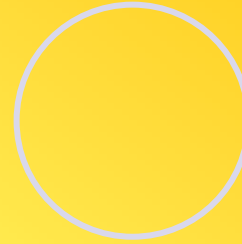


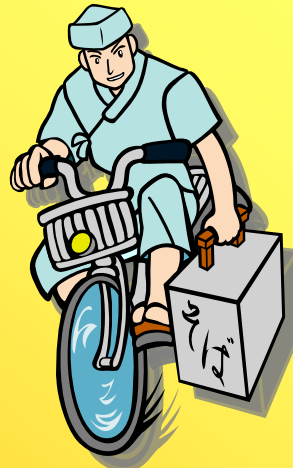
Introduction of the Elective Part of the Curriculum

July 2010



- Action Verbs
- Elective Part of the Curriculum
- Decision-making Process
- Supports for the BAFS Curriculum

Learning can be specified into levels



Action Verbs



Level 4

Level 3

Level 2

Level 1

Action Verbs

- **Level 1:** Demonstrate knowledge and understanding of the specified business content (e.g. key words or terminologies)

Examples

Discuss the importance of marketing as a business function (p.26)

Action Verbs

- **Level 2:** Apply knowledge (e.g. terms, concepts, theories and methods) and skills (e.g. communication, critical thinking) effectively to discuss business problems and issues.

Examples

Apply the concepts of present value and future value to compute net present value (p.16)



Action Verbs

- **Level 3:** Collect, process and analyse business information from various sources to evaluate business problems and issues.

Examples

Conduct cost-volume-profit analysis to assess the effects of changes in costs, selling price and units sold on breakeven point and target profit (p.22)

Action Verbs

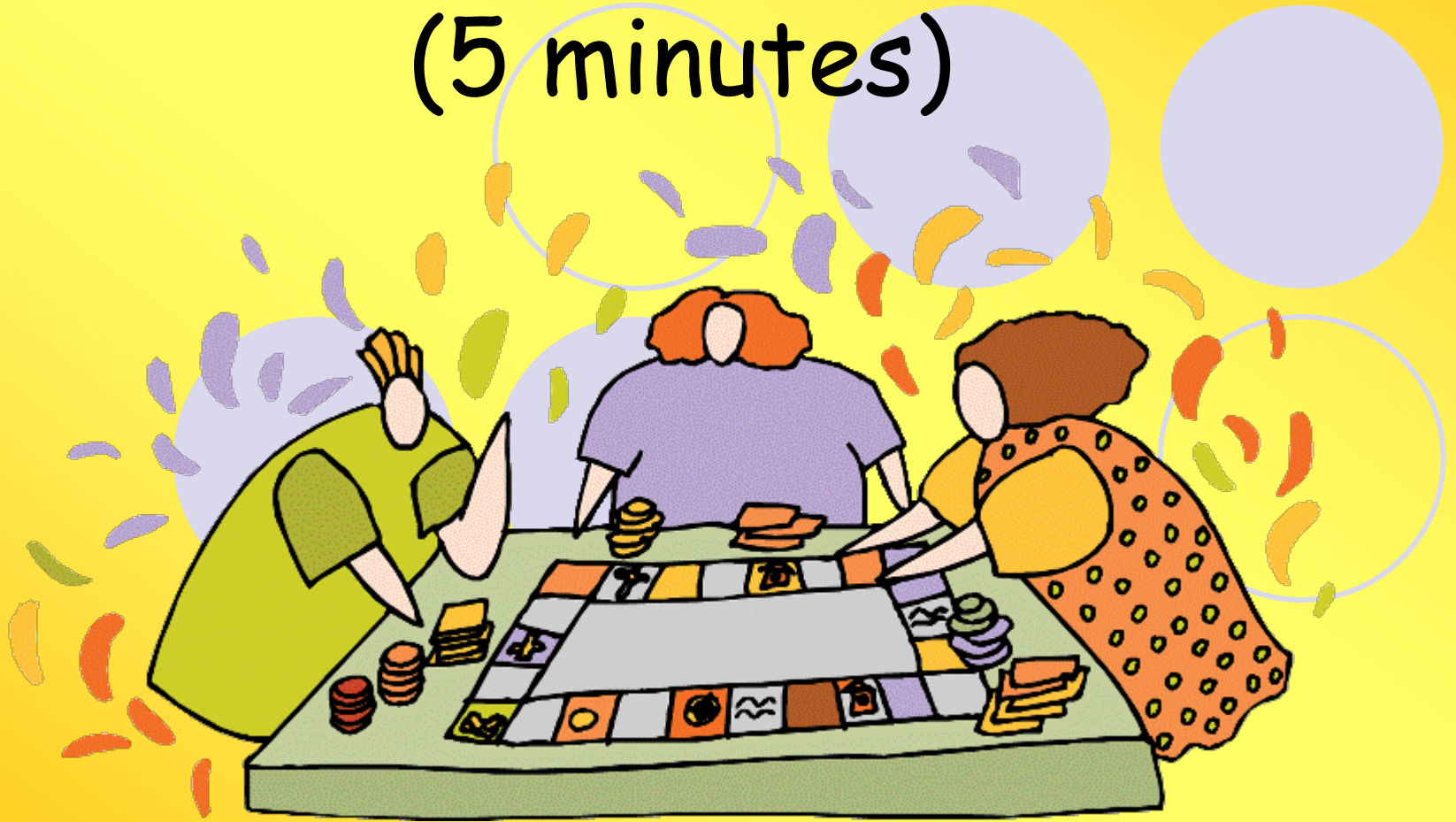
- **Level 4:** Evaluate scenarios, make judgments with evidence and state conclusions appropriately.


Examples

- (1) Propose remedial actions which will improve the financial performance of a company (p.20)
- (2) Assess business performance from a range of accounting ratios in terms of profitability, liquidity, solvency and management efficiency (p.23)

Activity 1

(5 minutes)



- 
- **Level 1:** Demonstrate knowledge and understanding of the specified business content (e.g. key words or terminologies)
 - **Level 2:** Apply knowledge (e.g. terms, concepts, theories and methods) and skills (e.g. communication, critical thinking) effectively to discuss business problems and issues.
 - **Level 3:** Collect, process and analyse business information from various sources to evaluate business problems and issues.
 - **Level 4:** Evaluate scenarios, make judgments with evidence and state conclusions appropriately.

Activity 1 (Answer)

Level 1	Level 2	Level 3	Level 4
Appreciate	Analyse	Analyse	Analyse
Be aware of	Apply	Compare	Apply
Define	Calculate	Conduct	Assess
Describe	Demonstrate an understanding	Demonstrate how	Evaluate
Discuss	Explain	Differentiate	Explain why
Explain	Record	Distinguish	Illustrate
Identify	Prepare	Identify	Propose
List		Perform	Suggest
Outline			
State			

Curriculum Framework (Total: 270 hours)

Business, Accounting and Financial Studies

40%

Compulsory Part

Business Environment

Introduction to Management

Introduction to Accounting

Basics of Personal Financial Management

60%

Accounting Module

Elective Part

Learning Activities / SBA

Business Management Module

Financial Accounting

Cost Accounting

Financial Management

Human Resources Management

Marketing Management

Activity 2 (5 minutes)

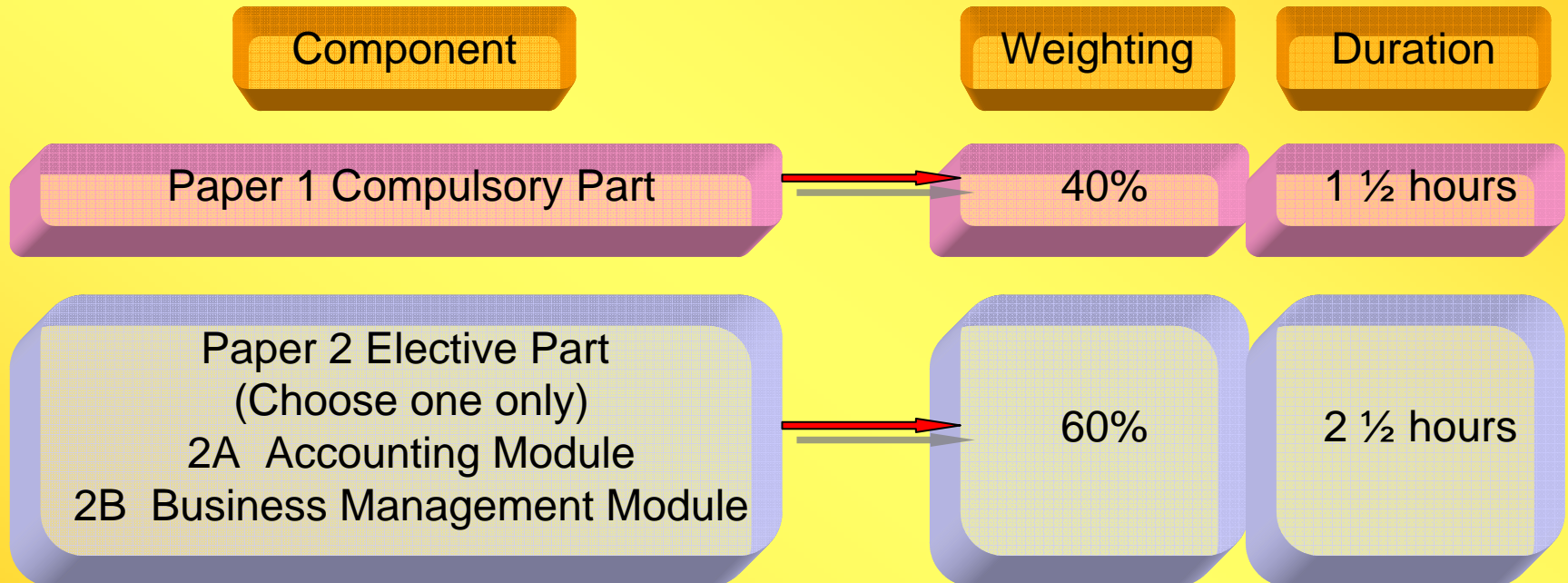


Activity 2 (Answer)

Levels

1, 4, 2, 3, $1/3$, 2, 3, 1

Mode of Assessment



Curriculum Framework (Total: 270 hours)

