

LONG TERM PLAN 2020-21 SECTIONS G & H

Term 1	W1	W2	W3	W4	W5	W6	W7	W8
YR10	<a href="#">Yr.10/1(8)</a>		<a href="#">Yr.10/2(12)</a>			<a href="#">Yr.10/3(12)</a>		
	<b>Introduction to Accounting</b>		<b>Double Entry Book Keeping</b>			<b>Books of Original Entry</b>		
	To appreciate what accounting is about and to explain the meaning of the terms such as Capital, Assets, Liabilities etc.To explain what is meant by Double Entry.		Describe the layout of a Journal. Learning to enter transactions(including VAT) into the ledger.Explain the money measurement concept and business entity concept.To describe the format of a T-Account. To be able to post transactions from the Journal into the Ledger Accounts. To compile a Trial Balance.			To justify the need for the Books of Original Entry and to be able to describe the process of recording the transactions into the Purchases and Sales Journal. To be able to describe the process of recording transactions into the Purchases Returns and Sales Returns Journal.		
Term 1	W1	W2	W3	W4	W5	W6	W7	W8
YR10	<a href="#">Yr.10/3(16)</a>					<a href="#">Yr.10/4(4)</a>	<a href="#">Yr.10/5(4)</a>	<a href="#">Yr.10/6(4)</a>
	<b>Books of Original Entry</b>					<b>Capital and Revenue Expenditure</b>	<b>Trial Balance</b>	<b>Sole trader</b>
	To be able to draw the formats of a Two-column and three column Cash Book,enter up and balance off the cash book. To be able to identify Contra entries and explain why they are entered on the debit and credit sides of a cash book.Explain the money measurement concept and business entity concept.		To appreciate the benefit of maintaining a Petty Cash Book. To demonstrate how the Imprest system works and to be able to compile a Petty Cash Book and show the restoration of the Imprest.		To deduce the Capital by passing an Opening Journal Entry in the journal.	To identify if an item of expenditure is Capital or Revenue in nature.	To compile a Trial Balance from the list of balances given and explain why the debit and credit Trial balance totals should equal one another.	To describe the characteristics of sole traders. Understand the importance of unlimited liability and limited liability.
Term 2	W1	W2	W3	W4	W5	W6	W7	W8
YR10	<a href="#">Yr.10/6(20)</a>					<a href="#">Yr.10/7(8)</a>		<a href="#">Yr10/8(4)</a>
	<b>Financial statements of Sole traders with adjustments</b>					<b>Other receivables and Payables</b>		<b>Manufacturing Accounts</b>
	To be able to compile an income statement in the prescribed format and thereby ascertain the Cost of sales, Gross Profit and profit for the year.to identify the differences betweenGross profit and profit for the year including year end adjustments.			To be able to draw up a statement of financial position showing total assets and total liabilities.		Obj.To understand the adjustments for pre-received, prepaid, accruals and outstanding incomes and exps and Matching or Accrual concept.		Obj.To explore the a/cing system of manufacturing concerns .To calculate prime cost,prepare manufacturing a/c trading a/c to calculate gross profit.

Term 2	W1	W2	W3	W4	W5	W6	W7	W8
YR10	<u>Yr.10/8/(4)</u>	<u>Yr.10/9(16)</u>				<u>Yr.10/10(12)</u>		
	<b>Manufacturing</b>	<b>Depreciation ; Provision for Depreciation and Asset Disposal</b>				<b>Bankreconciliation statement</b>		
	Obj.To explore the a/cing system of manufacturing concerns .To calculate prime cost,prepare manufacturing a/c and Income Statement.	Obj.Explore the methods of charging depreciation;Straight line, Diminishing balance;prepare provision for depreciation a/c and asset disposal a/c.A/cing treatment of depreciation in final a/cs.				Obj.To explore the reasons for disagreement between bank statement &cash book.To reconcile and find out the correct balance by preparing BRS.To update the cash book with unrecorded items.		

