

St. Joseph's College  
Business Fundamentals (2024-25)  
S.3 Teaching Syllabus

Month	Chapter	Topic	Focus/Objective (Students should be able to tell/identify)	Remarks
September	PF 2	Consumer Credit	<ul style="list-style-type: none"> <li>● Describe and compare different types of consumer credit</li> <li>● Explain the importance of maintaining a good personal credit record</li> </ul>	WS
October	PF 3	Personal Financial Planning and Investment	<ul style="list-style-type: none"> <li>● Explain what risk and return are and their relationship</li> <li>● Identify the basic characteristics and the risk-return trade-offs of different investment products</li> <li>● Explain the importance of personal financial planning at different life stages</li> <li>● Describe the rights and responsibilities of individual investors and consumers of financial services</li> <li>● Describe the rights and responsibilities of employees and self-employed persons under the Mandatory Provident Fund System</li> </ul>	WS Test 1
November	A1	The Fundamentals of Accounting	<ul style="list-style-type: none"> <li>● Introduce the nature of accounting</li> <li>● Distinguish between bookkeeping and accounting</li> <li>● Describe the functions of accounting</li> <li>● Appreciate the importance of accounting information</li> <li>● Describe the flow of an accounting cycle</li> </ul>	WS
December				Mid-term Exam
January	A2	The Accounting Equation	<ul style="list-style-type: none"> <li>● Explain the meanings of assets, liabilities and capital</li> <li>● Explain the accounting equation</li> <li>● Explain the relationships between revenues, expenses and capital</li> <li>● Explain the meaning of drawings and their relationship with capital</li> <li>● Explain the expanded accounting equation</li> <li>● Explain the effects of business transactions on the accounting equation</li> </ul>	WS
February	A3	The Double-entry System	<ul style="list-style-type: none"> <li>● Explain the nature of double-entry bookkeeping</li> <li>● Describe the layout of a double-entry account</li> <li>● State the principles of double entry</li> <li>● Apply the principles of double entry to the recording of business transactions</li> <li>● Explain the need for balancing off accounts</li> <li>● Describe the process of balancing off accounts</li> <li>● Distinguish between opening and closing balances</li> <li>● Distinguish between debit and credit balances</li> </ul>	WS
March	A4	Trial Balance	<ul style="list-style-type: none"> <li>● Explain what a trial balance is</li> <li>● Describe how a trial balance is prepared</li> <li>● Explain the functions and limitations of a trial balance</li> </ul>	Test 2 WS

April	A5	Financial Statements for Sole Proprietorship (1)	<ul style="list-style-type: none"> <li>● Identify nominal accounts</li> <li>● Prepare closing entries</li> <li>● Record inventories</li> <li>● Explain the purpose of preparing an income statement</li> <li>● Describe how the income statement of a trading firm is prepared</li> </ul>	WS
May	A6	Financial Statements for Sole Proprietorship (2)	<ul style="list-style-type: none"> <li>● Explain the purpose of prepare a statement of financial position</li> <li>● Identify the similarity and differences between an income statement and a statement of financial position</li> <li>● Classify assets into current and non-current assets</li> <li>● Classify liabilities into current and non-current liabilities</li> </ul>	WS
June		Revision		Final Exam