Understanding & Interpreting the

Business, Accounting and Financial Studies Curriculum

(for 2016HKDSE Examination)
10 &11 December 2013



Programme Rundown

- **■** Introduction
 - Briefing on BAFS Curriculum framework & Action
 Verbs
- **■** Briefing on Curriculum Contents
 - Part 1 Compulsory Part
 - Part 2 BM on 10 Dec & Accounting on 11 Dec
- Supports for BAFS teachers

Overview of BAFS Curriculum Framework



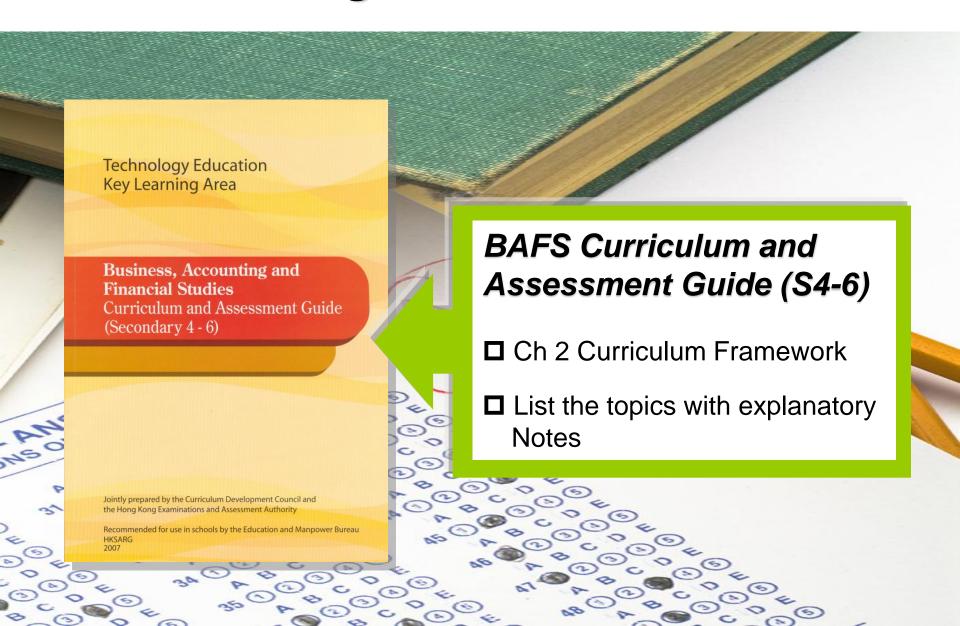
Accounting

Management

Accounting

Management

Understanding of the BAFS curriculum



Important Review Documents on BAFS Curriculum & Assessment

| Documents | Effective years |
|---|--|
| Curriculum developed in 2007Supplementary Notes –(1) | S5 & S6 of 2013/14 s.y. 2014 & 2015 HKDSE |
| ■ Trimmed Curriculum in 2013■ Supplementary Notes 13/14 –(2) | S4 in 2013/14 s.y. 2016 and onwards |



Action Verbs

| | Descriptions | Examples in C&A Guide |
|---------|---|--|
| Level 4 | Evaluate scenarios, make judgments with evidence and state conclusions appropriately. | ③ Evaluate liquidity & profitability of a business [Notes P.5 Basic Ratio Analysis] |
| Level 3 | Collect, process and analyse business information from various sources to evaluate business problems and issues. | ① Distinguish between the major forms of business ownership: sole proprietorship, partnership, limited company, joint-venture, franchise and public enterprise [Notes P.2 Forms of Business ownership] |
| 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 | ① Apply the concepts of present value and future value to compute net present value [Notes – P.6 Time Value of Money] |
| Level 1 | Demonstrate knowledge and understanding of the specified business content (e.g. key words or terminologies) | Describe the characteristics of SMEs Explain the importance of SMEs to the local economy [Notes -P.3 SMEs] |

Action Verbs

| Level 1 | Level 2 Level 3 | | Level 4 | |
|----------------------------------|------------------------------|-------------------------|-------------------------------|--|
| State | Analyse | Analyse | Analyse | |
| Outline | Apply | Compare | Apply | |
| Define | Calculate | Conduct | Assess | |
| Describe | Demonstrate an understanding | L)emonstrate how | | |
| Discuss | Explain | Differentiate | Explain why | |
| Explain | Record | Distinguish | Illustrate | |
| Identify | Prepare | Identify | Propose | |
| List | Etc | Perform | Suggest | |
| | | | Etc | |
| | | | | |
| Etc | | | | |
| | | | | |
| List the five characteristics of | Give an example of | Perform XXX analysis to | Justify your answer Advise | |
| What is | Using to explain | Using the graph/data to | Can you predict | |