Term 1	W1	W2	W3	W4	W5	W6	W7	W8	
YR 11	<u>Y11/1(10)</u>		<u>Y 11/2 (10)</u>		<u>Y 11/3 (5)</u>	<u>Y 11/4(5)</u>	Revision /Test		
	<b>Other receivables and Payments in the books of accounts.</b>		<b>Partnership A/C s</b>		<b>Financial statements of firms</b>	<b>Errors not affecting T.B</b>			
	Obj.To understand the need to account for other receivables and payables; Distinguish between other receivables and payables; Calculate and record Other receivables and Payments.		obj;Prepare income statements and appropriation accounts.Prepare partners' current accounts and capital accounts.		obj; learn to prepare the statement of financial position of firms.	obj; To identify the errors not affecting the TB; learn to rectify the errors. Test paper.			
Term 1	W1	W2	W3	W4	W5	W6	W7	W8	
YR 11	<u>Y11/5(10)</u>		<u>Y11/6(10)</u>		<u>Y11/7(10)</u>			Revision /Test	
	<b><u>Errors not affecting T.B( conti)</u></b>		<b>Irrecoverable debts and provision for doubtful debts</b>		<b>Interpretation of financial statements</b>				
	obj; Identification and rectification of errors affecting and not affecting T.B. preparation of suspense account, redraft income statement and statement of financial position.		obj; Understand the need for creating a provision for doubtful debts, learn how to create provision and the a/cing treatment for prov.for doubtful debts.		obj; learn to analyse, evaluate and compare the financial position of business concerns using accounting ratios.				

Term 2	W1	W2	W3	W4	W5	W6	W7	W8
YR 11	<a href="#">Y 11/8 (5)</a>	<a href="#">Y 11/9 (5)</a>	<a href="#">Y 11/10 (5)</a>	Y 11/11 (15)			Revision /Test	
	Use of technology in accounting	Professional Ethics	<u>Practise Business Documentation</u>	Depreciation ; Provision for Depreciation and Asset Disposal				
	obj; to learn the benefits of using ICT within accounting , issues of using ICT within accounting , issues regarding the security of data and methods of protecting data..	obj;understand the principles of professional ethics; Apply the principles of professional ethics to accounting roles and functions;Explain the concept of public interest and how it is applied to accounting roles and functions.	obj; To revise the purpose of business documents and Preparation of business documents.	Obj.Explain the causes of depreciation.Distinguish between the Straight line and Diminishing balance methods of charging depreciation; Calculate and record depreciation in the books of account. Calculate and record profit or loss of disposal of non-current assets.				
Term 2	W1	W2	W3	W4	W5	W6	W7	W8
YR 11	<a href="#">Y 11/12 (15)</a>	<a href="#">Y 11/13 (15)</a>			Revision /Test			
	<b>Control Account</b>	<b>Incomplete Records</b>						
	Obj.To understand the uses of control a/cs. Prepare trade receivables control a/c and trade payables control a/cs.	Obj.To learn how to calculate the profit for the year by comparing the opening and closing equity figures. Calculate revenue and purchases using appropriate accounting techniques, to include control accounts. Prepare income statements and statements of financial position from incomplete records and information.						

