SCHEME OF WORK

Week	Topics and Sub-Topics	No. of Hours	Remarks

1	**1.** Sequence
	    1.1 Introduction to Sequence
	    1.2 Arithmetic Sequence
	    1.3 Finding the nth term and the sum of the first n terms
	    1.4 Geometric Sequence
	    1.5 Finding the nth term and the sum of the first n terms
	
	TUTORIAL
		3
		
		1	

2	2. Simple Interest
	    2.1 Introduction to Interest
	    2.2 Simple Interest Formula
	    2.3 Simple Amount Formula
	    2.4 Exact Time and Approximate Time
	    2.5 Ordinary Simple Interest and Exact Simple Interest
	    2.6 Banker's Rule
	
	TUTORIAL
		3
		
		1	

3	2.7 Present Value 3. Bank Discount and Promissory Notes 3.1 Introduction to Bank Discount TUTORIAL	1 2 1	
4	3.2 Introduction to Promissory Note 3.3 Simple Interest Rate Equivalent to Bank Discount Rate TUTORIAL	3 1	

5	4. Compound Interest
	    4.1 Time Value of Money
	    4.2 Introduction to Compound Interest
	    4.3 Important Terms used in Compound Interest
	    4.4 Compound Interest Formula
	
	TUTORIAL
	
	QUIZ (Sequence, Simple Interest & Bank Discount)
		2
		
		1
		
		1	

Week	Topics and Sub-Topics	No. of Hours	Remarks
6	4.5 Present Value	1	
	5. Annuity 5.1 Introduction to Annuity and Types of Annuities. 5.2 Future Value of Ordinary Annuity Certain	2	
	TUTORIAL	1	
7	5.3 Present Value of Ordinary Annuity Certain. 5.4 Solving for R and n	3	
	TUTORIAL	1	
8	6. Instalment Purchase 6.1 Introduction to Installment Purchase 6.2 Interest Based on Original Balance	3	
	TUTORIAL	1	
	GROUP ASSIGNMENT (Annuity)		
9	6.3 Interest Based on Reducing Balance – Constant Ratio Formula 6.4 Unpaid Principal Balance Using Rule of 78	3	
	TUTORIAL	1	
10	7. Trade and Cash Discounts 7.1 Introduction to trade discount 7.2 Net price Formula 7.3 Chain discount 7.4 Single discount equivalent to chain discount 7.5 Cash discount	3	
	TUTORIAL	1	
11	8. Mathematics of Retailing 8.1 Cost, selling price, profit, loss 8.2 Mark up and mark down	1	
	TUTORIAL	1	
	TEST (Promissory Note, Compound Interest & Installment Purchase)	2	

Week	Topics and Sub-Topics	No. of Hours	Remarks
12	8.3 Profit and loss: Gross profit, net profit and breakeven price 8.4 Trade discount & Mathematics of retailing	2	
	TUTORIAL	1	
	9. Depreciation 9.1 Introduction to Depreciation	1	
13	9.2 Straight Line method 9.3 Declining Balance Method	2	
	TUTORIAL	1	

	10. Personal Income Tax
	    10.1 Introduction to Income Tax
	    10.2 Deductions allowed
	    10.3 Taxable Incomes
	    10.4 Rebates
	    10.5 Tax Rate Schedule for Personal Income
		1	

14	10.6 Tax Assessment for Individual Who is Single 10.7 Tax Assessment for Individual Who is Married: Separate and Combined Assessment	3	
	TUTORIAL	1	

Extra Note:

Week 5
QUIZ   30 marks (1 hour, C2)
Sequence, Simple Interest & Bank Discount

Week 8
SUBMIT GROUP ASSIGNMENT   100 marks (A3)
Annuity

Week 11
TEST   60 marks (2 hours, C5)
Promissory Note, Compound Interest & Installment Purchase