

Curriculum Planning and Effective Use of Resources in Teaching Business at Junior Secondary Level (New)

初中商業教育的課程規畫及有效資源運用
(新辦)

Technology Education Section, CDI

29 April 2015

Programme Rundown

Time時間	Content/Activity內容／活動	Speaker(s)講者
2:15 – 2:30 pm	Registration 登記	
2:30 – 2:35 pm	Introduction 簡介	Curriculum Development Officer, EDB 教育局課程發展主任
2:35 – 2:50 pm	Part 1 第一部分 Learning and teaching resources for junior secondary business subjects 初中商業科目的學與教資源	
2:50 – 4:30 pm	Part 2 第二部分 Business curriculum planning and lesson planning at junior secondary level 初中商業課程及課堂的規畫	Mrs. Vivien LEE Carmel Secondary School 李鍾葆文女士 迦密中學 Mr. Regent CHAN Hong Kong Tang King Po College 陳永宗先生 香港鄧鏡波書院
4:30 – 4:45 pm	Q & A 答問時間	Curriculum Development Officer, EDB 教育局課程發展主任

Part 1:

- (i) The enriched Technology Education Key Learning Area (TEKLA) curriculum**
- (ii) L&T resources for junior secondary (JS) business subjects**

Technology Education (TE) in Hong Kong

- **Technology** is the *purposeful application* of knowledge, skills and experience in using resources to create products [tools/services] or systems to meet human needs
- **Technology education** is the learning of how human beings *solve* their daily *problems* and how the process could be replicated and transferred to solve new problems that arise from time to time

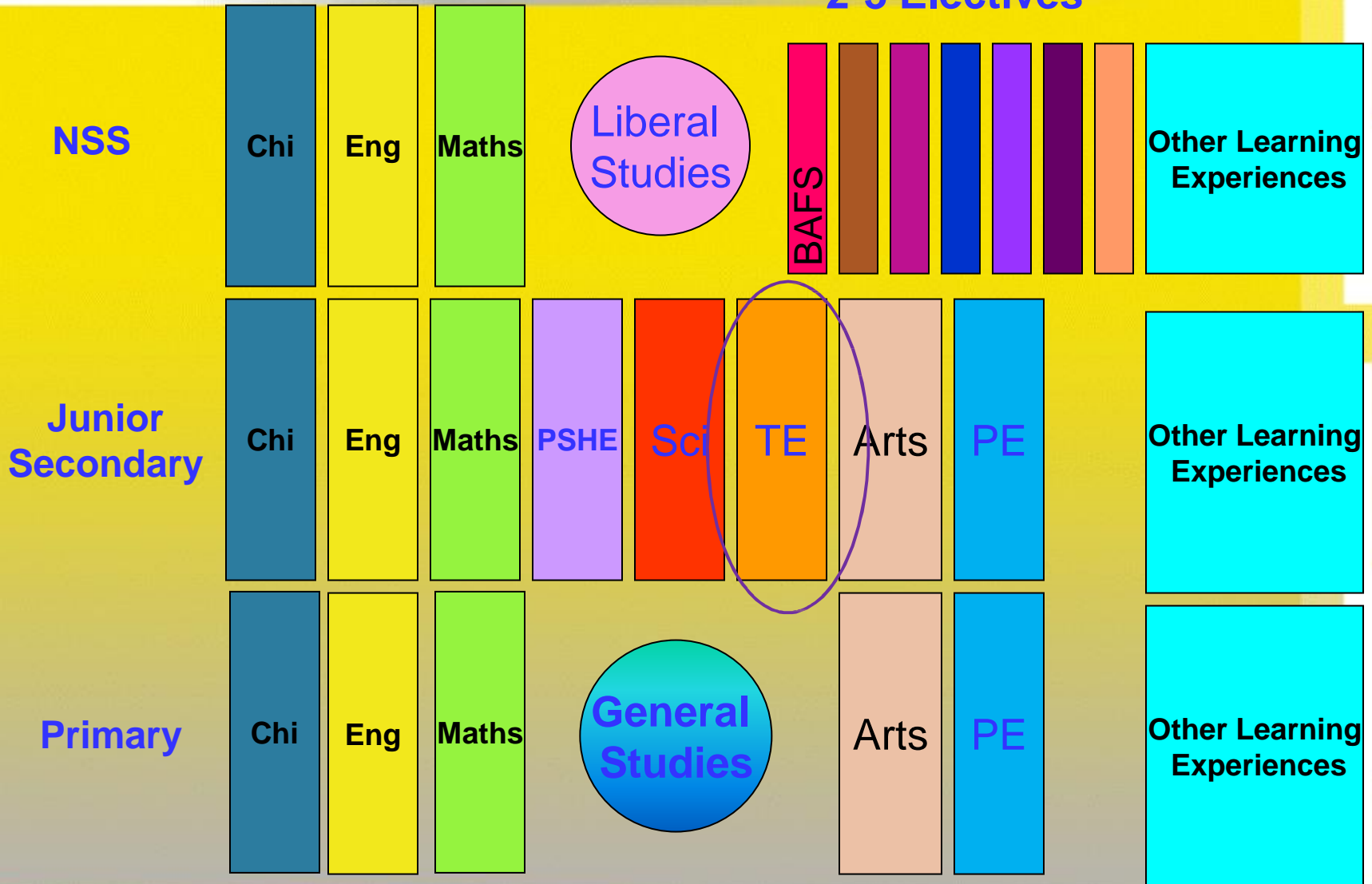
Why TE in the curriculum?