Term 1	W1	W2	W3	W4	W5	W6	W7	W8
Y10	<u>Y10/1(48) Topic 1 Business activity and influences on business</u>							
	<u>1.1 Business objectives</u>		<u>1.2 Types of organisations</u>		<u>1.3 Classification of Businesses</u>	<u>1.4 Decisions on location</u>	<u>1.5 Business and the international location</u>	
	<p>Introduction and overview to business activity. How and why are small businesses created?</p> <p>Overview of assessment structure of the course.</p> <p>To learn what business aims and business objectives are.</p> <ul style="list-style-type: none"> <li>Financial aims and objectives</li> <li>Non-financial aims and objectives:</li> </ul>		<p>To know about the different forms of business organisation.</p> <p>The main types of business ownership</p> <p>Characteristics relating to size: concepts of risk, ownership and limited liability</p> <ul style="list-style-type: none"> <li>public corporations</li> <li>ownership, control, sources of finance, use of profits, stakeholders and shareholders</li> </ul> <p>appropriateness of different forms of ownership</p>		<p>To learn the main types of business ownership: sole trader, partnerships, limited companies (private and public), public corporations. Primary, secondary and tertiary</p> <ul style="list-style-type: none"> <li>Different forms of business organisation: franchise, social enterprise, multinationals.</li> </ul>	<p>To learn the main factors influencing location decisions and relocation of a business</p> <ul style="list-style-type: none"> <li>the impact of the internet on location decisions - e-commerce and/or fixed premises</li> <li>legal controls and trade blocs.</li> </ul>	<p>To understand the reasons, causes and consequences of Globalisation:</p> <p>The importance and growth of multinationals:</p> <ul style="list-style-type: none"> <li>possible drawbacks to a country and/or economy where a multinational is located.</li> </ul> <p>Exchange rate calculation</p> <p>The impact of exchange rate changes</p>	
Term 1	W1	W2	W3	W4	W5	W6	W7	W8
Y10	<u>Y10/1(48) Topic 1 Business activity and influences on business</u>				<u>Y10/2(32) Topic 2</u>	<u>Y10/2 (15) Revision for 1st Term Exam</u>		
	<u>1.6 Government objectives and policies</u>		<u>1.7 External factors</u>	<u>1.8 What makes a</u>	<u>2.1 Internal and</u>	<b>Topics 1.1-1.3</b>	<b>Topics 1.4-1.6</b>	<b>Topics 1.7 - 2.1</b>
	<p>To understand the purpose for Government spending</p> <p>The effect of interest rates on</p> <p>How governments can affect business activity</p>		<p>To analyse The external factors affecting business decisions:</p> <ul style="list-style-type: none"> <li>social</li> <li>technological</li> <li>environmental</li> <li>political</li> </ul>	<p>To learn how to measure success in business</p> <p>Reasons for business failure</p>	<p>To know the Importance of good communication and problems of ineffective communication</p> <p>The different communication methods used the benefits and limitations of each</p> <p>Barriers to</p>	<p>To revise the concepts of topics 1.1 to 1.3. Discover and bridge gaps in learning. Strengthen concepts within the topics. Clarify doubts. Guide topic related questions from past papers.</p>	<p>To revise the concepts of topics 1.4 to 1.6. Discover and bridge gaps in learning. Strengthen concepts within the topics. Clarify doubts. Guide topic related questions from past papers</p>	<p>To revise the concepts of topics 1.7 to 2.1. Discover and bridge gaps in learning. Strengthen concepts within the topics. Clarify doubts. Guide topic related questions from past papers</p>

Term 2	W1	W2	W3	W4	W5	W6	W7	W8
Y10	Y10/2(32) Topic 2 People in business							
	<a href="#">2.2 Recruitment and selection process</a>		<a href="#">2.3 Training</a>	<a href="#">2.4 Motivation and rewards</a>		<a href="#">2.5 Organisation structure and employees</a>		<b>Revision Topic 2</b>
	<p>To understand and learn Types of employment</p> <p>Recruitment documents</p> <p>Legal controls over employment and their effects</p>		<p>To learn about the Importance of training to a business and workers benefits and limitations of training.</p>	<p>To learn about the importance of motivation in the workplace</p> <p>motivational theories of Herzberg, Maslow and Taylor</p> <p>How businesses motivate employees:</p> <ul style="list-style-type: none"> <li>• financial methods:</li> <li>• non-financial methods:</li> </ul>		<p>To learn what an Organisational chart is and the different types of charts for different businesses</p> <p>span of control</p> <p>chain of command</p> <p>delegation</p> <p>The different functional areas within a business</p> <p>human resources – workforce planning, recruitment and selection, training, health and safety....</p> <p>The different functional areas within a business:</p> <ul style="list-style-type: none"> <li>• finance</li> <li>• marketing</li> <li>• production</li> </ul>		<p>Revise Topic 2. Recall all the concepts. Clarify doubts. Bridge gaps in learning. Assess learning.</p>
Term 2	W1	W2	W3	W4	W5	W6	W7	W8
Y10	Y10/3(36) Topic 3 Business finance							
	<a href="#">3.1 Business finance - sources</a>		<a href="#">3.2 Cash flow</a>	<a href="#">3.3 Costs and break</a>	<a href="#">3.4 Financial</a>	<a href="#">3.5 Accounts analysis</a>		<b>Revision</b>
	<p>To understand the the need for finance:</p> <p>Internal sources of finance</p> <p>External sources of finance</p>		<p>To develop an understanding of the importance of cash to a business</p> <p>the difference between cash and profit</p> <p>Calculations and interpretations of cash-flow forecasts</p>	<p>To understand The concept and calculation of:</p> <ul style="list-style-type: none"> <li>• revenue</li> <li>• fixed and variable costs</li> <li>• total costs</li> <li>• profit and loss</li> </ul> <p>The concept of break-even and calculation of break-even (from formula or diagram):</p> <p>Interpretation of break-even charts:</p>	<p>To learn the purpose of statements of comprehensive income</p> <p>(students will not be required to construct an income statement or Statement of Financial Position)</p> <p>the nature of profit and its importance.</p> <p>The purpose of statements of financial position:</p> <p>interpret a statement of financial position</p>	<p>Calculating and analysing accounting ratios:</p> <ul style="list-style-type: none"> <li>• gross profit margin</li> <li>• operating profit margin <ul style="list-style-type: none"> <li>• mark- up</li> </ul> </li> <li>• return on capital employed (ROCE) <ul style="list-style-type: none"> <li>• current ratio</li> <li>• acid test ratio</li> </ul> </li> </ul> <p>Liquidity:</p> <ul style="list-style-type: none"> <li>• the concept and importance of liquidity</li> <li>• comparisons with previous years and/or with other business organisations.</li> </ul> <p>The use of financial documents:</p> <ul style="list-style-type: none"> <li>• assess the performance of the business <ul style="list-style-type: none"> <li>• inform decision making.</li> </ul> </li> </ul>		<p>Revise all the topics. Recall all the concepts. Clarify doubts. Bridge gaps in learning.</p>