Briefing on BAFS Curriculum & Assessment Frameworks and Supplementary Notes

Compulsory Part

Overview of the Learning Elements of the Curriculum Framework (1)

Compulsory Part

Business Environment

Hong Kong Business Environment

Forms of Business Ownership

Business ethics and Social Responsibilities

Introduction to Management

Management Functions

Key Business Functions

SMEs

Introduction to Accounting

Purposes and the Role of Accounting

The Accounting Cycle

Uses of Financial Statements

Accounting
Assumptions, Principles and Conventions

Basic Ratio Analysis

Basics of Personal Financial Management

Time value of Money

Consumer Credit

Personal Financial Planning and Investments

Stocking Trading as an Investment

1a. Business Environment



ll. Forms of Business Ownership





② Analyse the recent developments and characteristics of the HK economy

② Evaluate how economic, technological, cultural, physical, social political and legal factors affect business decision

L1

L2

L4

Recent developments of Hong Kong economy: ←

- Closer economic and business relationships with the Mainland (e.g. CEPA, trading partners, sources of capital)
- Impacts of globalization on Hong Kong business (e.g. keen competition, international flow of capital and information, global sourcing and outsourcing, technology transfer)
- Increasing international trade cooperation (major international trade organisations include WTO and APEC)

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.

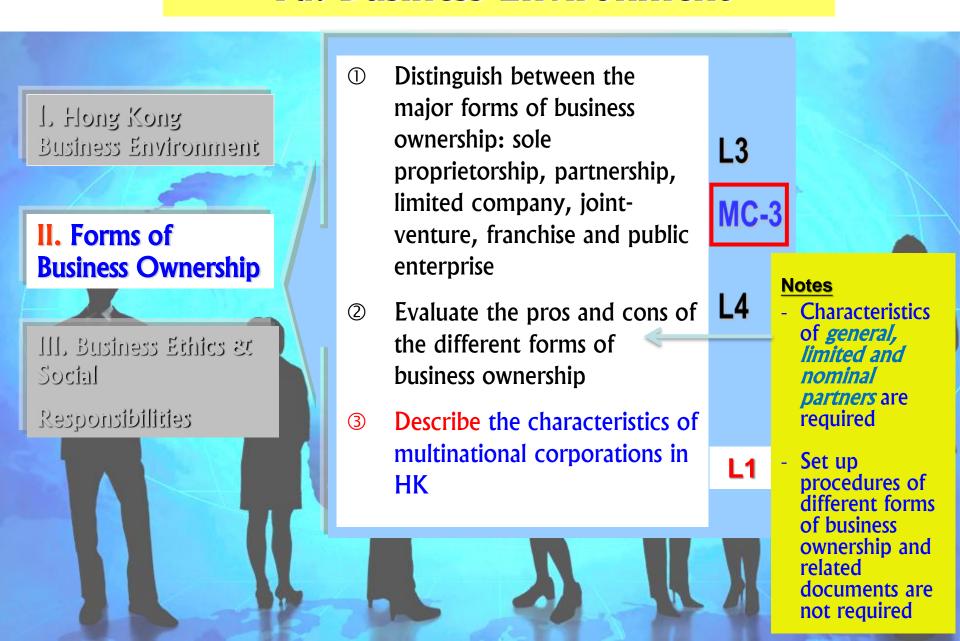
2013 Paper 1B Q2

2. Ken owns a fast-food chain business with more than 50 outlets in Hong Kong. He is going to expand his business by offering delivery services all over Hong Kong. Wendy, a business consultant, recommends Ken to establish a telephone hotline centre in the Mainland to take orders from customers in Hong Kong and direct the Hong Kong outlets to deliver the meals.

