

Business, Accountings and Financial Studies  
Form 4  
(2021-2022)

**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 get questions ready to raise.
2. Be attentive to explanation of the teacher in class.
3. Review what have been 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 public examination.
7. Schedule study timetable in consideration of teaching programe made by the teacher and the preparation time available before the public examination.

| Week                       | Topic/Content Area  |
|----------------------------|---|
| INTRODUCTION TO ACCOUNTING |   |
| 1                          | Purposes and Role of Accounting<br>Uses of Financial Statements     |
| 2-4                        | The Accounting Cycle<br>i. Double entry system<br>ii. Trial balance |

| Week   | Topic/Content Area   |
|--|--|
|  | iii. Financial statements  |
| 5  | Accounting Assumptions, Principles and Conventions   |
| 6  | Basic Ratio Analysis   |
| <b>BUSINESS ENVIRONMENT &amp; INTRODUCTION TO MANAGEMENT</b> |  |
| 7  | Hong Kong Business Environment   |
| 8-9  | Forms of Business Ownership  |
| 10   | Business Ethics and Social Responsibilities  |
| 11   | Management Functions   |
| 12   | Key Business Functions   |
| 13   | Small and Medium Enterprises (SMEs)  |
| 14   | Revision   |
| <b>First Term Examination</b>                                |  |
| 15   | Exam review  |
| <b>ELECTIVE – FINANCIAL ACCIUNTING 1</b>                     |  |
| 15-17  | Books of original entry and different types of ledgers   |
| 18-26  | Period-end Adjustments Relating to the Preparation of Financial Statements <ol style="list-style-type: none"> <li>i. Differentiate between cash accounting and accrual accounting.</li> <li>ii. Distinguish between bad debts and allowance for doubtful accounts.</li> <li>iii. Depreciation on non-current assets</li> <li>iv. Value of inventory</li> <li>v. Prepare adjusting entries at the close of accounting period</li> </ol> |
| 27-29  | Bank reconciliation statement  |
| 30-32  | Revision   |
| <b>Final Examination</b>                                     |  |

Continuous Assessment: Tests: 14%

Attitude: 6%