

**SING YIN SECONDARY SCHOOL**  
**BUSINESS, ACCOUNTING AND FINANCIAL STUDIES**  
**NSS FORM FOUR SYLLABUS**  
**September 2016 - June 2017**

- Aims:
1. To stimulate students' interest in business, accounting and management.
  2. To help students understand the real business environment.
  3. To promote values and attitudes of honesty, fairness and social responsibility.
  4. To develop generic skills in research, analysis, problem-solving, critical thinking, creativity and communication.

- Textbooks:
1. Frank Wood's Introduction to Accounting (Second edition); Frank Wood & Eric Lo Chi Chung; Pearson
  2. Frank Wood's Financial Accounting 1(Second edition); Frank Wood & Eric Lo Chi Chung; Pearson
  3. Frank Wood's Financial Accounting 2(Second Revised edition); Frank Wood & Eric Lo Chi Chung; Pearson

Topics	Learning Objectives: Students are expected to be able to	Remarks	Number of periods
<b>1(c) Introduction to Accounting</b>			
Purposes and the Role of Accounting	(a) appreciate the importance of accounting and its relevance to decision-making (b) describe the functions of accounting (c) describe the flow of the accounting cycle	- Functions: recording, classifying, summarizing and communicating	2
Uses of financial statements	(a) explain how information in financial statements can assist decision-making (b) explain the uses and limitations of financial statements		2
The Accounting Cycle			12
- Double entry systems	(a) explain the accounting equation and demonstrate how transactions affect it (b) apply the principles of double entry to the recording of business transactions in ledgers	- Accounting equation: $C = A - L + (R - E)$	
- Trial Balance	(a) explain the functions and limitations of a trial balance (b) balance off the accounts and prepare a trial balance		
- Financial statements	(a) prepare properly presented income statements and statement of financial position (balance sheet) for sole proprietorship	- both horizontal and vertical forms - differentiate between non-current and current assets, current and non-current liabilities - explain the nature of working capital - balance off the capital account	

<b>2(a) Financial Accounting</b>			
<p>Books of original entry and Types of Ledgers</p>	<p>(a) explain the functions of books of original entry and ledgers                      (b) record transactions in books of original entry and post to ledger accounts                      ◇ purchases journal                      ◇ sales journal                      ◇ returns outwards journal                      ◇ returns inwards journal                      ◇ cash book                      ◇ the journal                      (c) identify the major classifications in ledgers</p>	<ul style="list-style-type: none"> <li>- business documents: invoices, credit notes, debit notes, receipts/payment vouchers</li> <li>- comparison between cash and credit transactions for purchases and sales, trade discount and cash discount, discounts allowed, bank loans and bank overdraft</li> <li>- petty cash book is not required</li> <li>- typical uses of the journals</li> <li>- accounts receivable ledger, accounts payable ledger and general ledger</li> <li>- personal, real accounts and nominal accounts</li> </ul>	<p>15</p>
<p>Period-end Adjustments relating to the Preparation of Financial statements</p>	<p><b>DEPRECIATION</b>                      (a) state the meaning and objectives of providing depreciation in accounting                      (b) distinguish between capital and revenue expenditures                      (c) compare the commonly used methods of depreciation and explain the effect of depreciation charge (including disposal) on profits                      (d) prepare journal and ledger entries at the close of accounting period and show the effect on income statement and statement of financial position (balance sheet)                      (e) prepare simple accounting entries for disposal of non-current assets</p> <p><b>BAD DEBTS</b>                      (a) distinguish between bad debts and allowance for doubtful accounts                      (b) prepare journal and ledger entries at the close of accounting period and show the effect on income statement and statement of financial position (balance sheet)</p> <p><b>ACCRUALS &amp; PREPAYMENTS</b>                      (a) differentiate between cash accounting and accrual accounting                      (b) prepare journal and ledger entries at the close of accounting period and show the effect on income statement and statement of financial position (balance sheet)</p> <p><b>VALUATION OF INVENTORY</b>                      (a) apply the following to determine the value of inventory:                      ◇ lower of cost and net realisable value                      ◇ sale or return                      ◇ weighted average cost</p>	<ul style="list-style-type: none"> <li>➤ methods of calculation:                             <ul style="list-style-type: none"> <li>● Straight-line</li> <li>● Reducing balance</li> <li>● Usage-based method</li> </ul> </li> <li>➤ Disposal of non-current assets including trade-in</li> <li>➤ interpretation of an ageing schedule</li> <li>➤ allowance for discounts allowed is not required</li> </ul>	<p>16</p> <p style="text-align: right;">6</p> <p style="text-align: right;">6</p> <p style="text-align: right;">6</p>

Bank reconciliation statement	(a) identify reasons for discrepancies between cash book and bank statement balances and prepare a bank reconciliation statement (b) explain the functions of a bank reconciliation statement	➤ interpretation of a bank statement and its relationship with the cash book entries ➤ bank reconciliation statement commencing with either cash book or bank statement balance	8
Correction of errors	(a) identify the types of accounting errors and their effects on accounting records (b) prepare correcting entries (c) write up a suspense account	➤ identify errors affecting and not affecting the agreement of trial balance ➤ identify errors which affect the reported profit and calculate the correct net profit ➤ re-draft a corrected balance sheet	15
Introduction to partnership accounts	(a) state the nature of a partnership as a business entity (b) calculate and show interest on partners' capital, interest on drawings and share of remaining profits or losses (c) differentiate accounting treatment of employees' salaries and partners' salaries (d) prepare appropriation accounts and current accounts for partnership (e) prepare properly presented income statement and statement of financial position (balance sheet) for partnership	➤ columnar presentation of partners' fixed capital and current accounts ➤ debit balances in partners' current accounts	6
Partnership goodwill	(a) define goodwill and explain the factors affecting its valuation (b) prepare the necessary adjustments of goodwill to partners' capital arising from the following changes at the beginning or end of a financial period: ✧ admission of new partner ✧ retirement/death of partner ✧ changes in profit-sharing ratio	➤ valuation of goodwill is not required ➤ record goodwill with or without opening a goodwill account	8
Partnership revaluation	(a) prepare the necessary adjustments to net assets arising from the changes of the partnership	➤ prepare the revaluation account ➤ apportion surplus or deficit of revaluation among partner	8
Total no. of periods:			110

Prepared by:

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