

St. Joseph's College
S4 Business, Accounting and Financial Studies
4X3 Business Management
Teaching Syllabus 2024-25

Month	Chapters	Remarks
2024 September	<p><u>Business Environment and Introduction to Management</u></p> <p><u>C1 Chapter 1: Hong Kong's Business Environment</u></p> <p>1.1 Introduction</p> <p>1.2 Role and importance of the business in the Hong Kong economy</p> <p>1.3 Characteristics of the Hong Kong economy</p> <p>1.4 Recent developments of the Hong Kong economy</p> <p>1.5 Factors affecting business decisions</p>	<p>HW 1</p> <p>HW 2</p>
October	<p><u>C1 Chapter 2: Forms of Business Ownership</u></p> <p>2.1 Introduction</p> <p>2.2. Forms of business ownership</p> <p>2.3 Sole proprietorship</p> <p>2.4 Partnership</p> <p>2.5 Limited company</p> <p>2.6 Multinational corporation</p>	<p>HW 3</p> <p>Test 1</p>
	<p><u>C1 Chapter 3: Business Ethics and Social Responsibilities</u></p> <p>3.1 Introduction</p> <p>3.2 Stakeholders of a business</p> <p>3.3 Social responsibilities</p> <p>3.4 Business ethics</p>	<p>HW 4</p>
November	<p><u>B1 Chapter 1: Management Functions</u></p> <p>1.1 Introduction</p> <p>1.2 What is management</p> <p>1.3 Planning</p> <p>1.4 Organising</p> <p>1.5 Leading</p> <p>1.6 Controlling</p> <p>1.7 Importance of management</p> <p>1.8 Principles of effective management</p>	<p>HW 5</p> <p>Test 2</p> <p>HW 6</p>

	<p><u>B1 Chapter 2: Key Business Functions</u></p> <p>2.1 Introduction</p> <p>2.2 Human resources management</p> <p>2.3 Financial management</p> <p>2.4 Operations management</p> <p>2.5 Marketing management</p> <p>2.6 Information management</p> <p>2.7 Risk management</p> <p>2.8 Interrelationship of business functions</p>	HW 7
December	Half-Yearly Examination	
2025 January	<p><u>B1 Chapter 3: Small and Medium Enterprises (SMEs)</u></p> <p>3.1 Introduction</p> <p>3.2 Small and medium enterprises (SMEs)</p> <p>3.3 Entrepreneurs</p> <p><u>Human Resources Management</u></p> <p><u>B2 Chapter 1 Manpower Planning and Staffing</u></p> <p>1.1 Introduction</p> <p>1.2 Manpower planning</p> <p>1.3 Staffing</p>	<p>HW 8</p> <p>Test 3</p> <p>HW 9</p>
February	<p><u>B2 Chapter 2 Performance Appraisal</u></p> <p>2.1 Introduction</p> <p>2.2 What is performance appraisal?</p> <p>2.3 Objectives of performance management</p> <p>2.4 Performance management process</p>	<p>HW 10</p> <p>Test 4</p>
March	<p><u>B3 Chapter 3 Reward Management</u></p> <p>3.1 Introduction</p> <p>3.2 What is reward management?</p> <p>3.3 Monetary rewards</p> <p>3.4 Non-monetary rewards</p> <p>3.5 Advantages of monetary rewards</p>	<p>HW 11</p> <p>Test 5</p>
April	<p><u>B3 Chapter 4 Training and Development</u></p> <p>4.1 Introduction</p> <p>4.2 Employee training and development</p> <p>4.3 Training modes</p>	<p>HW 12</p> <p>Test 6</p>

May	<u>B3 Chapter 5 Development of a Quality Workforce</u> 5.1 Introduction 5.2 What is motivation? 5.3 Motivational theories 5.4 Internal communication	HW 13 HW 14 Test 7
June	Final Examination	