Term 1	W1	W2	W3	W4	W5	W6	W7	W8
Y11	Y11/4(40) Topic 4 Marketing							
	<a href="#">4.1 Market Research</a>		<a href="#">4.2 The Market</a>		<a href="#">4.3 The Marketing Mix</a>			
	To know the purpose of market research, the different methods of conducting market research and the types of data. To be able to discern the best use of each type of		To know the importance of Marketing, responses to changes in the market and how to businesses use market segmentation to target different customers.		<b>Product</b> To learn about the development of new products, product	<b>Price</b> To learn about the main pricing strategies and how they can be	<b>Place</b> To learn about the methods of distribution and how	<b>Promotion</b> To learn about the various promotion strategies for
Term 1	W1	W2	W3	W4	W5	W6	W7	W8
Y11	Y11/5(30) Topic 5: Business Operations						Y11/5(10) Revision for 1st Term Exam	
	<a href="#">5.1 Economies and diseconomies of scale</a>	<a href="#">5.2 Production and Productivity</a>	<a href="#">5.3 Lean Production</a>	<a href="#">5.4 Technology in Production</a>	<a href="#">5.5 Factors of Production</a>	<a href="#">5.6 Quality</a>	<b>Topics 4.1-4.3</b>	<b>Topics 5.1 - 5.4</b>
	To know about economies and diseconomies of scale and gain an	To study about the different production processes: Job, Batch and Flow	To learn the principles of lean production- JIT and Kaizen. To be able	To explore the impact of technology in production through the use of robotics	To identify the factors of production and explore the possibility of	To understand the concept of Quality and its importance in production of goods	To revise the concepts of topics 4.1 to 4.3. Discover and bridge gaps in	To revise the concepts of topics 5.1 to 5.4. Discover and bridge gaps in
Term 2	W1	W2	W3	W4	W5	W6	W7	W8
Y11	Y11/5(40) Revision for Mock and Board Exam							
	<b>Revision Topic 1</b>	<b>Revision Topic 2</b>	<b>Revision Topic 3</b>	<b>Revision Topic 4</b>	<b>Revision Topic 5</b>	<a href="#">Practice of Board Papers</a>		
	To revise the concepts of topics 1.1 to 1.8. Discover and bridge gaps in learning. Strengthen concepts within the topics. Clarify doubts. Guide topic related questions from past papers	To revise the concepts of topics 2.1 to 2.5. Discover and bridge gaps in learning. Strengthen concepts within the topics. Clarify doubts. Guide topic related questions from past papers	To revise the concepts of topics 3.1 to 3.5. Discover and bridge gaps in learning. Strengthen concepts within the topics. Clarify doubts. Guide topic related questions from past papers	To revise the concepts of topics 4.1 to 4.3 again. Strengthen concepts. Clarify doubts. Practise topic related questions from past papers	To revise the concepts of topics 5.1 to 5.4 again. Strengthen concepts. Clarify doubts. Practise topic related questions from past papers.	To practise from board past papers. Guide the students how to read and analyse case studies and scenarios and apply concepts while answering		

