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1.1.3 Differentiate between free and economic goods;	
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2.1.2. Contrast these systems by discussing the similarities and differences.	
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3.2.3 Government intervention.	
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1.2.1. Starting from scratch ;	
1.2.2. Purchasing an existing business;	
1.2.3 Franchising	
1.2.4. Leasing, Outsourcing and Labour Broking :	
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Content:	
1.3.1. Business Activity :	
1.3.2 Operation plan;	
1.3.3 Marketing plan;	
1.3.4 Financing plan;	
1.3.5 Management plan.	
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2.1.3. Companies	
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An overview of all the business functions.	
• Marketing;	
• Human resources;	
• Financial;	
• Administration;	
• Public relations;	
• General management;	
• Procurement;	
• Production;	
• Risk management; and	
• Information technology.	
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UNIT2 : CSI	
2.1. CSI	
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2.1.1. Corporate Social Responsibility	
2.1.2. Corporate Social Investment ;	
2.1.3. Research one CSI project, and evaluate its level of success.	
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3.1. Marketing	
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3.1.1. Marketing Policies	
3.1.2. Product Policy;	
3.1.3. Types of consumer goods:	
3.1.4. Packaging Policy	
3.1.5. Types of packaging;	
3.1.6. Good packaging;	
3.1.7. Pricing policy;	
3.1.8. Distribution policy;	
3.1.9. Distribution channels:	
3.1.10. Trade Mark Policy;	
3.1.11. Importance of trade marks;	
3.1.12. Requirements of a good trade mark;	
3.1.13. Marketing Communication Policy):	
• AIDA;	
• Ethics of advertising;	
• Advantages of advertising;	
• Activities involved in advertising;	
• The ASA – functions;	
• Advertising media;	
3.1.14. People, Process , Physical Evidence	
3.2. The Human Resource Function	
• The human resource function;	
• The Employment Process	•
3.2.1. The importance of the human resource function;	
3.2.2. The Recruitment Process	
• Job description	•
• Job specifications;	•
• Sources (internal and external)	•
• Job analysis	•
• Process;	•
• Screening	•
• Testing	•
• Interviewing	•
• Testing	•

• Interviewing	•
• Selecting	•
• Placement and Induction	•
• Interviews:	•
3.2.3. Different types of training:	
Job rotation;	
Institutions;	
3.2.4. Describe the purpose of a CV;	
3.2.5. Draw up a CV;	
3.2.6. Employee benefits:	
• Remuneration;	
• Other benefits;	
• Pension	
• Medical	
• Travelling	
3.2.7 Labour relations;	
3.2.8. Trade unions;	
3.2.9. Discuss the future of labour unions;	
3.2.10. Labour Acts:	
• EEA (Employment Equity);	
• COIDA (Compensation for occupational injuries and diseases);	
• Skills Development Act;	
• Basic conditions of Employment Act (include catering for the disabled);	
• LRA Labour relations;	
• BBBEE (Broad Based Black Economic Empowerment).	
3.3. Accounting and Information Management	
Content:	
• Information management;	
• Accounting principles and practices;	
• The accounting cycle;	
• Introduction of basic accounting concepts;	
• The basic accounting equation;	
• The expanded accounting equation;	
• Books of first entry:	
• Note: writing up of books of first entry (journal) is NOT required	
• The ledger;	
• Pre-adjustment trial balance;	
• Year-end adjustments;	
• Post-adjustment trial balance;	
• Financial statements;	
• Analysis and interpretation of financial statements;	
• Accounting for other forms of ownership (explanation only; book keeping and financial statements are not required).	
3.3.1. Explain the meaning of information management;	
3.3.2. Explain the sources and importance of information management;	
3.3.3. Describe the guiding principles of information management;	
3.3.4. Explain the importance of correct information;	
3.3.5. Describe the underlying principles of GAAP (Generally Accepted Accounting Practice) and	