Explain three types of external factors that would affect Ken's decision on whether to set up a telephone hotline centre in the Mainland. (6 marks)

[Notes: P.2 HK Bus Environment -- (iii) Evaluate how economic, technological, cultural, physical, social, political and legal factors affect business decisions – L4]

1a. Business Environment



1a. Business Environment

Sample Paper 1A_MCQ3

- 3. If you set up a business with your friend as a partnership, which of the following benefits would you enjoy?
 - (1) You may bear limited liability.
 - (2) The company would exist as a separate legal entity.
 - (3) Management expertise offered by a board of directors.
 - (4) Company information needs not be disclosed to the public.
 - A. (1) and (2) only
 - B. (1) and (4) only
 - C. (2) and (3) only
 - D. (3) and (4) only

Level 3

Collect, process and analyse business information from various sources to evaluate business problems and issues.

2012 Paper 1B Q7(a)

- 7. Mary is an experienced designer who has a wide customer network. She is considering setting up a small interior design firm on her own. At the same time, another designer, Paul, invites her to form a partnership.
 - (a) Give two reasons why Mary should accept Paul's invitation instead of setting up a firm on her own.

 (4 marks)

[Notes: P.2 Forms of Business Ownership -- (ii) Evaluate the pros and cons of the different forms of business ownership - L4]

(b) Mary finally sets up the interior design firm on her own. List two criteria for setting good business goals for her. Explain each with an example. (4 marks)

L2

1a. Business Environment

L. Hong Kong Business

ll. Forms of Business Ownership

III. Business Ethics & Social Responsibilities

 Explain why and how should a business be ethically responsible to various stakeholders

Describe how business ethics & social responsibilities affect business decisions

L4

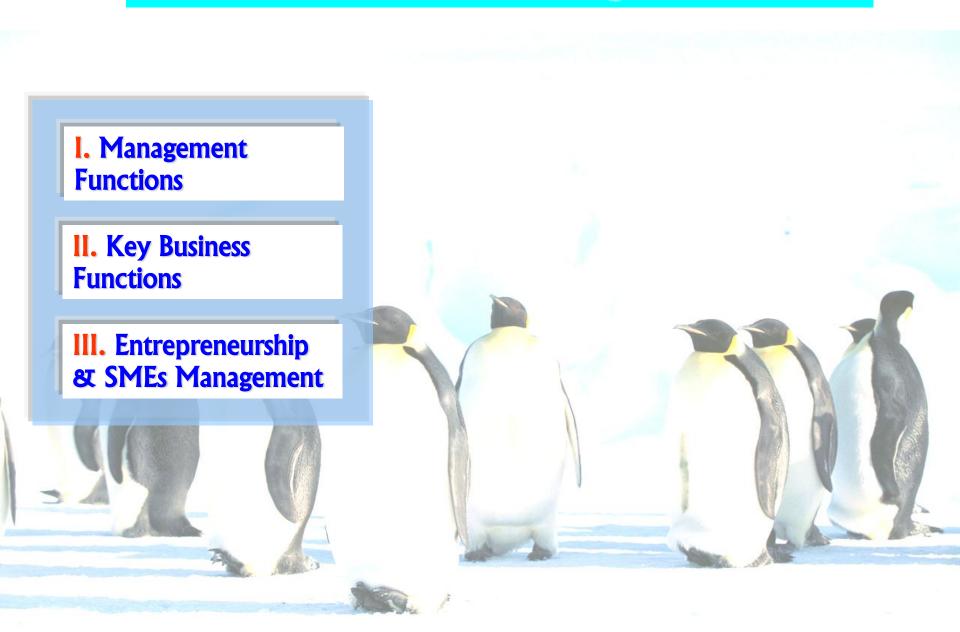
MC-1

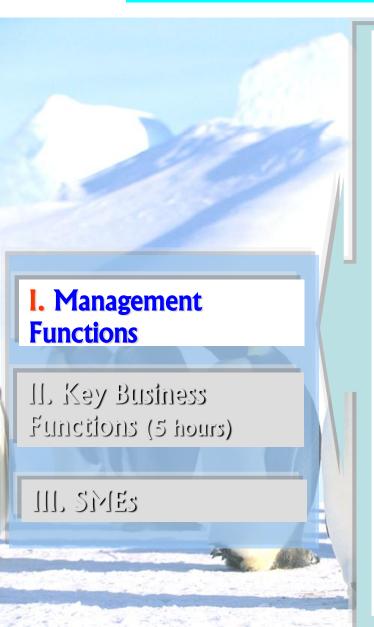
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Sample Paper 1A_MCQ1

- 1. Which of the following are common arguments for social responsibility?
 - (1) Profit maximization
 - (2) Lower product price
 - (3) Meet public expectation
 - (4) Improve company image
 - A. (1) and (2) only
 - B. (2) and (3) only
 - C. (3) and (4) only
 - D. (1), (2), (3) and (4)

1b. Introduction to Management (24 hours)





- ① Explain the importance of management
- ② <u>Demonstrate a basic</u> <u>understanding of FOUR</u> management functions for organizations:
 - **□** Planning
 - Organising
 - **□** Leading
 - □ Controlling
 - Apply the following principles of effective management: division of work, unity of command, unity of direction, authority and responsibility, and management by objectives.