Term 1	W1	W2	W3	W4	W5	W6	W7	W8
Y10	<a href="#">Yr 10/ 1 (4) The Basic Economic Problem</a>	<a href="#">Yr 10 / 2 (4) Economic Assumptions</a>	<a href="#">Yr 10/ 3 (16) Market Forces</a>			<a href="#">Yr 10 / 4 (16) Elasticities</a>		
	<b>To learn the nature of economic problem</b>	<b>To understand the economic assumptions of consumers &amp;</b>	<b>To understand the market forces of demand &amp; supply</b>			<b>To understand PED &amp; Its Importance</b>		
	Scarcity of resources and choices , PPF	Economic Assumptions	Demand (Relationship b/w Price & Quantity Demanded, Factors affecting demand)	Supply (Relationship b/w Price & Quantity Supplied , Factors affecting supply)	Market Equilibrium- Equilibrium price & quantity and how they are determined		Price elasticity of demand- Definition. Formula & calculations, digrams, interpretation of numerical values	Usefulness of Elasticities for business and government
Term 1	W1	W2	W3	W4	W5	W6	W7	W8
Y10	<a href="#">Yr 10 / 4 (16) Elasticities</a>		<a href="#">Yr 10 / 5 (12) Economic Systems</a>			<a href="#">Yr 10 / 6 (8) Externalities &amp; Government Intervention</a>		
	<b>To understand YED &amp; PES</b>		<b>To understand the function of the market and the role of government in resource allocation</b>			<b>External Cost &amp; External Benefits, Govt. Policies to deal with externalities</b>		
	Income elasticity of demand (YED)- Definition & Interpretation	Price elasticity of supply- Definition, formula & calculations	Public and Private sector in the production of goods and services	Mixed Economy	Privatisation , its effect on economic agents	External cost & Benefit of Production and Consumption & their examples	Govt. Intervention to deal with externality	<b>Revision/ Test on YED /PES &amp; Economic System</b>

Term 2	W1	W2	W3	W4	W5	W6	W7	W8
Y10	<a href="#">Yr 10 / 7 (16) Production</a>				<a href="#">Yr 10 / 8 (12) Economies of Scale</a>			Revision/ Test (Externalities, Organization of production & Business costs, revenues and profits)
	<b>Organizing Production</b>				<b>Scale of Production</b>			
	Factors of Production, Sectors of the economy: , Business costs, revenues & making a profit	productivity & Factors affecting productivity	Division of labour & Advantages and disadvantages of the division of labour to workers and businesses	Definition and use of formulae to calculate Business costs, revenues	Definition & types of internal & External economies of scale	Definition & types of diseconomies of scale	Definition & types of diseconomies of scale	
Term 2	W1	W2	W3	W4	W5	W6	W7	W8
Y10	<a href="#">Yr 10/ 9 (16) Market Structures</a>				<a href="#">Yr 10/10 (12) The labour market</a>			Revision Test (Market structure & labour Market)
	<b>To understand why markets can have different market structures.</b>				<b>To understand labour markets &amp; government intervention</b>			
	Business Competition	Monopoly, Main features of monopoly, Advantages and disadvantages of monopoly	Oligopoly, Main features of Oligopoly, Advantages and disadvantages of Oligopoly	Government regulation of competition to improve market efficiency	Factors affecting the demand/Supply for labour & Labour market equilibrium	Trade union involvement in the labour market	Government intervention in the labour market	