Value to students and the society

- Preparing students to meet the future challenges of a technological world
- Enhancing the quality of life

Interfacing of Senior Secondary Curriculum and Basic Education

2-3 Electives



Technology Education Key Learning Area (TEKLA)



TEKLA

Primary

General Studies

Junior Secondary

For example, Design & Technology, Computer, Literacy, Home Economics, Business Fundamentals

Senior Secondary

- **Business, Accounting and Financial Studies**
- Information and Communication Technology
- Technology and Living
- Health Management and Social Care
- Design and Applied Technology

The enriched TEKLA Curriculum

Learning elements of the knowledge contexts at junior secondary level in the TEKLA Curriculum Guide was enriched to give students a broad and balanced foundation on technology education during their junior secondary education (please refer to EDBCM No.87/2013 issued on 1 August 2013)

<http://www.edb.gov.hk/attachment/tc/curriculum-development/kla/technology-edu/whats-new/Supplementary%20Notes%20-%20TEKLA%20Curriculum%20Guide%20Eng.pdf>

The enriched TEKLA Curriculum

4 subject groups at junior secondary level (S1-3)

- Business Fundamentals
- Computer Literacy
- Design and Technology
- Home Economics /
Technology and Living



EDBCM No.87/2013

“...All secondary schools are *recommended to offer* modules selected from the core learning elements under *the enriched TEKLA curriculum starting from Secondary 1 in the 2014/15 school year* and progressively move up to the next level; or in the 2013/14 school year for those schools that are more ready....”

The enriched TEKLA Curriculum



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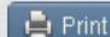
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Topic Highlights

Four Key Tasks

Seven Learning Goals

Resources and Support

Major Levels of Educations

Assessment

Key Learning Areas

Documents and Reports

- Chinese Language Education
- English Language Education
- Mathematics Education
- Science Education
- Technology Education
- Personal, Social & Humanities Education
- Arts Education
- Physical Education



The enriched TEKLA Curriculum

Please refer to the section on General Studies for Primary Schools | Please refer to the section on General Studies for Primary Schools

Primary 4 – Primary 6

Please refer to the section on General Studies for Primary Schools | Please refer to the section on General Studies for Primary Schools

Secondary 1 – Secondary 3

- (of both genders) have equal opportunities to gain access to broad and balanced learning experiences in TE
- engage in authentic, hands-on problem-solving learning activities using easily available materials and equipment
- develop their knowledge and skills to cope with rapidly emerging technologies
- develop their willingness to update their knowledge and skills in technology from time to time
- appraise the impacts of technology and develop critical thinking ability

- provide equal learning opportunities in TE for both genders
- move away from subject-based teaching and specific skills training to hands-on problem-solving teaching
- integrate student learning within TE KLA and with other KLAs through different knowledge areas
- provide life-wide learning experiences to students encourage students to appraise their solutions
- use a variety of methods to assess students' learning processes and outcomes

