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| **Topic Overview** | |
| **Topic** | Strategies and Management  E4: Resources Management – Accounting Equation |
| **Level** | S3 |
| **Duration** | 3 lessons (40 minutes per lesson) |

**Learning Objectives:**

1. Understand the concept of assets, liabilities and capitals in accounting sense,
2. Understanding basic accounting equation,
3. Use the accounting equation to describe the financial position of an organization, and
4. Use the accounting equation to analyse business transactions.

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| **Overview of Contents:** | |
| Lesson 1 | Concepts and Characteristics of Assets |
| Lesson 2 | Concepts and Characteristics of Liabilities and Capitals |
| Lesson 3 | Understanding and Use of Accounting Equation. |

**Resources:**

* Topic Overview and Teaching Plan
* PowerPoint Presentation

**Suggested Activities:**

* Class Discussion
* Group Discussion
* In-class exercise

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| **Lesson 1** | |
| **Theme** | Concepts and Characteristics of Assets |
| **Duration** | 40 minutes |

**Expected Learning Outcomes:**

**Upon completion of this lesson, students will be able to:**

1. describe what are assets in business situations.

**Teaching Sequence and Time Allocation:**

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| **Activities** | **Reference** | **Time Allocation** |
| **Part I: Introduction** | | |
| * Teacher starts the lesson with a discussion. * Students share their ideas, teacher then explains the need of accounting. | PPT #2 | 5 minutes |
| * Teacher explains the concept of accounting and five elements of financial statements. | PPT #3 - 4 | 5 minutes |
| **Part II: Content** | | |
| * Teacher explains the definition and characteristics of assets. | PPT #5 – 6 | 5 minutes |
| * **Activity 1: Class discussion**   + Students are invited to suggest examples of assets in their daily lives. * Teacher explains whether these items meet the definition of asset and makes conclusion. | PPT #7  PPT #8 | 5 minutes |
| * Teacher provides examples of assets in business | PPT #9 | 3 minutes |
| * **Activity 2: Group discussion**   + - Students are divided into groups of four to five and then discuss whether the items in questions are assets of a company or not.     - Students are invited to present their ideas. * Teacher goes through the answer with students and make conclusion. | PPT 10  PPT #11 – 14 | 10 minutes  5 minutes |
| **Part III: Conclusion** | | |
| * Teacher concludes the lesson by reviewing the key points covered. |  | 2 minutes |

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| **Lesson 2** | |
| **Theme** | Concepts and Characteristics of Liabilities and Capitals |
| **Duration** | 40 minutes |

**Expected Learning Outcomes:**

**Upon completion of this lesson, students will be able to:**

1. describe liabilities and capitals in business situations, and
2. explain when a company will incur a liability.

**Teaching Sequence and Time Allocation:**

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| **Activities** | **Reference** | **Time Allocation** |
| **Part I: Introduction** | | |
| * Teacher starts the lesson by a question. * Students share their ideas, teacher then explains the concept of borrowings. | PPT #2 | 3 minutes |
| **Part II: Content** | | |
| * Teacher explains the definition and characteristics of liabilities | PPT #3 – 5 | 5 minutes |
| * **Activity 1: Group discussion**   + Students are divided into groups of three to four and then discuss whether the situation in question incurs liability or not.   + Students are invited to present their ideas. * Teacher goes through answers and makes conclusion. | PPT #6  PPT #7 | 5 minutes  2 minutes |
| * Teacher provides examples of liabilities in business | PPT #8 | 3 minutes |
| * **Activity 2: In-class exercise**   + - Students are required to differentiate items between assets and liabilities. * Teacher goes through answers and makes conclusion. | PPT 9  PPT #10 | 3 minutes  2 minutes |
| * Teacher explains the definition and characteristics of capitals | PPT #11 – 14 | 8 minutes |
| * **Activity 3: In-class exercise**   + Students are required to identify the items which belong to capital. * Teacher goes through answers and makes conclusion. | PPT #15  PPT #16 | 5 minutes  2 minutes |
| **Part III: Conclusion** | | |
| * Teacher concludes the lesson by reviewing the key points covered. |  | 2 minutes |

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| **Lesson 3** | |
| **Theme** | Understanding and Use of Accounting Equation |
| **Duration** | 40 minutes |

**Expected Learning Outcomes:**

**Upon completion of this lesson, students will be able to:**

1. explain the concept of accounting equation, and
2. explain the financial position of an organisation by using the accounting equation.

**Teaching Sequence and Time Allocation:**

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| **Activities** | **Reference** | **Time Allocation** |
| **Part I: Introduction** | | |
| * Teacher starts the lesson by recapping the concepts of assets, liabilities and capitals. | PPT #2 | 3 minutes |
| **Part II: Content** | | |
| * Teacher explains the concept of accounting equation. * Teacher further explains the concepts with examples and illustrations in business transactions | PPT #3 – 5  PPT #6 – 10 | 8 minutes  8 minutes |
| * **Activity 1: In-class exercise**   + Students are required to record the business transactions provided. * Teacher goes through the answers with students and make conclusion. | PPT #11  PPT #12 | 5 minutes  3 minutes |
| * Teacher explains the effects of transactions on accounting equation. | PPT #13 | 2 minutes |
| * **Activity 2: In-class exercise**    + - Students are required to complete the table by filling in the missing numbers. * Teacher goes through the answer and makes conclusion. | PPT #14  PPT #15 | 3 minutes  2 minutes |
| * Teacher further explains the concept of capital by introducing the concept of contributed/ paid-in capital and retained earnings. | PPT #16 – 17 | 4 minutes |
| **Part III: Conclusion** | | |
| * Teacher concludes the lesson by reviewing the key points covered. |  | 2 minutes |