Business, Accounting and Financial Studies

40%

Compulsory Part

Business Environment

Introduction to Management

Introduction to Accounting

Basics of Personal Financial Management

60%

Accounting Module

Elective Part

Learning Activities / SBA

Business Management Module

Financial Accounting

Cost Accounting

Financial Management

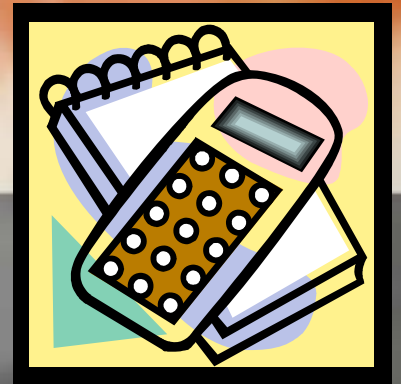
Human Resources Management

Marketing Management



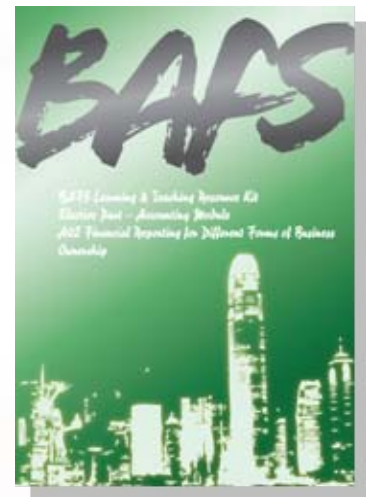
BAFS – Accounting Module

Financial Accounting



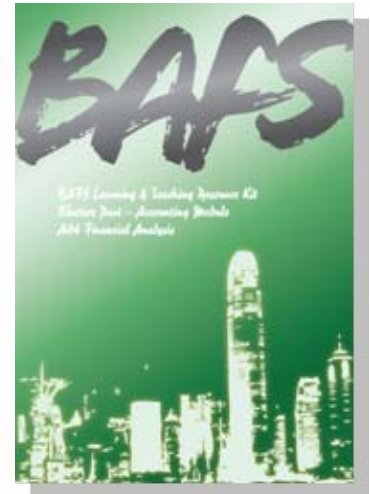
Financial Accounting

- Balancing day adjustments relating to the preparation of financial statements
- Financial reporting for different forms of business ownership
 - Accounting for partnership
 - Accounting for limited companies



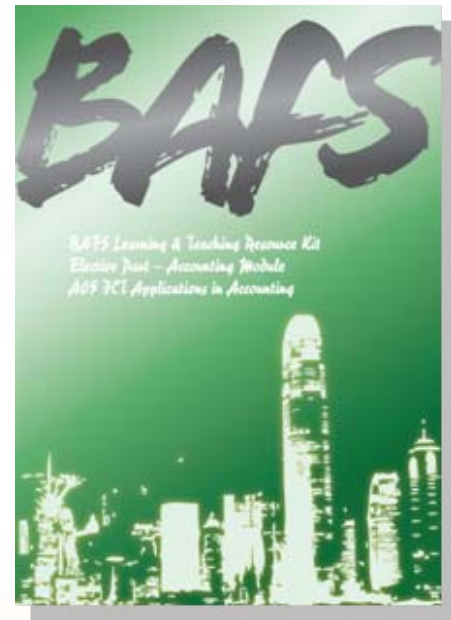
Financial Accounting

- Control systems
 - Bank reconciliation statement
 - Correction of errors
- Generally accepted accounting principles
- Financial analysis
- Incomplete records



Financial Accounting

- ICT Applications in Accounting
 - Major types of ICT applications in accounting (L3: Identify)
 - Advantages and disadvantages of using computerised accounting (L1: Discuss)



Financial Accounting

- ICT Applications in Accounting (con't)
 - Importance of an accounting information system in management decisions
(L1: Describe and appreciate)



Financial Accounting

- Ethical Issues in Accounting
 - Ethical issues involved in accounting activities (L1: Discuss)
 - Values and attitudes in making ethical decisions (L1: Adopt)
 - Significance of accounting information in corporate governance (L2: Explain, L1: Appreciate)

MARKETS

INDICES

TRADING

FINANCIALS

shares

stocks

Cost Accounting

Cost Classification, Concepts and Terminology

- **Differences** between financial accounting and cost accounting
 - different users and purposes
- General nature of cost accounting (L2: Explain, L1: Appreciate)
 - forward-looking, forecast planning

Cost Classification, Concepts and Terminology (cont'd)

- **Cost assignment** (L3: Distinguish)
 - fixed and variable costs
 - direct and indirect costs
 - factory and administrative overheads



Job Costing

- Job costing system for manufacturing operation (L2: Explain)
- Methods for calculating the cost of materials
 - First-in first-out
 - Last-in first-out
 - Average cost



Job Costing (cont'd)

- Allocation and apportionment of costs to a single job or product

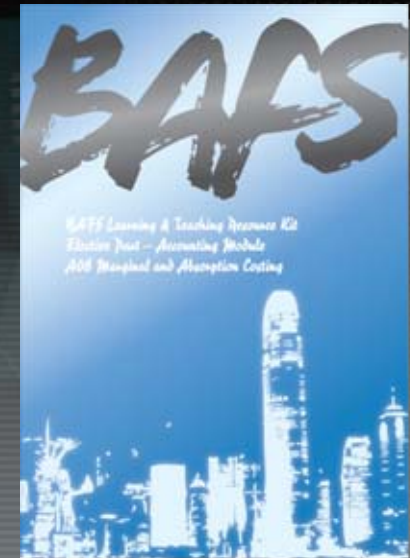
(L4: Illustrate)

- Materials
- Labour
- Overheads



Marginal and Absorption Costing

- Differences between absorption costing and marginal costing of the following areas
 - Definition
 - Treatments for fixed manufacturing overheads
 - Values of finished goods
 - Reported profits



Marginal and Absorption Costing (cont'd)

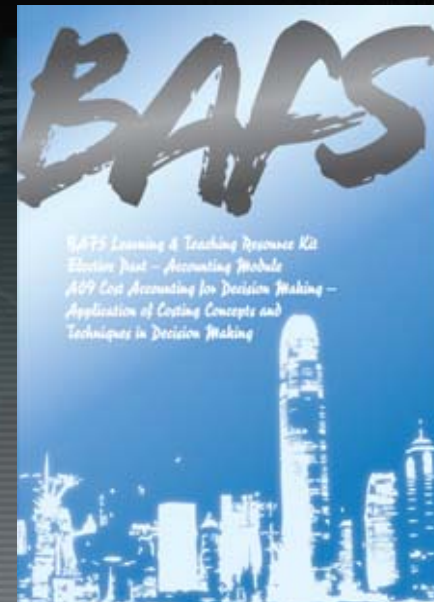
- With the use of absorption costing and marginal costing, prepare (L3: Compare)
 - Manufacturing accounts
 - Income statements

Marginal and Absorption Costing (cont'd)

- Advantages and disadvantages of marginal and absorption costing (L3: Compare)
 - Information for decision-making
 - Profit reflection
 - Treatment of fixed overhead

Cost Accounting for Decision-making

- **Cost items concept** related to decision making (L3: Identify)
 - Sunk costs
 - Incremental costs
 - Opportunity costs



Cost Accounting for Decision-making (cont'd)

- **Application** of costing concepts and techniques in decision-making (L4: Apply)
 - Hire, make or buy
 - Accept or reject an order at a special price
 - Retain or replace equipment
 - Sell or process further
 - Eliminate or retain an unprofitable segment

Cost Accounting for Decision-making (cont'd)

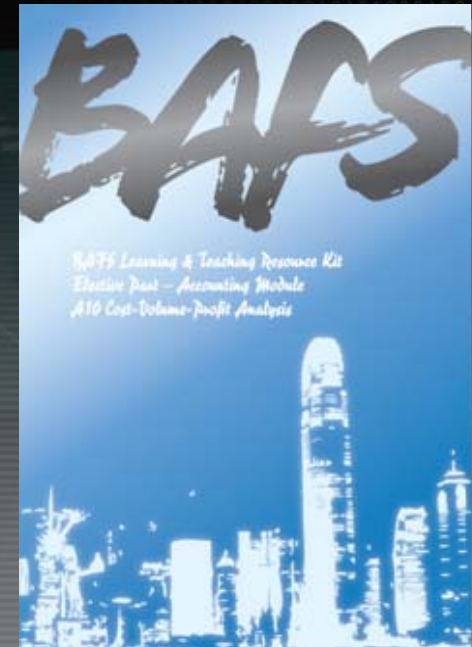
- Cost-Volume-Profit Analysis (L3: A L3 S Conduct)
 - Functions
 - show relationship between volume, revenue, costs and profit
 - Calculation of breakeven point and margin of safety

Cost Accounting for Decision-making (cont'd)

- Assessing the effects of changes in costs, selling price and units sold on

(L4: Assess)

- breakeven point and
- target profit



BAFS - Business Management Module



Business Management Module

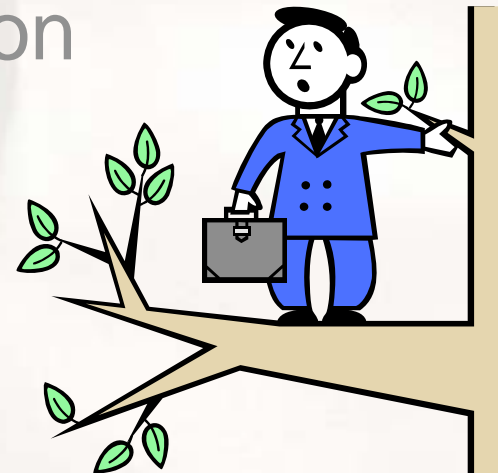
- Financial Management



Financial Analysis

– Role of financial management (L2: Explain)

- Obtain and manage funds
- Make investment decision
- Manage risks



Financial Analysis (Cont'd)

- **Functions of financial analysis**
 - evaluate the financial position of the business
 - provide information for planning, control and making decisions



A close-up photograph of a computer monitor showing a financial spreadsheet. The table has several rows of numbers, with some cells highlighted in blue. The visible numbers include 100,000, 10,000, 10,000, 75,000, and \$205,000. The background of the slide features a blurred image of business professionals in an office setting.

