

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

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