Term 2	W1	W2	W3	W4	W5	W6	W7	W8
<b>Y10</b>	<a href="#">Yr 10/11 (16) Macro Economic Objective (Internal)</a>				<a href="#">Yr 10/ 12 (8) BOP</a>		<a href="#">Yr 10/ 13 (4)Environment Protection</a>	<b>Revision Test</b>
	<b>To understand government's macro economic objectives</b>				<b>Current account surplus/deficit</b>		<b>Economic Activity &amp; Environment</b>	
	Economic Growth, measurement using increases in gross domestic product (GDP) / Limitation	Inflation, measurement using consumer price index (CPI), relationship between inflation and interest rates		Unemployment, measurement of unemployment using International Labour Organization (ILO) measure	Surplus or balance on the current account of the balance of payments		ways businesses damage the environment, government intervention to protect the environment	
Term 1	W1	W2	W3	W4	W5	W6	W7	W8
<b>Y11</b>	Revision of Elasticities	<a href="#">Yr 11/ 1/(5) Poverty/Inequity</a>	<a href="#">Yr 11/2 (20) Demand side policies</a>		<a href="#">Yr 11/ 3/(10) Supply side Policy</a>			
			<b>Fiscal/ Monetary Policy/Quantitative easing</b>		<b>Impact on PPF</b>			
		reasons to reduce poverty and inequality, government intervention to reduce inequality and poverty	government revenue and government expenditure, the impact of fiscal policy on macroeconomic objectives		focus on interest rate changes, impact of changes in interest rates on macroeconomic objectives & awareness of asset purchasing used by central bank		supply-side policy and its impact on productivity and total output	

Term 1	W1	W2	W3	W4	W5	W6	W7	W8
Y11	<a href="#">Yr 11/ 4/(10)Macro Economic Policies &amp;</a>		<a href="#">Yr 11/5(10) Globalisation</a>		<a href="#">Yr 11/6(20) International Trade</a>			
	<b>Relationship b/w macro economic objectives and policies</b>		Globalisation		International Trade & Protectionism		Modern trading blocs	WTO & Trade Pattern
	impact of policies and the trade-off between unemployment and inflation, economic growth and inflation	impact of policies and the trade-off between , inflation and the current account balance of payments , economic growth and environmental protection	Definition of globalisation, reason and its impact on individual countries, governments, producers and consumers workers and environment	Definition of MNC, FDI; Reaons for emergence of MNC/FDI;	Advantages and disadvantages of free trade; Reasons for protection; Methods of protection; advantages and disadvantages of each method of protection; supply and demand diagrams to show tariffs, quotas and subsidies		Impact of trading blocs on member and non-member countries; examples of trading blocs	Role of the World Trade Organization ; actions by the WTO ; Trade patterns of developed and developing countries
Term 2	W1	W2	W3	W4	W5	W6	W7	W8
Y11	<a href="#">Yr 11/7 (10) Exchange Rates</a>		<a href="#">Yr 11/8 (5)</a>	<a href="#">Revision of Government intervenion in achieving macro</a>				<b>Tests &amp; Revision</b>
	<b>Exchange rates</b>		<b>Government</b>	<b>Macro Economic</b>	<b>Government</b>	<b>Relationship b/w</b>		
	Definition of exchange rates; Factors affecting supply and demand of currencies; supply and demand diagrams to show determination of exchange rates; Appreciation & Depreciation of currency & their impact on import and export		Surplus or balance on the current account of the balance of payments	Inflation; unemployment; Balance of Payment; protection of the environment; redistribution of Income	Demand Side and Supply side policies	Relationship b/w objectives and policies		
Term 2	W1	W2	W3	W4	W5	W6	W7	W8
Y11	<a href="#">Revision- The Market Sytem</a>			<a href="#">Revision - Business Economics</a>				
	<b>Market</b>	<b>Types of Economy</b>	<b>Externalities</b>	<b>Production</b>	<b>Types of Market</b>	<b>Labour Market</b>		
	Law of Demand and Suppy; Factors affecting demand and supply; Market equilibrium	Mixed Economy; Privatisation	Externalities	Factors of production; division of labour;cost revenues and profit	Competitive markets; oligopoly; monopoly ; advantages and disadvantaes of large and small firms	the labour market ; impact of changes in the supply and demand for labour and trade union activity in labour market		