

Assessment Scheme

2013

Subject: Practical Accounting for SMEs

Area of Studies: Business, Management and Law

Course Provider:

Hong Kong Institute of Accredited Accounting

Technicians Limited

Task No.	Task Name	Assessment Method	Brief Task Description	Assessment/ Submission Date	Contribution to Final Score (%)
1	Project I – setting up a new company	Written report and oral presentation	Students, working in groups, prepare a business proposal simulating the setting up of a new company. The proposal should include the nature of business, form of business ownership, amount of initial capital required, etc. Students should evaluate the business environment to work out the best proposal for setting up a small and medium enterprise Submit a written report (group assessment) and deliver an oral presentation (individual assessment)	The lesson after finishing the 5 th topic (Daily transactions – payment made to trade creditors)	5%
2	Assignment – accounting software	Computer-based assessment	Use an accounting software to record business transactions and generate relevant reports	The lesson after the 10 th topic (Daily transactions – cash receipts of other income)	5%
3	Intra-class competition on accounting software	Computer-based assessment	Participate in an intra-class competition on recording business transaction entries	The lesson after the 17 th topic (Physical stock-take and stock valuation at year end)	5%
4	Test I	Written assessment	Tackle questions on various accounting concepts and skills	The lesson after finishing the 22 nd topic (When the owner takes goods, cash or other assets for private use)	5%
5	Examination I	Computer-based and written assessment	Sit a common examination* on various accounting concepts and skills <i>(* All students will take the same paper on the same date and at the same time)</i>	After completion of the 24 th topic (When an old non-current asset is disposed of and replaced by a new one)	20%
6	Reflective Journal	Journal	State the career paths of the accounting profession and write down the thoughts about the accounting field and the career aspirations with justifications Discuss an ethical issue in business and accounting field and make ethical decisions with justifications	September of Year 2	5%
7	Project II	Practical task, written report and oral presentation	Based on the project proposal developed in Task 1, record business transactions, calculate ratios, prepare financial reports and analysis to evaluate the performance and financial position of the company and suggest ways to improve performance for the purpose of inviting potential investors	The lesson after finishing the 31 st topic (Assess business liquidity and efficiency)	20%

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			Submit a written report (group assessment) and deliver an oral presentation (individual assessment)		
8	Test II	Computer-based and written assessment	Tackle questions on various accounting concepts and skills	The lesson after finishing the 34 th topic (Understanding of the need for and benefits of budget and budget control)	5%
9	Examination II	Computer-based and written assessment	Sit a common examination* on various accounting concepts and skills <i>(* Students will take the same paper on the same date and at the same time)</i>	After completion of all topics	30%