100,000	
10,000	
10,000	
75,000	
\$205,000	

Financial Analysis (Cont'd)

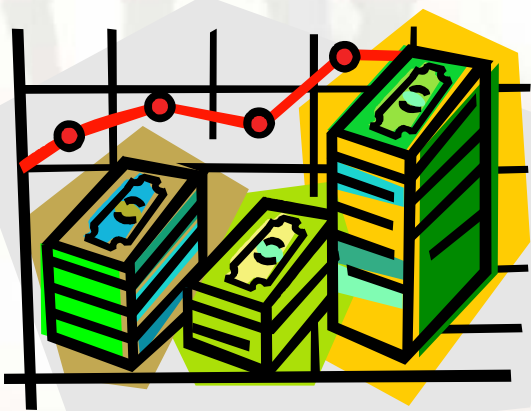
–Ratio analysis of a business

(L4: Assess)

- Profitability (e.g. GP ratio, ROCE, ...)
- Liquidity (e.g. A/Cs receivable/payable turnover, ...)
- Solvency (e.g. gearing, ...)
- Management efficiency (e.g. inventory turnover, total assets turnover, ...)

Suggested students' activity

The Use of
Annual Report



Budgeting

- Purposes (L2: Explain)
 - Resources allocation
 - Planning and controlling
- Natures and types
 - cash budget, sales budget, production budget and expenditure budget



Budgeting (Cont'd)

- **Usefulness** (help to meet the goals & to develop financial plan) and **limitations** (assumption, uncertainties)
(L1: Describe)
- **Factors** leading to budgeting variance
(L3: Identify)
- **Remedial actions** (L4: Propose)

Sources of Financing

– Different Sources of Financing (L3: Compare)

- Debt and equity financing
- Short-term (e.g. trade credit, bank loan, ...) and long-term (e.g. mortgage, debentures, ...) financing
- Internal and external financing



Sources of Financing (Cont'd)

- Principles for selecting financing method

(L2: Apply)

- Meet the company objectives
- Factors (amount of capital, cost, terms, risk, gearing, tax, capital structure)

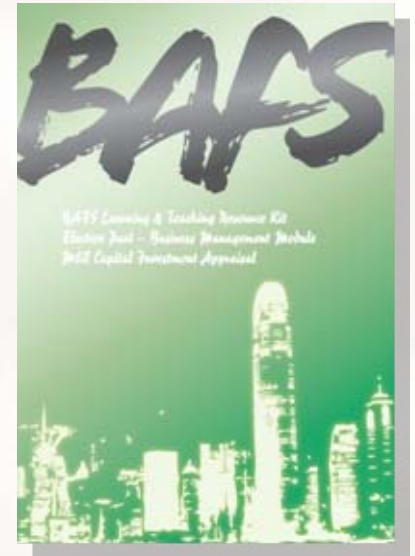
Capital Investment Appraisal

- **Factors** affecting capital investment decisions (L4: Evaluate)
 - **Financial** factors
 - interest rate, investment period, amount of capital
 - **Non-financial** factors
 - performance, legal and ethical issue

Capital Investment Appraisal (Cont'd)

– Evaluation of capital projects through the application of the following basic methods (L2: Apply, L4: Evaluate)

- Payback period
- Net present value (NPV)
- Internal rate of return (IRR)
- Accounting rate of return (ARR)



Capital Investment Appraisal (Cont'd)

– **Usefulness** and **limitations** of different capital investment techniques

(L3: Compare)

e.g. in the aspects of

- time value of money
- scale
- calculation method
- simplicity of calculation

Working Capital Management



- Importance of working capital management

(L2: Explain)

- cash management, control of current assets and current liabilities

Working Capital Management (Cont'd)

- **Basic principles** of cash management & the relevance of cash budgeting

(L1: Describe)

e.g.

- Ensuring the cash is used to meet the goals
- Policy to encounter cash flow problem arising from surplus cash or unexpected cash deficiencies

Working Capital Management (Cont'd)

– **Factors** affecting formulation of accounts receivable and accounts payable policies

(L3: Analyse)

- e.g. credit amount, creditworthiness, discount on early settlement

Working Capital Management (Cont'd)

- Inventory management
 - Objectives (L2: Explain)
 - e.g. minimise the costs of obtaining stock, carrying costs and stock-out costs
 - Simple inventory control techniques (L2: Apply)
 - Economic Order Quantity (EOQ) and re-order level methods

Risk Management

- Importance (L1: Appreciate)
- Types of risks on business (L3: Identify)
 - speculative risk, pure risk
- Impacts of risks on business activities (L4: Analyse)
 - loss of profit, damage to property, personnel loss and liability loss

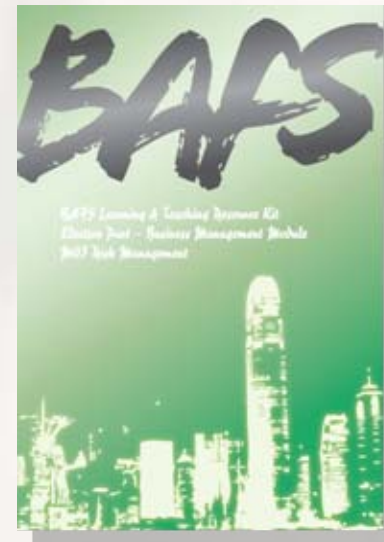
Risk Management (Cont'd)

- **Insurance** protection to business
(L2: Demonstrate an understanding)
 - Basic insurance principles
 - risk transferable
 - law of large number
 - Types of insurance
 - life, property, liability, marine, medical and credit insurance

Risk Management (Cont'd)

– Risk management strategies (L2: Explain)

- Risk avoidance
- Risk assumption
- Risk reduction
- Risk transfer



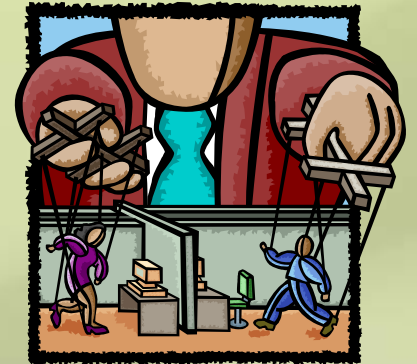


Business Management Module - Human Resources Management



Human Resources Management

- **Functions** of human resources management
 - Manpower planning
 - Staffing
 - Performance management
 - Compensation and benefit management
 - Training and development



Human Resources Management



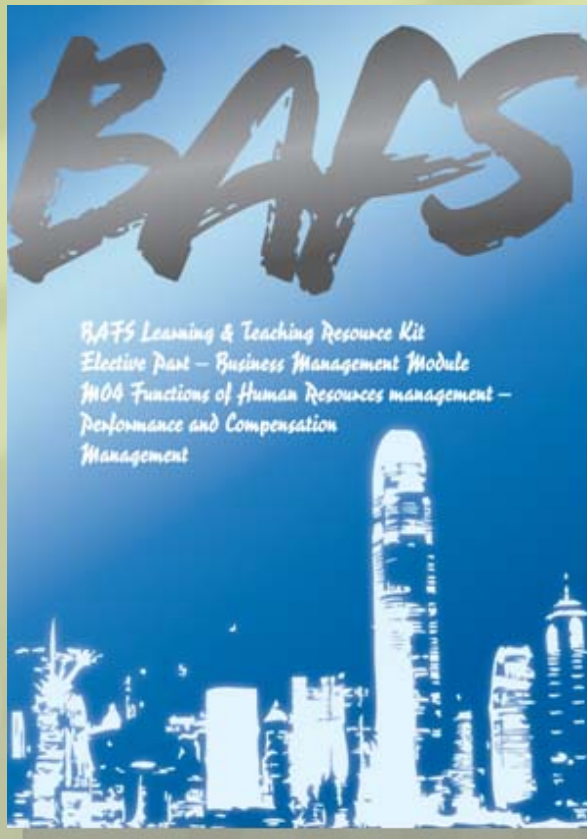
- Development of a quality workforce
 - Employee relations
 - Motivation and group dynamics