Secondary 4 and above

- study through different knowledge areas in technology, such as information and communication technology, design & planning, system & management, sciences & technology, etc. according to their aptitudes, interests and abilities, in order to prepare themselves for their future studies and career
- engage in authentic, hands-on problem-solving learning activities related to various applications of knowledge areas in TE, such as programming, networking, home management, design and make, graphical communication, marketing, etc. in order to acquire skills, concepts and underlying principles, etc. of the applications
- develop a global outlook on the innovative and sustainable development of technology

- provide multiple channels for students to study technology through different knowledge areas according to their aptitudes, interests and abilities
- provide students with a wide range of learning experiences (including workplace learning experiences) so that students are better prepared for their future studies and work
- provide learning opportunities for students to explore innovative and sustainable development in technology

[Curriculum Documents](#)

["Technology Education - Wisdom of Life" Information Folder](#)

[References & Resources](#)

[Questions & Answers](#)

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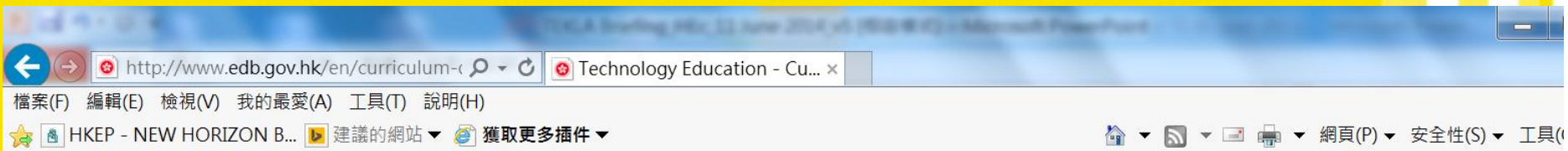
[What's New](#)

[Teacher Education Programmes](#)

[Collaborative Research & Development \("Seed"\) Projects](#)

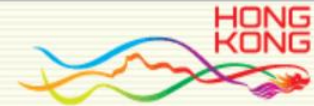
[Technology Education Good Practices Sharing Scheme](#)

The enriched TEKLA Curriculum



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Technology Education - Curriculum Documents

Junior Secondary - Technology Education Key Learning Area Curriculum Guide (Primary 1 - Secondary 3)

● Enriched Technology Education Key Learning Area Curriculum (Secondary 1-3) - Supplementary Notes

● Automobile Technology

● Catering services

● Design & Technology

● Design fundamentals

● Electronics & Electricity

● Graphical Communication

● Retail Merchandising

● Business Fundamentals

● Computer Literacy

● Design & Technology (Alternative Syllabus)

