Terms 2 and 4.

Formal assessment opportunities are included in the Learner's Book where appropriate:

- Examination practice papers appear at the end of Terms 2 and 4 for the mid-year and end-of-year examinations.
- The actual end-of-year examination paper and marking memorandum appears in the Resources section of this Teacher's Guide.
- The two controlled tests and their marking memorandums appear at the end of Terms 2 and 4 in Section 2 of this Teacher's Guide.





Teacher's Guide

The Teacher's Guide provides information and guidance on:

- Economic and Management Sciences as a subject (Section 1)
- planning for the Grade 9 year and lesson-by-lesson guidance, including tips to cover resources, a list of new words and concepts, and preparation required prior to teaching the topic (Sections 1 and 2)
- suggested answers for all activities in the Learner's Book (Section 2). Please note that the answers given are guidelines only. You should encourage creative and critical thinking from learners, wherever appropriate.
- informal assessment suggestions (Section 2)
- consolidation (remedial) and extension activity suggestions (Section 2)
- controlled tests and marking memorandums (Section 2)
- a Programme of Assessment (Section 3)
- guidance on the assessment of all Formal Assessment Tasks (Section 3)
- marking memorandums for all Formal Assessment Tasks (Section 3)
- recording and reporting of formal assessment (Section 3)
- end-of-year examination paper and marking memorandum (Section 4) and the memorandums for the Learner's Book examination practice papers (Section 2)

Section 2 mirrors the Learner's Book and is divided into terms.

You will see these icons next to the activities in the Learner's Book and Teacher's Guide. This is what the icons mean:

These icons mean	
	work alone
	work in pairs
	group work
	class work

Inclusivity

An important part of teaching is to accommodate all learners, including those who experience barriers to learning. *Study & Master Economic and Management Sciences* takes into account that learners come from different backgrounds and have different abilities. So it offers learning material that learners can relate to while extending their learning and experiences. There are a variety of types of activities – activities that appeal to learners of all levels and backgrounds, and that offer opportunities to work individually, in pairs, in groups or as a whole class. This Teacher's Guide also provides consolidation (remedial) and extension activities for each topic, which teachers need when they have to manage a class of diverse learners.

Section 4 (Resources) also provides templates for learners, a PowerPoint CD and a list of useful reading material and Internet resources that you can use to further your own knowledge within the Economic and Management Sciences curriculum.

4. Grade 9 Annual Teaching Plan

The table below indicates how *Study & Master Economic and Management Sciences Grade 9* covers all requirements of the CAPS for Economic and Management Sciences and how it is intended for use in each of the 40 weeks in the school year. It is compulsory to complete all the topics as indicated in the Annual Teaching Plan. When teaching these topics, the context of the school should be considered.

TERM 1

Week (2 hours per week)	Economic and Management Sciences topic	Topic no.	Topic title	No. of hours	Economic and Management Sciences CAPS content	Resources
1	Revision	1	Looking back, looking ahead	2	<ul style="list-style-type: none"> Revise Grade 8 work Give learners an overview of what will be taught during the first term 	Textbook, mind maps
2-4 (1 hour per week)	Financial literacy	2	Cash Receipts Journal and Cash Payments Journal (sole trader)	3	<ul style="list-style-type: none"> Cash transactions of a trading business Effect of cash transactions on the accounting equation 	Textbook, relevant exercise books and templates, calculator (if possible)
2-4 (1 hour per week)	The economy	3	Economic systems	3	<ul style="list-style-type: none"> The three major economic systems A planned economy, market economy and mixed economy Origin of each system Advantages and disadvantages of each economic system Characteristics of each economic system The global economy 	Textbook, relevant newspaper and magazine and Internet articles; information on the global economy and different economic systems

Week (2 hours per week)	Economic and Management Sciences topic	Topic no.	Topic title	No. of hours	Economic and Management Sciences CAPS content	Resources
5-10 (1 hour per week)	Financial literacy	4	General Ledger and Trial Balance (sole trader)	6	<ul style="list-style-type: none"> Posting of cash transactions of a trading business from Cash Receipts Journal (CRJ) and Cash Payments Journal (CPJ) to General Ledger Preparing of a Trial Balance of a trading business 	Textbook, relevant exercise books and templates, calculator (if possible)
5-10 (1 hour per week)	The economy	5	Circular flow	6	<ul style="list-style-type: none"> The participants in the circular flow of a closed economy Flow of goods and services, money and factors of production in the circular flow of a closed economy Illustrate by using a flow diagram 	Textbook, relevant exercise books and templates, calculator (if possible)
10	Revision Term 1				Revise all work covered during this term	Textbook
Formal assessment: 1. Assignment (40%) 2. Controlled test (60%) (must include all topics covered in Term 1)						