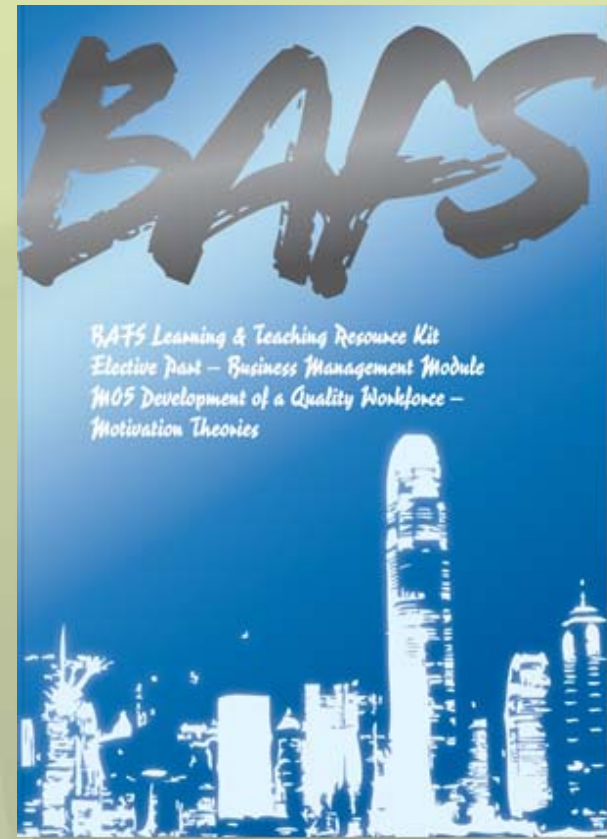


Human Resources Management

M04



M05





Business Management Module - Marketing Management

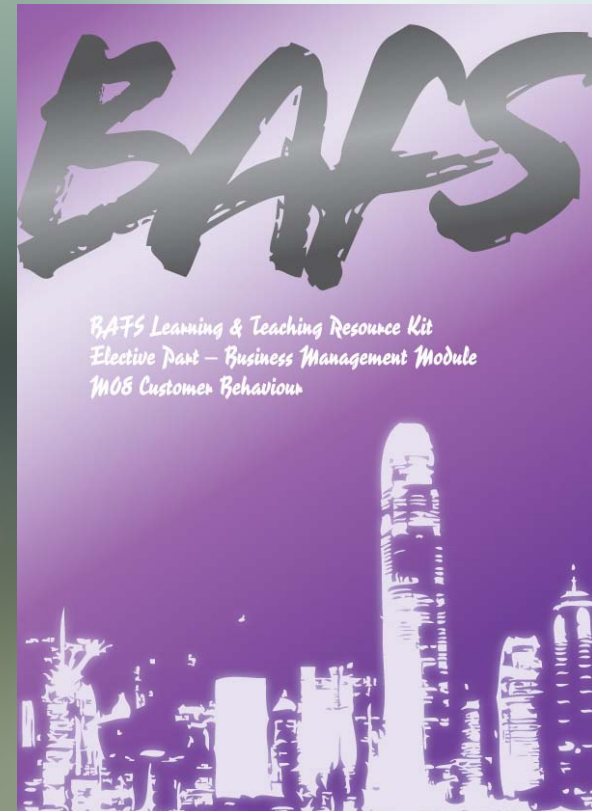
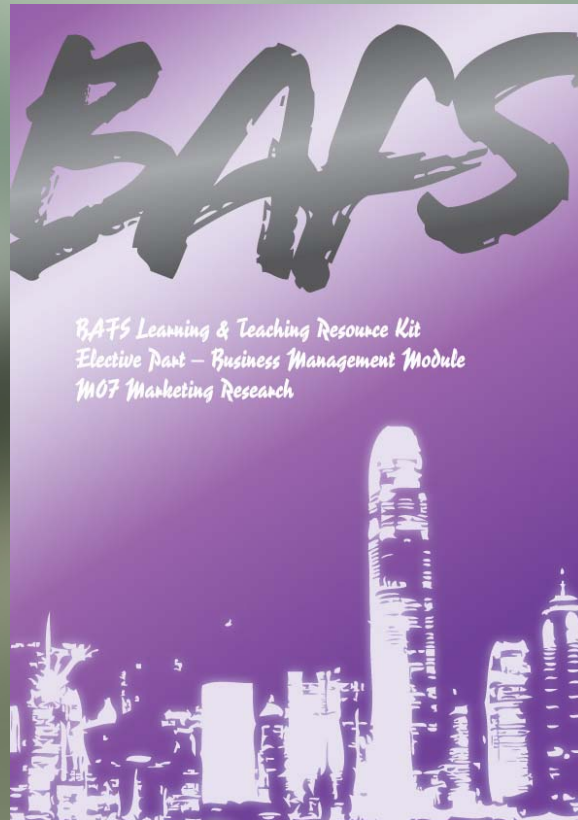
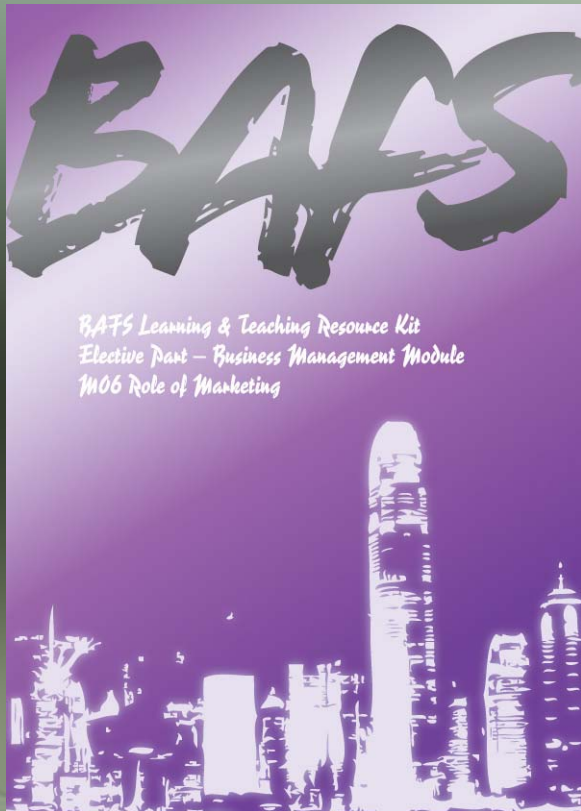
Marketing Management



- Role of marketing
- Marketing research
- Customer behaviour



Marketing Management



Marketing Management



- Marketing strategies for goods and services
 - Target market
 - Marketing mix
 - Customer relationship management (CRM)
- Consumerism



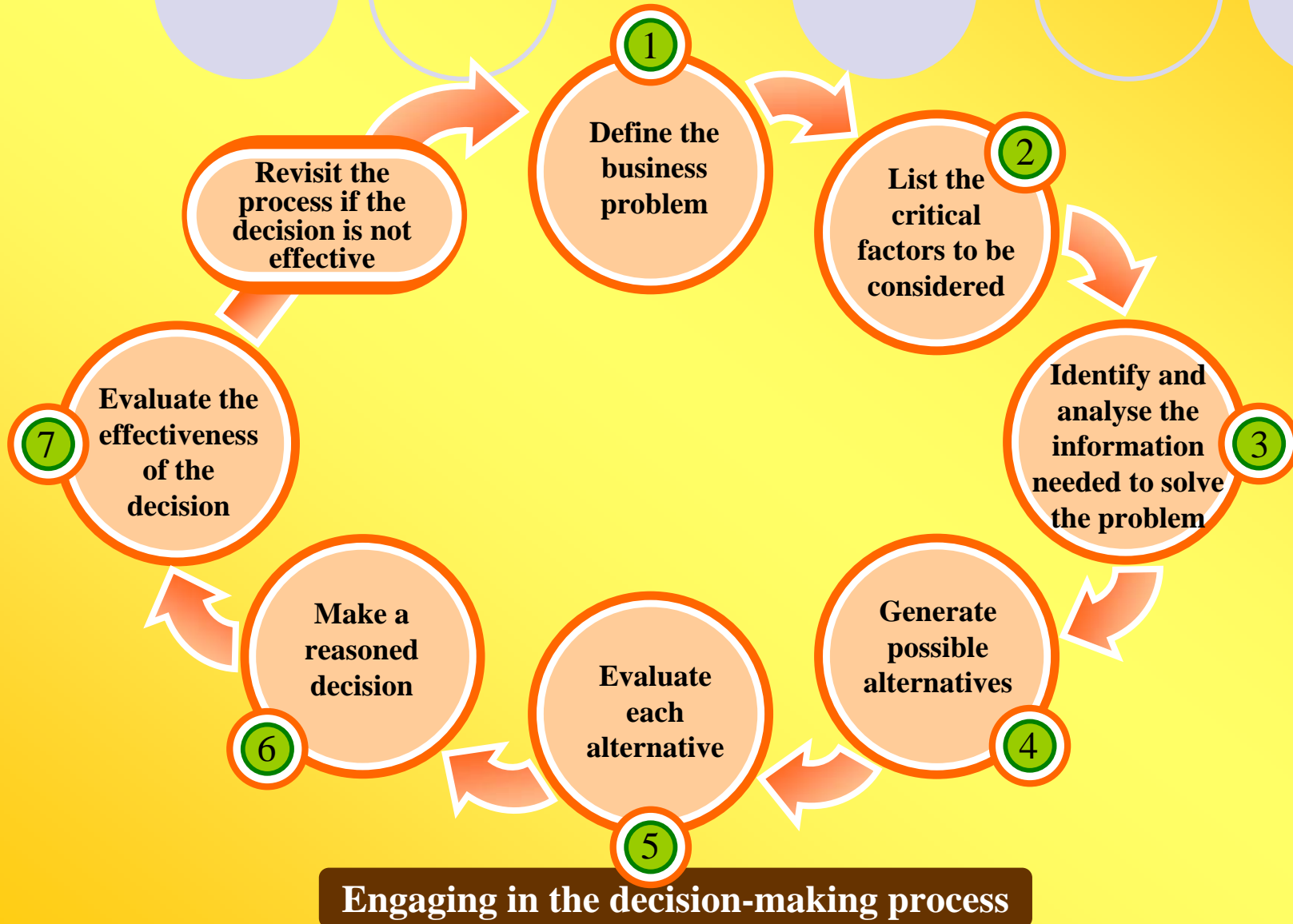
Activity 3 (5 minutes)



Decision-making Process



Key feature of learning and teaching



Case Study (Consumer Credit)

- Having been working for 3 years, your cousin Angela has decided to study for a degree on part-time basis.



- (1) 1st year tuition fee is \$30,000.
- (2) No savings.
- (3) Needs to borrow a loan from bank.

Case Study (Consumer Credit)



The bank offers 3 different types of personal loans, namely, personal installment loan, revolving credit facility and personal overdraft.

Can you help Angela to compare the different personal loans? And select the best option for her.

Decision-making process in analysing business issues

Define the problem:

Consumer Credit -
Personal Loans

Critical factors: Compare
the annual lending rates
between the three offers

Information needed:

Personal Installment Loan
(Repayment Period=12 months,
Monthly Repayment=\$2,784, Annual
Percentage Rate=22.23%)

Make final decision:

Decide on the
lowest offer and
provide justification

Evaluate each alternatives:

Lowest cost based on the three
offers of personal loans

Generate Alternatives:

Revolving Credit Facility (Interest rate: 1.3%
per month, Annual Percentage Rate=16.7%)

Personal Overdraft (Interest Rate=Best
Lending Rate + 7% p.a.; OD Limit=\$30,000;
Annual fee=1% on OD Limit)





The illustration shows two stylized human figures in silhouette, shaking hands. The figure on the left is larger and filled with a dark, textured pattern of small white dots. The figure on the right is smaller and filled with a lighter, textured pattern of small white dots. Both figures have faint, semi-transparent overlays of financial data, including bar charts and line graphs. The background is a solid orange color. In the upper left, there is a bright yellow sun. On the right side, there is a large, white, stylized graphic of the letters 'S', 'E', 'A', and 'B' stacked vertically.

