

**Module Title: Business Accounting and Management Studies**

Module Code: BAC1240

Module Value: 1.0

Duration: 30 weeks

Class-Contact Hours: Lecture 30 hours.

Tutorial 30 hours.

Assessment Scheme: Continuous Assessment 30%

Examination 70%

**Module Rationale/Aims:**

- a basic understanding of the business environment in Hong Kong;
- an awareness of different business functions in an organization;
- an understanding of specific business processes and procedures in different functional areas;
- an introduction to Management Information Systems and its application in a business organization;
- a knowledge of the principles and practice of financial and cost accounting in the business environment;
- a broad appreciation of the role of accounting in a business organization.

**Learning Objectives:**

Students will be able to:

- list the general features of the business environment in Hong Kong;
- identify the role of different business functions in an organization;
- describe the specific business processes and procedures in different functional areas;
- recognize the importance of Management Information Systems in the business environment;
- prepare basic financial statements of a business organization;
- apply the basic principles of cost accounting for control and decision making.

**Syllabus Keywords:**

sole proprietorship, partnership, limited company, empowerment, recruitment, marketing mix, inventory control, productivity, value chain, information systems organization, assets, liabilities, capital, revenue, expenses, net profit, trading and profit and loss account, balance sheet, direct and indirect costs, fixed and variable costs, contribution, budgets.

**Recommended References/Textbooks:**

Griffin & Ebert, Business, 4th Edition, Prentice Hall, 1996. Dyson, Accounting for Non-Accounting Students, 4th Edition, Pitman Publishing, 1997.

**Content Lecture Tutorial****1 Business environment in Hong Kong**

- a General features
- b Forms of business organization

**2 Business functions**

- a Organization structure and functional areas
- b Organization and principles of management
- c Value chain analysis

**3 Business processes and procedures**

- a Human resources management
- b Sales and marketing management
- c Purchase and inventory management
- d Financial management