

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

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

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

May	<b><u>B3 Chapter 5 Development of a Quality Workforce</u></b> 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	