Supports for the BAFS Curriculum

Jul 2010

企業、會計與財務概論
Business, Accounting and Financial Studies

Supports for BAFS Curriculum

1. Professional Development Programmes
 - ◇ Understanding and Interpreting the Curriculum
 - ◇ Enriching Knowledge
 - ◇ Learning and Teaching Strategies
 - ◇ Assessing Student Learning
 - ◇ Others

(2) Use of EdBlog - An Introduction

企業、會計與財務概論 資源分享平台

- http://edblog.hkedcity.net/te_bafs
- http://edblog.hkedcity.net/te_bafs_e

科技教育學習領域資源分享平台 Technology Education Key Learning Area Resources Depository

BAFS

企業、會計與財務概論

Business, Accounting and Financial Studies

查詢/Enquiry: teched@hkcity.net

關於我們

此網誌由教育局課程發展處科技教育組及香港教育城共同建立，藉此為科技教育學習領域教師提供一站式的平台，以取得課程資源及有關課程的資訊。

最新消息

[8月11日] 本站正式開放予BAFS教師使用!

資源

- 1) 課程資源 (30)
- 2) 專業發展 (20)
- 3) 其他 (13)

HKedCity

課程發展處(科技教育)
香港教育城

1月26日 課題M10 傳統市場營銷與電子市場營銷策略

17:36 by IT教師

瀏覽: 11



課題M10 傳統市場營銷與電子市場營銷策略

資源種類: 課程概覽 簡報 工作紙

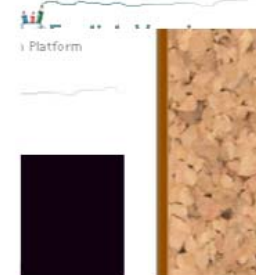
PDF



課題M10 簡報

資源種類: 簡報

PDF



搜尋

課程及評估指引



刊登於 1) 課程資源, 1.2) 選修部分, B. 商業管理單元, ii) 市場營銷管理 | 編

企業、會計與財務概論

- 專業發展影片庫

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市民代號: 密碼:

簡體 | ENG

Teacher TV 教師電視

優秀的教學實踐 教師的專業發展

教師專業網 > 教師電視

教師電視主頁

關於教師電視

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- 網上觀課
- 傑出校園
- 各出奇謀
- 錄像講室

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推廣資源

查閱學習檔案

用戶個人設定

使用須知

常見問題

成為會員

聯絡我們

搜尋 科目 ▾ 程度 ▾ 搜尋



最新消息

網上教師電視新會員名單

網上教師電視已完成本學年的會員招收工作，歡迎進入「成為會員」查閱新會員名單。

連同新加入的100多間中、小學，教師電視至今已有650多個學校會員。學校成為會員後，全校教師可以通過這個網上平台，隨時隨地作網上觀課及收看精選講座。

網上觀課

- 普通話課堂語言系列(一): 直接教學法
- 普通話課堂語言系列(二): 直接教學法

傑出校園

- 觀課文化的突破
- 專業發展學校計劃—「創意教學」

各出奇謀

- 馬錦明慈善基金馬可賓紀念中學: 暑期工程營
- 何文田官立中學: 數學遊蹤

錄像講室

- 通識教學系列: 以戲劇教學法探討個人成長課題
- 普通話課堂語言系列: 直接教學法

企業、會計與財務概論 － 教學資源庫

教學資源庫

資源搜尋

- 學習領域
- 關鍵字詞

頻道

- 圖片庫 **NEW**
- ETV

回饋

- 分享資源 **NEW**
- 查詢

使用指南

- 搜尋資源
- 互動交流
- 增潤資源
- 常見問題

學習領域搜尋

科技教育

縮小搜尋範圍:

搜尋 重設

其他: 所有資源性質 所有數碼格式

排列模式: 依更新日期排列 ↓

共有 1088 個資源 | 現在顯示第 1 - 10 個 | 1 2 3 4 5 6 下一頁 ▶

備註: **NEW** 最新上載或已更新資源 「數碼教學資源獎勵計劃」 優秀作品或得獎作品

NEW 「財務報表與資本」測驗試題

★★★★☆ (1) | 意見 (0)

大家可從中找到由迦密愛禮信中學司徒美燕老師提供的四題試題以及標準答案。

學習領域: [科技教育](#)

更新日期: 30/04/2010

關鍵字詞: [盈利](#) [籌措資本](#) [財務報表與資本](#) ... 更多 **新增**

作者: 迦密愛禮信中學司徒美燕老師

NEW 「企業組織類型」測驗試題

★★★★☆ (1) | 意見 (0)

在合夥經營中, 為何需要合夥契約? 創業板有何特式? 政府為何要參予企業運作? 合夥和私人有限公司有什麼分別? 為何在商業社會中會有不同的企業存在?

學習領域: [科技教育](#)

更新日期: 30/04/2010

關鍵字詞: [企業組織](#) [創業板](#) [合夥契約](#) ... 更多 **新增**

作者: 迦密愛禮信中學司徒美燕老師

NEW 零售商的種類

★★★★☆ (1) | 意見 (0)

推介資源:

- [營養標籤你要識 \(電腦遊戲\)](#)
- [Profitability - Analysis and Interpretation](#)
- [拆字動畫](#)

最新資源:

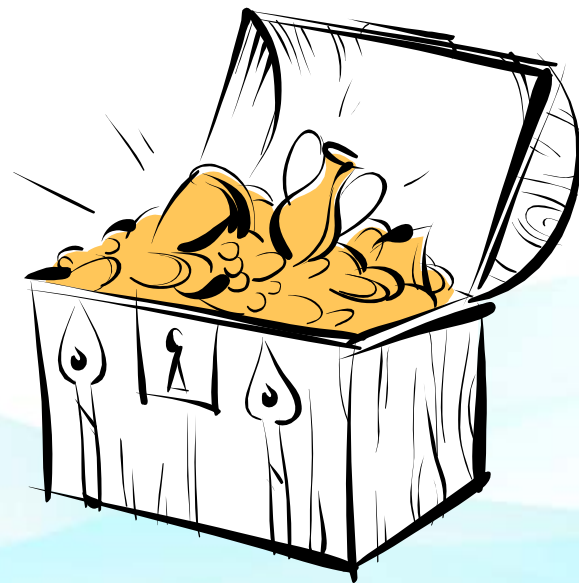
- [一期一「會」-會考支援 共建理想前途](#)
- [互聯網安全資訊 \(學生篇\)](#)
- [小學動畫創作網](#)

熱點資源:

- [開開心心用電腦【字幕版】](#)
- [C Program \(初階\)](#)
- [毋懼新流感-網上資源 家中學習](#)

企業、會計與財務概論科支援服務

- 資源分享平台
- 專業發展影片庫
- 教學資源庫
- 教城網誌



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- 選取企業、會計與財務概論為任教科目

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書籤



拼字檢查

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香港教育城
HKedCity.net

香港教育城學校 你好，IT教師 (hke-rachel-tr)

教城搜尋器

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教城總部

教師專業網

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教育策略



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我的日

我的筆

我的

教城短評

我的設定

我的電子報

字典

教師

學生

電郵: rachel@hkecl.net
電話: 2624 1015
網址: www.hkedcity.net

Rachel Wong
科技教育 計劃主任



(3) List of Recommended NSS Textbooks

EDB - Index - Windows Internet Explorer

http://www.edb.gov.hk/index.aspx?nodeID=2&langno=1

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Kindergarten, Primary and Secondary Education

New Academic Structure "334" Web Bulletin

The revamped web page has been launched on 22.06.2009.

Please click the following link to browse the revamped web page:

[http:// www.edb.gov.hk/334](http://www.edb.gov.hk/334) (English version)

新學制「334」網上簡報

更新版已於本年6月22日推出

請按以下網址瀏覽:

<http://www.edb.gov.hk/334> (中文版)

- Home
- What's New
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- Post-secondary Education
- Other Education and Training
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- School Administration
- Teachers' Development
- Resource Banks

New Academic Structure "334" Web Bulletin - Windows Internet Explorer

http://334.edb.hkedcity.net/EN/index.php

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Senior Secondary Education and Higher Education

New Academic Structure "334" Web Bulletin

Student-centred Whole-person Development Multiple Pathways Life-long Learning

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What's New

12.04.2010 Dr CHEUNG Kwok-wah, Principal Assistant Secretary for Education (Curriculum Development): 舊學制中五畢業生的出路 [CHI](#)

07.03.2010 Mrs WONG YAU Wai-ching, Deputy Secretary for Education: 特殊學校學生延長學習年期的改善措施 [CHI](#)

01.03.2010 Dr S K KWAN, Principal Education Officer (New Senior Secondary): 香港中學文憑 資歷各方認可：向海外推廣新學制 [CHI](#)

08.02.2010 Mr YIP Yam-wing, Chief Curriculum Development Officer (Life-wide Learning and Library Section): 「其他學習經歷」：涓滴成河的「育」人工作 [CHI](#)

01.02.2010 Mr Kenneth CHEN, JP, Under Secretary for Education: 中學文憑試認受性高 [CHI](#)

- More -

Introduction of the New Academic Structure

Curriculum

- Curriculum & Assessment Guides
- Applied Learning
- Other Learning Experiences
- New Senior Secondary Curriculum (Special Educational Needs)

Assessment

- Hong Kong Diploma of Secondary Education (HKDSE)
- Subject Information and Sample Papers of HKDSE

Learning & Teaching Resources

- Learning and Teaching Resources of NSS Subjects
- List of Recommended NSS School Textbooks in English
- Professional Development Programmes

Event Highlights

2009/10 school year Parents' Seminar Series

EDB will inform schools of the details of the seminars and invite application from parents normally one month in advance of each event. Parents may apply through the EDB website "Parents' Talks" <http://www.edb.gov.hk/parentstalks>. Seats are reserved on a first-come, first-served basis.

Parents who would like to join the seminars for special schools should apply to school direct.

23.04.2010 Seminar for Parents and Students
Introduction to Subject Choices and Multiple Pathways for NSS Students

30.04.2010 Seminar for Parents and Students
Introduction to Subject Choices and Multiple Pathways for NSS Students
(for Non-Chinese Speaking parents and students, conducted in English)

Multiple Pathways for the Last Cohort of S5 Graduates (2009/10 s.y.)