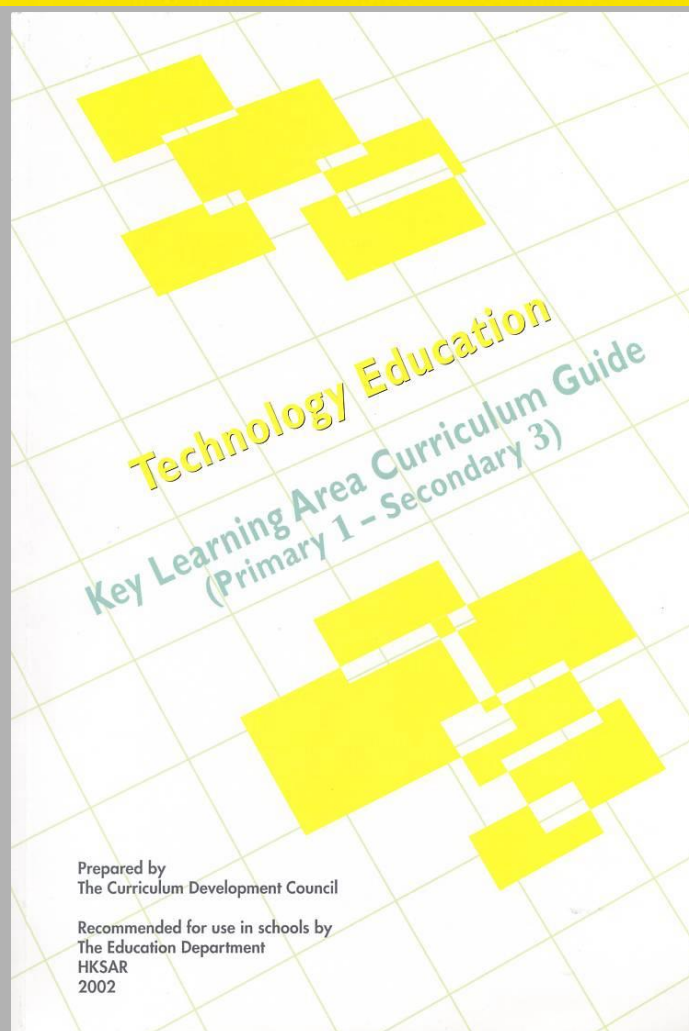
● Desktop Publishing

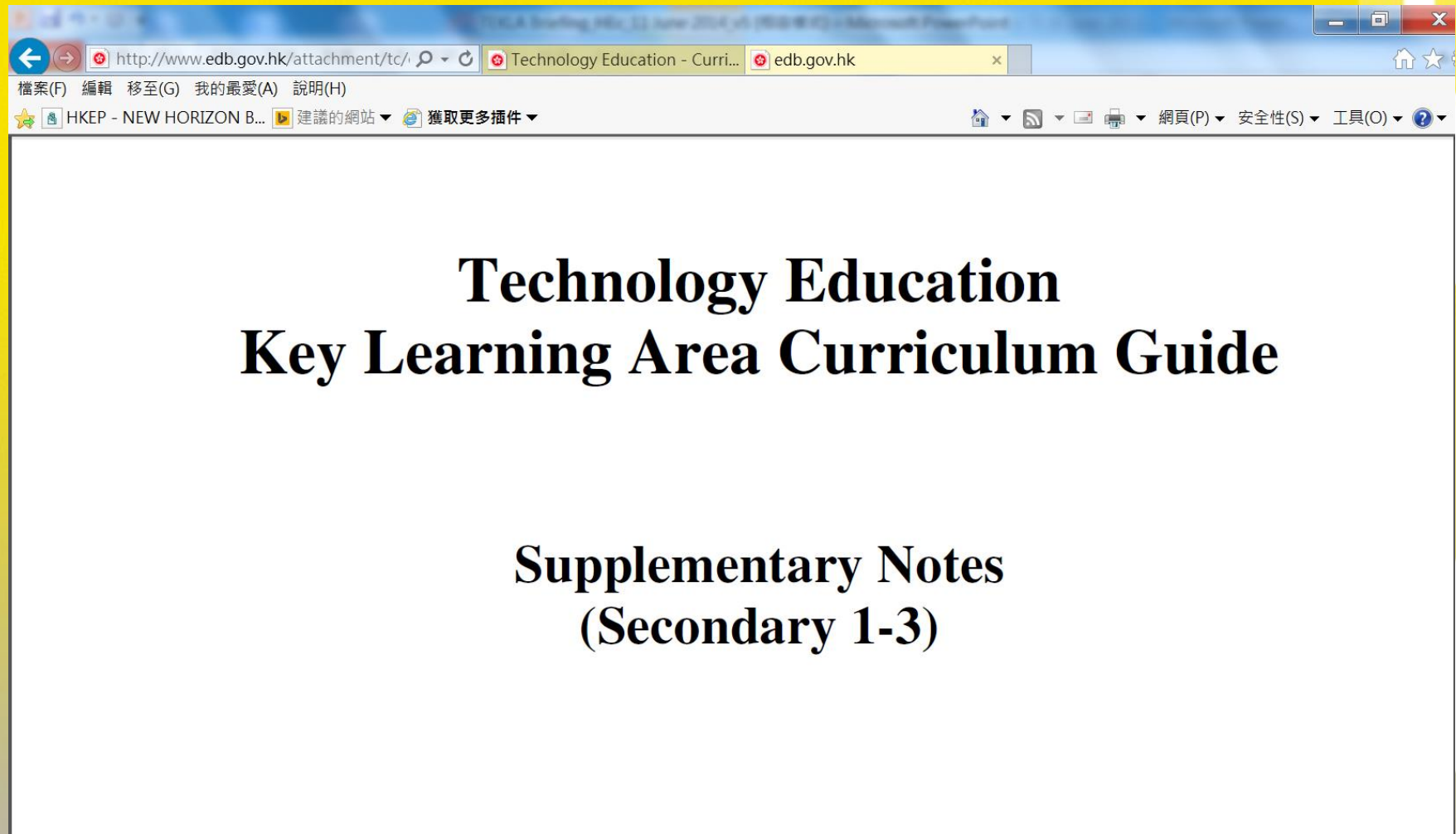
● Fashion Design

● Home Economics / Technology and Living

● Technology Fundamentals

TEKLA Curriculum Guide





The screenshot shows a web browser window with the following details:

