



Business, Accounting and Financial Studies (BAFS)

企業、會計與財務概論

Compulsory Part (必修部分)

- **Business Environment (營商環境)**
 - Hong Kong Business Environment (香港的營商環境)
 - Forms of Business Ownership (企業擁有權類型)
 - Business Ethics and Social Responsibilities (商業道德與社會責任)

Compulsory Part (必修部分)

- Basics of Management (基礎管理)
 - Management Functions (管理功能)
 - Key Business Functions (主要商業功能)
 - Small and Medium Enterprises (SMEs) (中小型企业)

Compulsory Part (必修部分)

- Basics of Personal Financial Management (基礎個人理財)
 - Time Value of Money (金錢的時間值)
 - Consumer Credit (消費者信貸)
 - Personal Financial Planning and Investment (策劃個人理財及投資)
 - Stock Trading as an Investment (以證券交易作投資)

Compulsory Part (必修部分) + Elective (選修部分)

- **Financial Accounting (財務會計)**
 - Purposes and Role of Accounting (會計的目的及角色)
 - Double entry system (複式記帳法)
 - Books of Original Entry and Types of Ledgers (原始分錄帳簿及分類帳類別)
 - Trial balance (試算表)
 - Period-end Adjustments Relating to the Preparation of Financial Statements (有關財務報表編製的 期末調整項目)
 - Financial Reporting for Different Forms of Business Ownership (不同企業擁有權類型的財務報告編製)
 - Control System (控制系統)
 - Incomplete Records (不完整會計紀錄)
 - Accounting Assumptions, Principles and Conventions (會計假設、原則及慣例)
 - Financial Analysis (財務報表分析)

Compulsory Part (必修部分) + Elective (選修部分)

- **Cost Accounting (成本會計)**
 - **Cost Classification, Concepts and Terminology (成本分類、概念及詞彙)**
 - **Marginal and Absorption Costing (邊際成本與吸收成本 計算法)**
 - **Cost Accounting for Decision-making (成本會計在決策中的 功能)**

Public Exam Format

- Paper 1 (Compulsory Part) (40% of subject grade)
 - Section A: 30 MC (2 marks each)
 - Section B: 4 – 5 SQ

2. Glassy Ltd and Pearl Ltd are competitors in the same industry. Based on the following information, comment on the liquidity of Glassy Ltd in 2011. (6 marks)

	Glassy Ltd	Pearl Ltd	Industrial Average
Current ratio	2.8:1	2.0:1	1.9:1
Quick ratio	1.0:1	1.1:1	1.0:1

5. (a) Give two reasons why businesses have to prepare financial statements. (2 marks)

Public Exam Format

- Paper 2 (Accounting Module) (60% of subject grade)
 - Section A: 3 - 4 SQ (24 marks)
 - Section B: 3 LQ (36 marks)
 - Section C: 1 Structured Question (20 marks)

Public Exam Format

QUESTION 1

Marks

1. The bank account balance at the end of the year is compared with the balance on the bank statement.

		Bank				
		2011	\$	2011	\$	
	Dec 31	Balance b/d	4 000	Dec 31	Bank charges (i)	1
(i)	Bank	Trade receivables (ii)	7 933		Balance c/d	1
			<u>11 933</u>		<u>11 933</u>	

(ii) Cash on hand

		VM Ltd				
		Bank reconciliation statement as at 31 December 2011				
			\$	\$		
(iii)	The balance on the bank statement is \$11 437.	Balance as per adjusted bank account		11 437		
		Add: <u>Unpresented cheques (iii)</u>				
		30801	2 453		½	
		30834	<u>3 758</u>	<u>6 211</u>	½	
				17 648		
		Less: <u>Uncredited deposit (iv)</u>		<u>5 100</u>	½	
(iv)	A cheque for \$5 100 was deposited into the bank account on 30 December 2011 but has not yet cleared the bank.	Balance as per bank statement		<u><u>12 548</u></u>	½	

REQUIRED:

- (c) Uses:
- locating accounting errors either made by the bank or by the firm
 - explaining differences at a given date between the balance of the bank account as shown in the firm's cash book and the balance of bank statement as prepared by the bank
 - preventing fraud by employees
- (1 mark for each relevant use, max. 2 marks)

(c) List the uses of bank reconciliation.

Total: 7 marks

(Total: 7 marks)

Common university programmes for BAFS students

- Bachelor of Business Administration (工商管理學學士)
 - Accounting
 - Human Resources Management
 - Marketing
 - Information System
 - Finance
- Bachelor of Economics and Finance (經濟及金融學士)
- Bachelor of Accounting (會計學學士)
- Bachelor of Science (Quantitative Finance) (計量金融學學士), etc
- It is **NOT** a necessary requirement for business and management programmes applicants to have BAFS in their DSE study but students will have **better management of their studies** if they have taken BAFS¹⁰

BAFS students...

- Need to be
 - Careful and pay attention to details
- Need to pay attention to current business issues
- Do **NOT** need to have good mathematical background