Parents' Corner

Students' Corner

Principals & Teachers' Corner

Employers' Corner

Tertiary Institutions & Universities' Corner

http://www.edb.gov.hk/index.aspx?nodeID=71&langno=2&UID=103904

國際網路 100%

List of Recommended New Senior Secondary School Textbooks in English - Windows Internet Explo...

http://cd1.edb.hkedcity.net/cd/TC/Content_2869/textbook/textbooknewseceselect.htm

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教科書世界 交流天地

[Publishers' contact information](#)

List of Recommended New Senior Secondary School Textbooks in English

(Textbooks are not recommended for New Senior Secondary Liberal Studies)

Select a subject in the following table :

0. All the subjects
1. Biology (NSS)
2. Business, Accounting and Financial Studies (NSS)
3. Chemistry (NSS)
4. Chinese History (NSS)
5. Chinese Language (NSS)
6. Chinese Literature (NSS)
7. Combined Science (NSS)
8. Design and Applied Technology (NSS)
9. Economics (NSS)
10. English Language (NSS)
11. Ethics and Religious Studies (NSS)
12. Geography (NSS)
13. History (NSS)
14. Information and Communication Technology (NSS)
15. Integrated Science (NSS)

Start to search textbooks Choose again

List of Recommended New Senior Secondary School Textbooks in English - Windows Internet Explo...

http://cd1.edb.hkedcity.net/cd/TC/Content_2869/textbook/textbooknewsecelect.asi

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Textbook World
Discussion Forum

[Publishers' contact information](#)

List of Recommended New Senior Secondary School Textbooks in English

(Textbooks are not recommended for New Senior Secondary Liberal Studies)

Subject : Business, Accounting and Financial Studies (NSS)

The New Senior Secondary textbook prices on the Recommended Textbook List are references for schools in selecting textbooks. All information is provided by publishers.

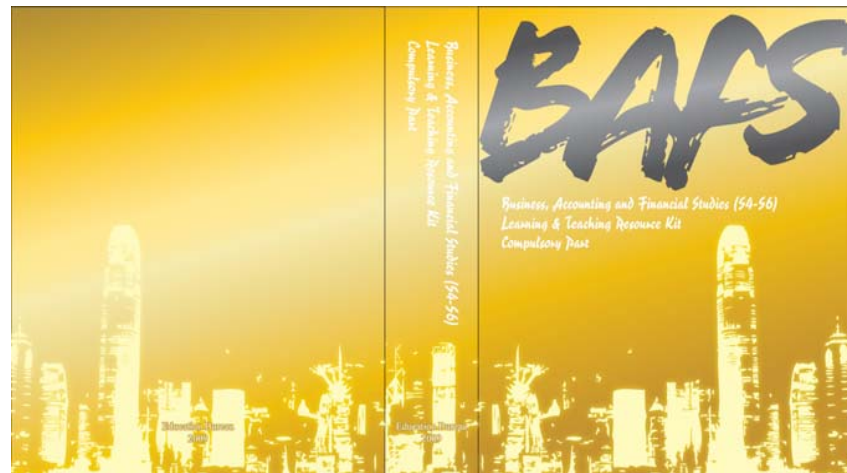
Subject	Publisher	Title	Subtitle	Level (Suggested Suitable Level)	Year	Author(s)	Type	Weight(kg)	Price (HKD)	Curriculum
Business, Accounting and Financial Studies (NSS)	Excellence Publication Company Limited	Business, Accounting and Financial Studies for Secondary Schools	Compulsory Part 1 (a) Business Environment (Compulsory)	S4-S6 (S4-S5)	2009	Theresa Ng Lau, Thomas W.Y. Man, Ng Tze Ka	Textbook	To be confirmed	115	Business, Accounting and Financial Studies Curriculum and Assessment Guide (Secondary 4-6) (2007)
			limited: 陋; 認; 狹窄; 限定; 有限; 圍							
Business, Accounting and Financial Studies (NSS)	Excellence Publication Company Limited	Business, Accounting and Financial Studies for Secondary Schools	Compulsory Part 1 (b) Introduction to Management (Compulsory Part)	S4-S6 (S4-S5)	2009	Theresa Ng Lau, Thomas W.Y. Man, Ng Tze Ka	Textbook	To be confirmed	115	Business, Accounting and Financial Studies Curriculum and Assessment Guide (Secondary 4-6) (2007)
Business, Accounting and Financial Studies (NSS)	Excellence Publication Company Limited	Business, Accounting and Financial Studies for Secondary Schools	Compulsory Part 1 (c) Introduction to Accounting (Compulsory Part)	S4-S6 (S4-S5)	2009	Yeung Chi Hung	Textbook	To be confirmed	200	Business, Accounting and Financial Studies Curriculum and Assessment Guide (Secondary 4-6) (2007)
Business, Accounting and Financial Studies	Excellence Publication Company Limited	Business, Accounting and Financial Studies for Secondary	Compulsory Part 1 (d) Basics of Personal Financial	S4-S6 (S4-S5)	2009	Samuel C.C. Chan	Textbook	To be confirmed	115	Business, Accounting and Financial Studies Curriculum and Assessment Guide

完成 國際網路 100%

List of Recommended NSS Textbooks

NSS Business, Accounting and Financial Studies	Longman Hong Kong Education
Business, Accounting and Financial Studies for Secondary Schools	Excellence Publication Co. Ltd.
BAFS in the New World	Pilot Publishing Co. Ltd.
新高中企業、會計與財務概論	朗文香港教育
高中企業、會計與財務概論	卓思出版社有限公司
企業、會計、財務新世界	導師出版社有限公司

(4) BAFS L&T Resource Kit



Compulsory Part

- Chinese: 10 booklets
- English: 10 booklets
- CD-Rom
- Distributed to schools in *Nov 2009*

Elective Part

Accounting Module

- Chinese: 10 booklets
- English: 10 booklets
- CD-Rom

Management Module

- Chinese: 10 booklets
- English: 10 booklets
- CD-Rom
- Distributed to schools in *Jan 2010*



bafs_booklet_M05 bafs_booklet_M05C bafs_booklet_M06 bafs_booklet_M06C bafs_booklet_M07 bafs_booklet_M07C bafs_booklet_M08 bafs_booklet_M08C

BAFS L&T Resource Kit

EDB - Index - windows Internet Explorer

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Scholarship for Prospective English Teachers

EDB - Reference & Resources - Windows Internet Explorer

http://www.edb.gov.hk/index.aspx?nodeID=3104&langno=1

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[Print](#)

Technology Education - References & Resources

Business Subjects

Description	View or download
Learning Modules	Read More
Learning and Teaching Resources	Read More
Seminar & Workshop Handouts	Read More
References Books	Read More
Resources on Web	Read More
Glossary	Read More

Popular Sites

[Kindergarten, Primary and Secondary Education](#) > [Curriculum Development](#) > [Key Learning Areas](#) > [Technology Education](#) > [Technology Education - References & Resources](#) > [Business Subjects - Learning and Teaching Resource Kit](#)

Kindergarten, Primary and Secondary Education

Print

Business Subjects - Learning and Teaching Resource Kit

Business, Accounting and Financial Studies (S4-6) - Compulsory Part

Topics	English Version	Chinese Version
C01 - Hong Kong Business Environment - Impact of Globalization on Business	Details	Details
C02 - Business Ethics and Social Responsibilities	Details	Details
C03 - Management Functions for Organisation	Details	Details
C04 - Entrepreneurship and SMEs Management - SMEs Management	Details	Details
C05 - SMEs Management - Process of Developing a Business Plan	Details	Details
C06 - The Accounting Cycle	Details	Details
C07 - Fundamentals of Financial Management - Time Value of Money	Details	Details
C08 - Personal Financial Management - Consumer Credit	Details	Details
C09 - Personal Financial Management - Personal Investment Decisions	Details	Details
C10 - Personal Financial Management - Principles and Techniques to Prepare Personal Budgets	Details	Details

Business, Accounting and Financial Studies (S4-6) - Elective Part (Accounting Module)

Topics	English Version	Chinese Version
A01 - Balancing Day Adjustments Relating to the Preparation of Financial	Details	Details

(5) Reference Books



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Business Subjects – Reference Books 商業科目 – 參考書目表

Title 書名	Author/Editor/Translator 作者 / 編者 / 譯者	Publisher 出版社
ACCOUNTING 會計		
Accounting Cases in Hong Kong: the First HKSA Case Competition by HKSA	H. Cheng T. Ho Marinilka B. Kimbro	Hong Kong Society of Accountants City University of Hong Kong Press 2003
Accounting in Hong Kong Regulatory Framework and Advanced Accounting Practice	W. F. Hui P. H. Ng	City University of Hong Kong 2005
Accounting Information for Decisions	Thomas L. Albright Bruce Baldwin John Hill Robert W. Ingram	South-Western 2004
Accounting Theory and Practice	M.W. E. Glautier Brian Underdown	Prentice Hall 2000
Advanced Accounting	Floyd A. Beams Joseph H. Anthony	Pearson Education 2006
Advanced Accounting	Y. Y. Cheung	Hong Kong Institute of Accredited Accounting

(6) Useful Websites



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[Kindergarten, Primary and Secondary Education](#) >
[Technology Education - References & Resources](#)

Technology Education - References & Resources

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Useful Websites for teaching Business Subjects 商業科目教育網站

Organisations 機構組織

Website 網頁名稱	URL 網址
Business Environment Council 商業環保協會	http://www.bec.org.hk
Chinese General Chamber of Commerce 香港中華總商會	http://www.cgcc.org.hk
Chinese Manufacturers' Association of Hong Kong 香港中華廠商聯合會	http://www.cma.org.hk
Chinese Manufacturers' Association of Hong Kong – SME Net 香港中華廠商聯合會 – 中小企網頁	http://www.sme-cma.org.hk/Default_C.asp
Commerce & Economic Development Bureau 商貿及經濟發展局	http://www.cedb.gov.hk/
Consumer Council 消費者委員會	http://www.consumer.org.hk
Federation of Hong Kong Industries, The 香港工業總會	http://www.fhki.org.hk
Financial and Services Bureau 財經事務及庫務局	http://www.fstb.gov.hk
Hongkong Federation of Youth Groups, The	http://www.hkfyg.org.hk/new/