IFRS (International Financial Reporting Standards):	
• What is IFRS?;	
• The global move towards IFRS;	
• Reasons for the change from GAAP to IFRS;	
• Introduction and implementation of IFRS in South Africa;	
• The South African experience (IFRS for SME's).	
3.3.6. Show the stages of the Accounting Cycle graphically;	
3.3.7. Explain basic accounting concepts:	
• Assets;	
• Liabilities;	
• Owners equity;	
• Revenue/income;	
• Expenses;	
• Drawings;	
• Profit;	
• Loss;	
3.3.8. Differentiate between basic and expanded forms of the equation;	
3.3.9. Analyse transactions according to the basic accounting equation ($A = O + L$);	
3.3.10. Analyse transactions using the expanded accounting equation (Owners Equity + Revenues - Expenses - Drawings -	
3.3.11. Interpret completed/given journals:	
• Cash journals;	
• Debtors and creditors journals;	
• Allowances journal;	
• Petty cash journal;	
• General journal;	
3.3.12. Identify the different types of ledgers:	
• General ledger;	
• Subsidiary ledger;	
3.3.13. Interpret ledger accounts;	
3.3.14. Draw up a pre-adjustment trial balance from a given general ledger;	
3.3.15. Apply year-end adjustments to pre-adjustment trial balance:	
• Accrued income;	
• Accrued expenses;	
• Prepaid expenses;	
• Income received in advance/deferred income;	
• Depreciation;	
• Trading stock deficit/surplus;	
• Consumable stores on hand;	
• Bad debts;	
• Bad debts recovered;	
• Correction of errors;	
3.3.16. Draw up a post-adjustment trial balance;	
3.3.17. Draw up a statement of financial performance (income statement);	
3.3.18. Draw up a statement of financial position (balance sheet);	
3.3.19. Analyse financial statements using the following ratios:	
• Profitability (risk/return);	
• Solvency;	
• Liquidity;	
• Gross profit on sales;	

• Gross profit on cost of sales;	
• Net profit on sales;	
• Operating expenses on sales;	
• Operating profit on sales;	
• Current ratio;	
• Acid test ratio;	
• Solvency ratio;	
• Return on equity;	
3.3.20. Show applications of accounting to the other forms below: (focus on differences / additions only):	
• Partnership;	
• Describe the nature and purpose of partners' capital and current accounts	
• Explain how profits are distributed in a partnership	
• Ledger accounts of partners	
• Appropriation accounts	
• Income statement	
• Balance sheet	
• Ways of distributing profits (the appropriation statement as an example only)	
• Companies:	
• Explain the concept of "shares" and shareholders	
• Explain the concept of "debenture holders"	
• Explain ordinary and preference shares	
• Differentiate between different types of share/debenture holding (use examples of contemporary financial statements)	
• Explain the concept of "dividends"	
• Explain how companies pay income tax and dividends	
• Explain what is meant by income tax liability (use ledger accounts only to illustrate these concepts)	
• Observe published financial statements (e.g. from a newspaper)	
3.4. Budgeting	
• Budgeting-personal;	
• Business budget;	
3.4.1. Draw up a household budget;	
3.4.2. Draw up a cash budget for business .	
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SECTION 4 - MONEY MATTERS – PERSONAL AND BUSINESS	
UNIT 1: MANAGING PERSONAL MONEY	
1.1. Money and Net Worth	
• Personal net worth.	
1.1.1. Calculate personal net worth	
1.1.2 Interpreting results	
1.2. Managing Banking Accounts	
1.2.1. Distinguish between the different types of accounts:	
• Savings accounts – purpose, opening, charges;	
• Current account – purpose, opening, charges;	
Fixed Deposit Accounts	
• Money market accounts – purpose, opening, charges;	
• RSA savings bonds;	
1.2.2. Recent developments in banking:	
• Electronic banking;	
• Cell phone banking.	
1.3. Investments	
Content:	
1.3.1 Simple and Compound interest;	
1.3.2. Calculations involving simple and compound interest;	
1.3.3. Different types of investments:	
• Retirement annuities;	
• Retail bonds;	
• Shares;	
• Unit trusts;	
• Stokvels;	
• Property portfolios.	
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2.1. Debt Management	
2.1.1. The need for debt management;	
2.1.2. Discuss the advantages and disadvantages of debt collectors;	
2.1.3. Evaluate the use of debt collectors;	
2.1.4. Evaluate the effectiveness of the NCA;	
2.1.5. Evaluate the effectiveness of CPA.	
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UNIT 3 : INSURANCE	
3.1. Insurance - Personal	
3.1.1 Types of insurance policies.	
• Life;	

• Endowment;	
• Funeral.	
3.2. Insurance - Business	
Content:	
• Compulsory insurance;	
• Non-compulsory insurance.	
3.2.1. Briefly explain the provisions of:	
• RAF (Road Accident Fund);	
• UIF (Unemployment Insurance Fund);	
• COIDA.	
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• Essentials of contracts;	
4.1. Contracts – Home	
• Installment-sale;	
• Entertainment (e.g. DSTV);	
• Cellphone contracts etc.	
4.2. Contracts – Business	
Content:	
4.2.1. Leasing;	
4.2.2 Franchising, etc.	
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5.1. PAYE and SITE	
5.1.1. Procedures involved in PAYE;	
5.1.2. Procedures involved in SITE collections;	
5.1.3. Tax returns	
5.1.4 Electronic Filling of Returns.	
5.2. VAT	
The meaning of VAT;	
5.2.1. Explain VAT collection.	
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