

Form 5 Business, Accountings and Financial Studies
(2019-2020)

Aims and Objectives:

1. To provide students at senior secondary level with fundamental business knowledge and skills, and develop their positive value and attitudes, so that they can fulfil their roles competently and confidently as consumers, investors, employees and/or entrepreneurs;
2. To develop students' generic skills in research, analysis, leadership, team-building, communication, critical thinking, creativities, and problem-solving and transfer them to different domains; and
3. To explore different aspects of business to prepare students for life, for learning and for employment.

Homework Policy:

1. Homework assignments are designed to suit the needs and abilities of students.
2. 3-8 questions will be assigned for each topic taught.
3. Students are expected to spend not less than 8 hours/week in doing their homework.

Study Skills:

1. Pre-read chapters to be covered in the coming lessons and prepare questions to raise.
2. Be attentive to explanation of the teacher in class.
3. Review what have learned afterwards immediately in the same day.
4. Check level of understanding by working through the questions assigned by the teacher and if any queries, inquire the teacher further.
5. Use concise notes to facilitate review and revision.
6. Master examination techniques by doing past years' examination questions and timing it as if taking a real-life public examination.
7. Schedule study timetable in consideration of teaching programme made by the teacher and the preparation time available before the public examination.

Week	Topic/Content Area
ELECTIVE – FINANCIAL ACCOUNTING 1	
1-2	Correction of errors
BASICS OF PERSONAL FINANCIAL MANAGEMENT	
3-4	Time value of Money
5	Consumer Credit
6-7	Personal Financial Planning and Investment
8	Stock Trading as an Investment

Week	Topic/Content Area
ELECTIVE - FINANCIAL ACCOUNTING 2	
9-11	Accounting for limited companies
12-14	Revision
First Term Examination	
15-16	Financial analysis
17-21	Accounting for partnerships
22-23	Generally accepted accounting principles
24-27	Incomplete records
28-31	Revision
Final Examination	

Continue Assessment: Tests: 14% Attitude: 6%