(7) Glossary

EDB - Reference & Resources - Windows Internet Explorer

http://www.edb.gov.hk/index.aspx?nodeID=3104&langno=1

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abandonment	廢置
abatement	(1)取消，(2)減除；減額
above par	高於票面值
absenteeism	缺勤
absolute advantage	絕對優勢
absorb	納入；分配
absorption costing	全部成本法；全面成本法；吸收成本法； 分攤成本法
accelerated depreciation	加速折舊
accept or reject an order at a special price	接受或拒絕特價訂單
acceptance	(1)承兌；承兌單據，(2)承諾
acceptance of bill of exchange	匯票承兌；票據承兌
accepted draft (bill)	已承兌匯票(票據)
acceptor	承兌人
accident insurance	意外保險
account	(1)帳；帳戶，(2)科目，(3)客帳
account executive	客戶主任；戶口主任
account form	帳戶式
account payee only	祇限存入抬頭人帳戶；只可轉帳
account sales	承銷清單；銷貨清單
accountability	責任承擔
accountant	會計人員；會計主任；會計師
accounting assumption	會計假設
accounting base	會計基礎
accounting concept	會計觀念；會計概念
accounting control	會計牽制；會計統制；會計管理
accounting convention	會計慣例

6

Principles of Accounts	W (241 KB)
Business Studies	W (15KB)
Commerce	W (5.4KB)
Business, Accounting and Financial Studies (BAFS)	W (542KB)

(8) Seminar/Workshop Handouts

EDB - Reference & Resources - Windows Internet Explorer

http://www.edb.gov.hk/index.aspx?nodeID=6060&langno=1

檔案(E) 編輯(E) 檢視(V)

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EDB - Reference & Resources

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EDB - Business Subjects - Seminar Workshop Handouts - Windows Internet Explorer

http://www.edb.gov.hk/index.aspx?nodeID=6060&langno=1

檔案(E) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

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EDB - Business Subjects - Seminar Work...

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Popular Sites Please Select

Kindergarten, Primary and Secondary Education > Curriculum Development > Key Learning Areas > Technology Education > Technology Education - References & Resources > Business Subjects - Seminar Workshop Handouts

Kindergarten, Primary and Secondary Education

Business Subjects - Seminar Workshop Handouts

- NSS Enriching Knowledge for the Business, Accounting and Financial Studies Curriculum Series – Contemporary Perspectives on Personal Financial Management ([full version](#))
 - [Fundamentals of Financial Market](#)
 - [Basic Concepts in Time Value of Money](#)
 - [Personal Consumer Finance & Credit](#)
 - [Risks and Returns](#)
 - [Lifecycle Financial Planning Approach](#)
- Seminars for Third Consultation on New Senior Secondary Curriculum and Assessment Framework – Business, Accounting and Financial Studies on 3rd and 4th October, 2006
 - [Provisional Final Draft of the Curriculum and Assessment Guide and Support to Schools](#)
 - [Public Assessment \(Prepared by the Hong Kong Examinations and Assessment Authority\)](#)
- NSS Understanding and Interpreting Business, Accounting and Financial Studies (BAFS) Curriculum
 - [Handout \(1\)](#)
 - [Handout \(2\)](#)
- NSS Assessing Student Learning for the Business, Accounting and Financial Studies Curriculum Series: (1) Assessment for Learning
 - [Handout \(1\)](#)
 - [Handout \(2\)](#)
 - [Handout \(3\)](#)
 - [Handout \(4\)](#)

EDB - 主頁 - Microsoft Internet Explorer

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← 上一頁 → 搜尋 我的最愛

網址 http://www.edb.gov.hk/index.aspx?modeID=2&langno=2

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課程發展
學校教育質素保證
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學校資料

課程發展文章，向大家介紹334新高中學制籌備工作的最新進展。

最新消息

19.06.2009 生防護中心信件：積極準備以應付夏季流感高 期

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http://www.edb.gov.hk/index.aspx?modeID=2365&langno=2

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

EDB - 課程發展

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幼稚園、小學及中學教育

課程發展

學會學習

健康生活方式
八個學習領域的知識
學習能力
語文能力
閱讀習慣
國民身份認同
責任感

基礎教育課程指引
各學年課程發展
(小一至中三)

四個關聯項目

從閱讀中學起
資訊科技
專題研習

焦點資訊

21.05.2009	「建國六十年專題研習獎勵計畫」
24.11.2008	「改革開放三十年專題研習獎勵計畫」評審結果
21.08.2008	「免船費遊三島」計劃可幫助學校舉行實地考察活動
01.07.2008	提升香港學童的教育質素：給家長的課程改革報告

EDB - 課程發展 - Windows Internet Explorer

http://www.edb.gov.hk/index.aspx?nodeID=2365&langno=2

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EDB - 課程發展

- [七個學習目標](#)
- [課程文件](#)
 - [學會學習 - 課程發展路向](#)
 - [《基礎教育課程指引——各盡所能·發揮所長》](#)
 - [科目課程指引](#)
 - [《高中課程指引——立足現在·創建未來》](#)
- [學前教育](#)
- [小學教育](#)
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- [資優教育](#)
- [特殊教育需要](#)
- [全方位學習](#)
- [資源及支援](#)
 - [課程資源庫](#)
 - [學校圖書館服務](#)
 - [校本課程發展](#)
 - [小學](#)
 - [中學](#)
 - [語文學習支援](#)
 - [教科書資訊](#)
 - [照顧個別差異研究](#)
 - [資源中心](#)
- [其他項目](#)
 - [擬定校曆表指引](#)
 - [協作研究及發展\(「種籽」\)計畫](#)
 - [知識薈萃](#)
 - [應用學習](#)

- [學習領域](#)
 - [中國語文教育](#)
 - [英國語文教育](#) (英)
 - [數學教育](#)
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 - [體育](#)
 - [高中通識教育科](#)
 - [小學常識科](#)
- [四個關鍵項目](#)
 - [德育及公民教育](#)
 - [從閱讀中學習](#)
 - [專題研習](#)
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 - [基本能力評估\(學生評估\)](#)
 - [網上學與教支援](#)
- [專業發展課程](#)
 - [學前教育機構](#)
 - [小學](#)
 - [中學](#)
- [其他](#)
 - [市場意向測試：香港高中及高等教育新學制的評鑑](#) (英)

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http://www.edb.gov.hk/index.aspx?lang=zh&nodeID=2405

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科技教育

我們的定位

科技教育的定義

科技教育是學習有目的地應用知識（例如：資訊和通訊科技、物料和結構、營運和製造、策略和管理、系統和控制及科技與生活）、技能及經驗，去運用資源創製建構，和更新產品和系統，以滿足人類需要。

科技教育的轉變

科技教育有關的科目，是因應本地和全球於社會、經濟及科技發展在不同時空的側重點，回應學習的需要而引入課程當中。

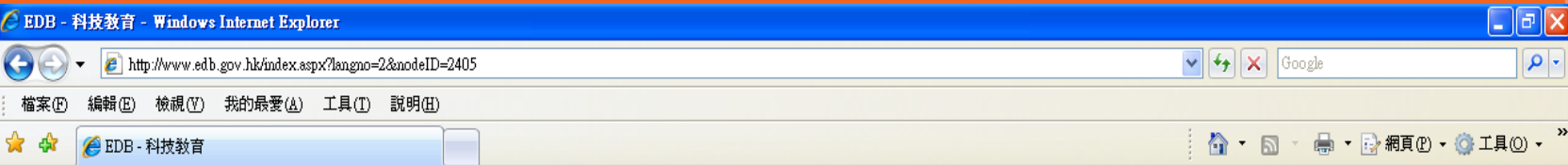
追源溯始，香港科技教育的發展，可上溯至二十世紀三十年代的初級工業學校。五十年代後期發展的工科、六十年代後期的職業先修中學及其相關科目、八十年代的電腦科，及九七年的新工藝課程，都成了孕育科技教育學習領域（二千年）的搖籃。

我們的抱負

重點能力發展

科技教育的宗旨是要在訊息萬變的科技世界中，培育優質的人力資源，讓學生：

- 能發展科技能力、科技理解和科技覺知
- 能明辨慎思地評估科技為個人、家庭、社會及環境所帶來的影響
- 成為整個科技世界及社會出類拔萃兼且躊躇滿志的成員



- 有目的
- 循序漸進及循序鞏固
- 手（實踐）與腦（解難）並用

邁向科技教育的目標

我們的學生	我們的教師
小一至小三	
請參閱小學常識科的有關章節	請參閱小學常識科的有關章節
小四至小六	
請參閱小學常識科的有關章節	請參閱小學常識科的有關章節
中一至中三	
<ul style="list-style-type: none"> • 男女學生均有平等的機會獲得全面及均衡的科技教育學習經歷 • 能運用容易獲得的材料及設備進行真確的、實踐解難的學習活動 • 發展他們的知識及技能，以應付不斷湧現的嶄新科技 • 培養他們不斷更新科技知識及技能的素求 • 發展批判性思考能力以評估科技所帶來的影響 	<ul style="list-style-type: none"> • 為男女學生提供平等的科技教育學習機會從個別科目教授及特定技能訓練，轉移至實踐解難的教學 • 讓學生在不同的知識範圍進行跨科目及跨領域的綜合學習 • 為學生提供全方位的學習經歷 • 鼓勵學生對自己的解決方案作出評價 • 運用多元化的評估方法評量學生的學習過程及成效
中四及以上	
<ul style="list-style-type: none"> • 依據本身的性向、興趣及能力，選取不同的科技知識範圍（例如：資訊和通訊科技、設計和策畫、系統和管理、科學與科技等），為自己未來的學習及事業作出準備 • 於真確的、實踐解難的學習活動中，通過應用不同知識範圍，例如：程序編寫、電腦建網、家事管理、設計與製作、圖象傳意、市場知識等，從而掌握各種科技應用的技能、概念及原理 • 培育學生對科技創新及其持續發展，具全球性的視野 	<ul style="list-style-type: none"> • 根據學生的性向、興趣及能力，透過不同的知識範圍，為他們提供多種學習渠道 • 為學生提供廣闊的學習經歷（包括與工作有關的學習經歷），使他們能為未來學習及工作做好準備 • 提供探究創新科技及持續發展的學習機會

- [課程文件](#)
- [《科技教育 - 生活智慧》資料套](#)
- [教學資源](#)
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- [「科技教育成功經驗」分享計畫](#)

