

Business, Accountings and Financial Studies
Form 5
(2020-2021)

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. 3-6 questions will be assigned for each topic taught.
3. Students are expected to spend not less than 5 hours/week in doing their homework.

Study Skills:

1. Pre-read chapters to be covered in the coming lessons and ready questions to raise.
2. 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 live external open examination.
7. Schedule study timetable in consideration of teaching programe made by the teacher and the preparation time available before the external open examination.

Week	Topic/Content Area
ELECTIVE – FINANCIAL ACCIUNTING 1	
1-3	Bank Reconciliation Statement
3-6	Correction of Errors
ELECTIVE – FINANCIAL ACCIUNTING 2	
7-13	Accounting for Partnership

Week	Topic/Content Area
13-14	Revision before First Term Examination
First Term Examination	
15	Examination Review
16-18	Accounting for Limited Companies
19-21	Financial Analysis
22-23	Generally accepted Accounting Principles
24-27	Incomplete Records
BASICS OF PERSONAL FINANCIAL MANAGEMENT	
28-29	Time value of Money
30	Consumer Credit
31-32	Revision before Final Examination
Final Examination	

Continuous Assessment: Tests: 14% Attitude: 6%