TERM 2

Week (2 hours per week)	Economic and Management Sciences topic	Topic no.	Topic title	No. of hours	Economic and Management Sciences CAPS content	Resources
1	Revision	6	Looking back, looking ahead	2	<ul style="list-style-type: none"> Revise the work covered in the first term Give learners an overview of what will be taught during the second term 	Textbook, mind maps

Week (2 hours per week)	Economic and Management Sciences topic	Topic no.	Topic title	No. of hours	Economic and Management Sciences CAPS content	Resources
2-7 (1 hour per week)	Financial literacy	7	Credit transactions: Debtors (1)	6	<ul style="list-style-type: none"> • Credit sales • Debtors • National Credit Act • Debtors allowance • Accounting cycle • Recording of transactions to Debtors Journal (DJ) • Recording of receipts from debtors in the Cash Receipts Journal (CRJ) 	Textbook, relevant exercise books and templates, calculator (if possible)
2-7 (1 hour per week)	The economy	8	Price theory	6	<ul style="list-style-type: none"> • Law of demand, demand schedule and graphical illustration of the demand curve • Law of supply, supply schedule and graphical illustration of the supply curve • Equilibrium price and quantity • Change in quantity demanded • Change in quantity supplied • Increase and decrease in demand • Increase and decrease in supply • Graphical illustration of the change in demand and the change in supply 	Textbook, relevant newspaper and magazine and Internet articles, newsprint sheets, old magazines and newspapers, examples of relevant adverts
8-9	Entrepreneurship	9	Sectors of the economy	4	<ul style="list-style-type: none"> • The primary sector, the secondary sector, the tertiary sector • Types of businesses found in the three sectors • The interrelationship of the three sectors • Sustainable use of resources in the three sectors • The role of the three sectors in the economy • Types of skills required in each sector 	Textbook, relevant newspaper and magazine and Internet articles, examples of local businesses and different jobs
10	Revision Term 2				Revise all work covered during this term	Textbook
10	Mid-year examination (must be based on the work covered in Terms 1-2)					
Formal assessment: 1. Data response (40%) 2. Mid-year examination (60%)						

TERM 3

Week (2 hours per week)	Economic and Management Sciences topic	Topic no.	Topic title	No. of hours	Economic and Management Sciences CAPS content	Resources
1	Revision	10	Looking back, looking ahead	2	<ul style="list-style-type: none"> Revise the work covered in the second term Give learners an overview of what will be taught during the third term 	Textbook, mind maps
2–5 (1 hour per week)	The economy	11	Trade unions	4	<ul style="list-style-type: none"> Concept of trade unions Brief historical development of trade unions The roles and responsibilities of trade unions in South Africa Effect of trade unions in businesses Contribution of trade unions to sustainable growth and development 	Textbook, relevant newspaper and magazine and Internet articles, newsprint (scissors, glue, coloured pens), local and international information on trade unions and industrial action
2–5 (1 hour per week)	Financial literacy	12	Credit transactions: Debtors (2)	4	<ul style="list-style-type: none"> Posting to the Debtors Ledger and General Ledger Effect of credit transactions on the accounting equation 	Textbook, relevant exercise books and templates, calculator (if possible)
6–8 (1 hour per week)	Financial literacy	13	Credit transactions: Creditors (1)	3	<ul style="list-style-type: none"> Creditors Creditors allowance Accounting cycle Recording of transactions in the Creditors Journal (CJ) 	Textbook, relevant exercise books and templates, calculator (if possible)
6–8 (1 hour per week)	Entrepreneurship	14	Functions of a business	3	<ul style="list-style-type: none"> Functions of a business: administration, purchasing, marketing, finances, public relations, human resources, production, general management, and risk management Characteristics of the business functions Role and importance of the business functions 	Textbook, relevant newspaper and magazine and Internet articles, local businessperson/speaker to visit