- Address bar: <http://www.edb.gov.hk/attachment/tc/>
- Page Title: Technology Education - Curri... edb.gov.hk
- Menu bar: 檔案(F) 編輯 移至(G) 我的最愛(A) 說明(H)
- Toolbar: HKEP - NEW HORIZON B... 建議的網站 獲取更多插件
- Navigation: 網頁(P) 安全性(S) 工具(O)

Technology Education Key Learning Area Curriculum Guide

Supplementary Notes (Secondary 1-3)

Business-related learning elements under the enriched TEKLA curriculum

Information & Communication Technology	Materials & Structures	Operations & Manufacturing	Strategies & Management	Systems & Control	Technology & Living
Computer Systems	Materials & Resources	Tools & Equipment	Module (K7) Business Environments, Operations & Organizations	Concepts of System	Food & Nutrition
Computer Networks	Material Processing	Production Process	Module (E4) Resources Management	Application of Systems	Food Preparation & Processing
Programming Concepts	Structures & Mechanisms	Project Management	Module (E5) Marketing	System Integration	Fabric & Clothing Construction
				Control & Automation	Fashion & Dress Sense Family Living
					Module (K15) & (E10) Home Management & Technology I & II

Common Topics

Technology & Society

Safety & Health

Information Processing & Presentation

Design & Applications

Consumer Education

How to implement the enriched TEKLA curriculum

How to implement TE?

- Providing broad and balanced knowledge contexts through purposeful learning activities
- Collaboration within TEKLA and extending learning experience across other KLAs



Understanding of the enriched TEKLA curriculum:

1. Curriculum aims of the enriched TEKLA curriculum
2. Suggested time allocation
3. Continuum of business-related learning at junior and secondary levels
4. Modes of school-based curriculum

1. Curriculum Aims of Technology Education

To develop technological literacy in students through the cultivation of

■ Technological Understanding

- understand the interdisciplinary nature of technological activities; the **concepts**, knowledge and processes of different technologies

■ Technological Capability

- to identify needs, problems and opportunities; communicate and evaluate solutions; and **make informed decisions**

■ Technological Awareness

- be aware of the cultural and contextual dependence of developing technologies, and their impact on the **individual, family, society and environment**

2. Suggested Time Allocation

Total lesson time for All Key Learning Areas in S1–3 (Key Stage 3)	2754 hrs (over 3 years)
Lesson times suggested for Technology Education (TE)	220 – 413 hours (8-15%)

2. Suggested Time Allocation

Range

8% - 15%

(about 220 – 413 hours over 3 years)

- Remedial or enhancement studies in KLA(s) or across KLA(s)
- Other learning experiences such as community service, co-curricular activities, and aesthetic and physical activities to complement life-wide learning
- School Assembly / Class teacher period to complement values education across KLAs
- Moral and Civic Education / Guidance to complement values education across KLAs
- Class reading sessions

3. Continuum of Business-related Learning between Junior and Senior Secondary Levels

KS 3 (Secondary 1-3)

Technology Education

- **Knowledge context:** Strategies and Management
- **Core learning elements: Module (K7) Business, Environments, Operations and Organisations**
 - Business environment: economics, technological, cultural and physical, social-political-legal
 - Different types of business environment
 - Decision making, planning, organization, control, evaluation, and quality assurance in business Operations and projects
- **Extension learning elements:**

Module (E4) Resources Management

- Financial budgeting (personal and company) and reporting
- Scheduling of resources
- Human resources

Module (E5) Marketing Management

- Market research
- Promotion campaigns
- Customer services
- Quality assurance

- **Knowledge context:** Technology and Living
- **Core learning element: Module (K15) & (E10) Home Management and Technology I & II**
 - Management of family resources and budgeting



KS 4 (Secondary 4 - 6) BAFS (Compulsory Part)

