EMS Term 3 Scope – Grade 8

Section A: Theory

- **Entrepreneurship & Business Concepts**
  - Forms of ownership (sole trader, partnership, close corporation, company)
  - Advantages and disadvantages of each form
  - Differences between formal and informal businesses
  - Business functions: production, marketing, administration, human resources, finance
  - Importance of record-keeping and accountability in businesses
- **Financial Literacy Concepts**
  - The accounting cycle (overview: transactions → journals → general ledger → trial balance → financial statements)
  - Source documents (receipts, deposit slips, cheque counterfoils, invoices)
  - Accounting equation (Assets = Owner's Equity + Liabilities)

Section B: General Ledger

- **Cash Journals**
  - Cash Receipts Journal (CRJ) – recording transactions and posting totals
  - Cash Payments Journal (CPJ) – recording transactions and posting totals
- **General Ledger Accounts**
  - Structure of General Ledger accounts (T-account format)

- Posting from CRJ and CPJ to the General Ledger
- Balancing of accounts (assets, liabilities, owner’s equity, income, expenses)

- **Trial Balance**
  - Drawing up a trial balance from the General Ledger
  - Identifying errors and correcting them