EDB - 科技教育 - 教師培訓 - Windows Internet Explorer

http://www.edb.gov.hk/index.aspx?nodeID=3316&langno=2

Google

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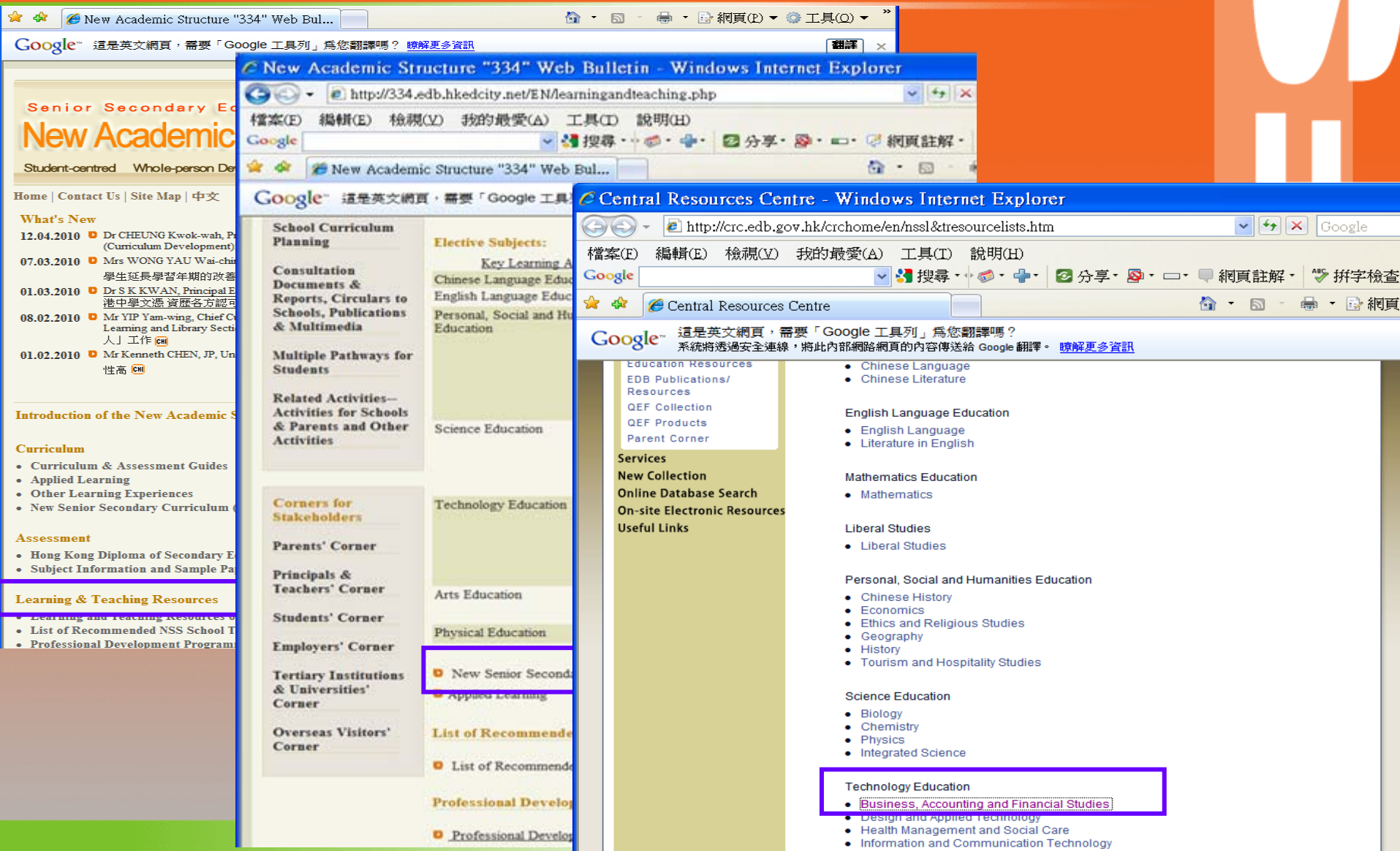
教師培訓資料

- 2007/08 學年
- 2006/07 學年
- 2005/06 學年
- 2004/05 學年
- 2003/04 學年
- 2002/03 學年

最新培訓課程 - 現在接受報名

課程編號	課程/活動名稱	日期	主題	參加對象	備註
CDI020090224	運用商業個案促進商業科目的學與教 (新辦)	2009/5/25	學與教	科技教育學習領域統籌主任、商業科目科主任和教師(例如: 基本商業、企業概論、商業、會計學原理及英文文書處理及商業通訊等)	
CDI020090443	新高中資訊與通訊科技課程學習評估系列:(四)校內評估(新辦)	2009/6/3-2009/7/27	課程發展及推行(新高中)	擬任教新高中資訊及通訊科技課程的教師	
CDI020090462	新高中資訊與通訊科技課程管理、設計及領導(新辦)	2009/6/4	課程發展及推行(新高中)	擬任教新高中資訊及通訊科技課程的科主任及教師	
CDI020090464	新高中資訊與通訊科技課程詮釋(重辦)	2009/6/5	課程發展及推行(新高中)	科技教育學習領域內(特別是教授電腦科)的科主任及教師	
CDI020090333	新高中設計與應用科技課程知識增益系列:(7)簡介必修部分的學習資源(新辦)	2009/4/28	課程發展及推行(新高中)	有意任教新高中設計與應用科技課程的中學教師	講義
CDI020090336	新高中設計與應用科技課程知識增益系列:(8)簡介選修單元三及五的學習資源(新辦)	2009/4/29	課程發展及推行(新高中)	有意任教新高中設計與應用科技課程的中學教師	講義
EI0020090096	在科技教育科目中倡導「閱讀中學習」	2009/4/25	學與教	科技教育科目的中學教師	
CDI020090333	新高中設計與應用科技課程知識增益系列:(7)簡介必修部分的學習資源(新辦)	2009/4/28	課程發展及推行(新高中)	有意任教新高中設計與應用科技課程的中學教師	

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New Senior Secondary
Learning and Teaching Resource List
Subject: Business, Accounting and Financial Studies



In the New Senior Secondary (NSS) Curriculum, teachers are encouraged to make good use of multiple strategies and resources (e.g. textbooks, learning and teaching resource packages, multi-media materials, the Internet and community resources, etc.) to facilitate effective learning and teaching in NSS subjects. The following lists of resources are compiled for teachers' reference. For further information, please contact Ms. LEUNG Wing-shan, Tammy on 3698 3125.

(A) Textbooks in the Recommended Textbook List (as at 21 December 2009)

Title	Publisher
新高中企業、會計與財務概論	朗文香港教育
高中企業、會計與財務概論	卓思出版社有限公司
企業、會計、財務新世界	導師出版社有限公司
BAFS in the New World	Pilot Publishing Company Ltd.
NSS Business, Accounting and Financial Studies	Longman Hong Kong Education

(B) Learning and teaching materials developed by CDI

Title	Dissemination details
BAFS Learning & Teaching Resource Kit (Compulsory Part) 企業、會計與財務概論學與教資源套 (必修部分)	Web Version Available in June 2009. Printed Version Available in Nov 2009.
BAFS Learning & Teaching Resource Kit (Elective Part - Accounting Module) 企業、會計與財務概論學與教資源套 (選修部分-會計單元)	Web Version Available in June 2009. Printed Version Available by Jan 2010.
BAFS Learning & Teaching Resource Kit (Elective Part - Business Management Module) 企業、會計與財務概論學與教資源套 (選修部分-商業管理單元)	

(C) Other useful resources / Web links




Information related to BAFS 與企業、會計與財務概論有關的資訊

Website 網站名稱/內容	URL 網址	Related Topics 相關課題	
		Compulsory Part 必修部分	Elective Part 選修部分
Hong Kong Trade Development Council 香港貿易發展局	http://www.hktrade.com	Business Environment 營商環境	Accounting Module 會計單元 Business Management Module 商業管理單元
Invest Hong Kong 投資推廣署	http://www.investhk.gov.hk/	Introduction to Management 管理導論	
Hong Kong Management Association 香港管理專業協會	http://www.hkma.org.hk	Introduction to Management 管理導論	
Hong Kong Institute of Accredited Accounting Technicians 香港財務會計協會	http://www.hkaut.org.hk/	Introduction to Accounting 會計導論	
Hong Kong Institute of Certified Public Accountants 香港會計師公會	http://www.hkicpa.org.hk/		
Hong Kong Exchanges and Clearing Limited 香港交易所	http://www.hkex.com.hk		
Hong Kong Monetary Authority 香港金融管理局	http://www.info.gov.hk/hkma	Basics of Personal Financial Management 基礎個人理財	
Security and Futures Commission 證券及期貨事務監察委員會	http://www.sfc.hk		


Learning and Teaching Resources 學與教資源

Website 網站名稱/內容	URL 網址
334 Web Bulletin, Education Bureau 教育局334網上簡報	http://www.edb.gov.hk/334
An English-Chinese and Chinese-English Glossary of Terms Commonly Used in the teaching of Business, Accounting and Financial Studies in Secondary Schools 中學企業、會計與財務概論科常用英語詞彙	http://www.edb.gov.hk/FileManager/EN/Content_3139/bafs_glossary_071130.pdf
Technology Education Key Learning Area Resources Depository - Business, Accounting and Financial Studies 科技教育學習領域資源分享平台 - 企業、會計與財務概論	http://edblog.hkedcity.net/te_bafs
Hong Kong Examinations and Assessment Authority 香港考試及評核局	http://www.hkeaa.edu.hk

(10) Others



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http://www.jahk.org/programs/index.asp

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Programs

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Senior Secondary	JA Success Skills	JA Company Programme	JA Exploring Economics	JA Global Business Ethics
	JA Job Shadowing	JA International Trade Challenge	JA Financial Management	JA New Leaders Programme
		JA MESE		
Junior Secondary	JA Goal for Youth Workshops	JA Goal for Youth Workshops	JA Goal for Youth Workshops	JA Goal for Youth Workshops
	JA Leadership Seminar	JA Leadership Seminar	JA Leadership Seminar	JA Leadership Seminar
Primary		JA's My Business!	JA Personal Finance	JA New Leaders Programme
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