1(a) Business Environment

- Hong Kong business environment
- Forms of business ownership
- Business ethics and social responsibilities

1(b) Introduction to Management

- Management function
- Key business functions
- Small and medium enterprises (SMEs)

1(c) Introduction to Accounting

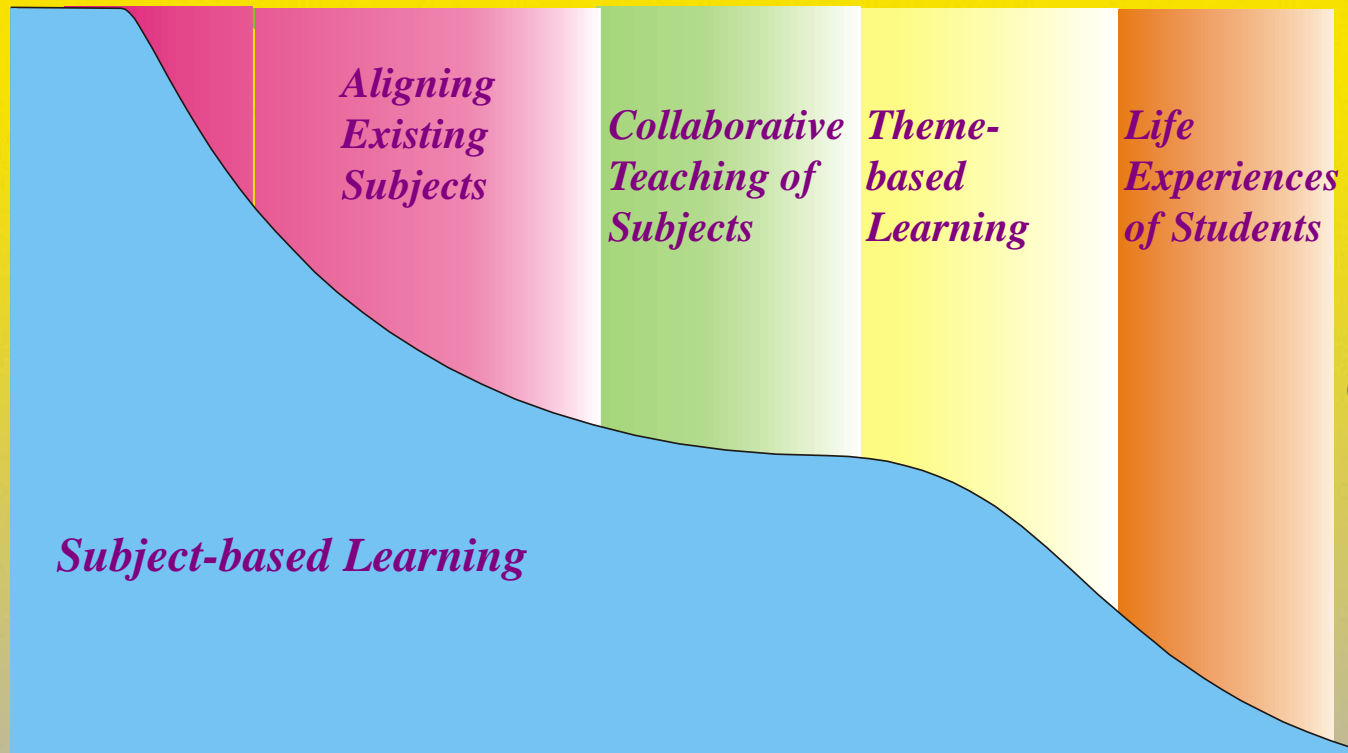
- Purposes and role of accounting
- The Accounting cycle
- Uses of financial statements
- Accounting assumptions, principles and convention
- Basic ratio analysis

1(d) Basics of Personal Financial Management

- Time value of money
- Consumer credit
- Personal financial planning and investment
- Stock trading as an investment

4. Modes of TE School-based Curriculum Development

TE School-based Curriculum Development





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Learning and Teaching Resources

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Primary 4 – Primary 6

Please refer to the section on General Studies for Primary Schools | Please refer to the section on General Studies for Primary Schools

Secondary 1 – Secondary 3

- | | |
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| <ul style="list-style-type: none"> ● Curriculum Documents ● "Technology Education - Wisdom of Life" Information Folder ● References & Resources ● Questions & Answers ● Contact Us | <ul style="list-style-type: none"> ● What's New ● Teacher Education Programmes ● Collaborative Research & Development ("Seed") Projects ● Technology Education Good Practices Sharing Scheme |
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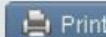
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Technology Education - References & Resources

[TEKLA at Junior Secondary Level: Depository of Curriculum-based Learning and Teaching Resources](#)

[TEKLA at Senior Secondary Level: Subject-based Strategies – Annotated Exemplars on Implementation Practices for the Senior Secondary Curriculum and Catering for Learner Diversity](#)

Business Subjects

Description	View or download
Business, Accounting and Financial Studies Curriculum Supplementary Notes (to be implemented at S4 in 2013/14 school year leading to the 2016 HKDSE examination and onwards)	Read More 
Business, Accounting and Financial Studies Curriculum Supplementary Notes (to be implemented at S5 & S6 in 2013/14 school year leading to the 2015 and 2014 HKDSE examinations)	Read More
Learning and Teaching Resources	Read More
Learning and Teaching Platform	Read More
Seminar & Workshop Handouts	Information Sheet Read More
Reference Books	 (245KB)
Resources on Web	 (262KB)
Glossary	Read More

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Business Subjects - Learning and Teaching Resources

Junior Secondary (S1 – S3)

Theme-based Resources (Student Worksheet)

Topics	English Version	Chinese Version
1. Be your own Financial Planner	Details	Details
2. C for Communication	Details	Details
3. Organic Farming at School	Details	Details
4. Smart Spending	Details	Details
5. Start your own BIZ	Details	Details
6. Superb Business Ideas	Details	Details

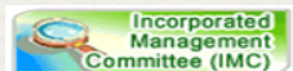
Modular-based Resources for the TEKLA curriculum at Junior Secondary (Trial Version)

(i) Knowledge Context > Strategies and Management > Extension Learning Element > Module E4 Resources Management

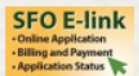
Topics	English Version	Chinese Version
1. Accounting Equation	Details	Details
2. Concepts of Incomes, Expenses & Retained Earnings	Details	Details
3. Presentation of Your Consumption Patterns	Details	Details
4. Nature of Money	Details	Details
5. Features of Different Financial Products	Details	Details
6. Interests & Time Value of Money	Details	Details
7. Sources of Financing	Details	Details
** E4 Quiz **	Details	Details

(ii) Knowledge Context > Strategies and Management > Extension Learning Element > Module E5 Marketing

Topics	English Version	Chinese Version
8. Simple Method to Conduct Market Research	Details	Details
9. Introduction to Marketing Mix (4Ps)	Details	Details
10. Buying Behaviour	Details	Details
** E5 Quiz **	Details	Details



Education Services
for Non-Chinese
Speaking Students



<http://www.edb.gov.hk/en/curriculum-development/kla/technology-edu/resources/business-edu/resources.html>

Modular-based

(E4) Resources Management

1. [Accounting Equation](#)
2. Concepts of Incomes, Expenses & Retained Earnings
3. Presentation of Your Consumption Patterns
4. Nature of Money
5. Features of Different Financial Products
6. Interests & Time Value of Money
7. Sources of Financing

(E5) Marketing

8. Simple Method to Conduct Market Research
9. Introduction to Marketing Mix (4Ps)
10. Buying Behaviour

Theme-based

1. Be your own Financial Planner
2. C for Communication
3. Organic farming at school
4. Smart spending
5. Start your own BIZ
6. Superb business ideas

Learning and Teaching Resources

- Topic Overview
- Teaching Plan
- PowerPoint Presentation
- Learning Activities / Exercises (Questions and Answers)
- Quiz (Questions and Answers)

Sharing of Learning and Teaching Materials

Learning and Teaching Platform

http://edblog.hkedcity.net/bafs_learning_and_teaching_platform

To Conclude

The following issues should be taken into consideration before offering the business-related learning elements at junior secondary level :

- Discussion with Principal, TE coordinator and TE teachers
- Alignment with School Development Plan & School Curriculum Plan
- Curriculum Planning - TE School-based Curriculum
- Collaborative Lesson Preparation
- Learning Objectives, Teaching Contents & Assessment