L1

L2 MC-4

Notes

- Planning: importance, planning process and characteristics of SMART goals
- Organising:
 organisational
 structure by level and
 by authority;
 departmentalisation –
 by function, by product,
 and by location
- Leading: *leadership styles*
- -Controlling: *control process*

Notes

Detailed Process of MBO is not required

Sample Paper 1A MCQ 19

- 4. The process of allocating work and arranging a company's human resources for contributing to its objectives is known as:
 - A. controlling
 - B. directing
 - C. organizing
 - D. planning

2012 Paper 1A MCQ 19

- 19. Which of the following are benefits of applying Management by Objectives in a business?
 - improved communication between management and staff
 - (2) better staff morale
 - (3) enhanced monitoring of staff performance
 - A. (1) and (2) only
 - B. (1) and (3) only
 - C. (2) and (3) only
 - D. (1), (2) and (3)

l. Management

II. Key Business Functions

III. SMES

2012 Paper 1A MCQ 15

A human resources manager is responsible for

- designing a performance appraisal system.
- developing the skills and talents of staff.
- arranging workflow.
- (1) and (2) only
- B. (1) and (3) only
- C. (2) and (3) only
- D. (1), (2) and (3)

① <u>Describe</u> the role & importance of key <u>business</u> areas:

- human resources management,
- financial management
- operations management
- marketing management
- information management
- risk management
- Explain the interrelationship and integrated nature of different business functions in solving business problems

L2

L1



2012 Paper 1B Q2

Mr Ho is a toy manufacturer. Recently, he has received a number of complaints from his customers about paint peeling off from his toys. A management consultant tells Mr Ho that having good operations management can reduce the number of defective items.

In what way could operations management help Mr Ho to reduce the number of defective items? Give two ways.

Ways:

- inventory management: ensure a reasonable stock level to avoid wear and tear from over-storage
- revision of design of the production process: to locate and correct the problem that leads to the defect
- quality control: set standards to ensure goods provided are of high quality
 (2 marks for each relevant ways, max. 4 marks)

Total: 4

2013 Paper 1B Q4

Information management can support the human resources department of a company in different ways. List three of them.

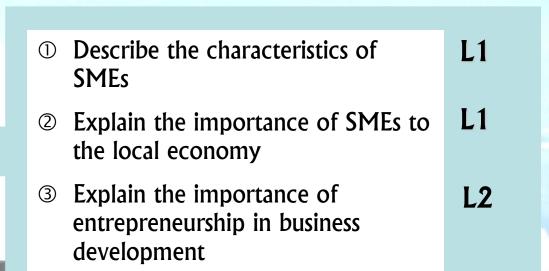
Ways:

- store personnel data
- handle payroll
- take attendance
- facilitate staff placement
 (1 mark for each relevant way, max. 3 marks)

l Management Functions (5 hours)

ll. Key Business Functions (5 hours)

III. SMEs





- 11. Which of the following statements regarding Small and Medium Enterprises (SMEs) in Hong Kong is correct?
 - SMEs enjoy a lower tax rate.
 - SMEs can be listed on the stock exchange.
 - SMEs are involved in primary and secondary production only.
 - SMEs do not hire more than twenty employees.

2013 Paper 1A-MCQ11

- I. Purposes & the role of Accounting
- **II.** The Accounting Cycle
- III. Uses of Financial Statements
- VI. Accounting
 Assumptions, Principles &
 Conventions
- V. Basic Ratio Analysis



I. Purposes & the role of Accounting

II. The Accounting Cycle

III. Uses of Financial Statements

VI. Accounting
Assumptions, Principles &
Conventions

V. Basic Ratio Analysis

 Explain the importance of accounting and its relevance to decisionmaking

Describe the functions of accounting

③ Describe the flow of the accounting cycle

L1

Notes:

Functions:

- recording
- classifying
- summarising
- communicating

books of original entry, ledgers, trial balance, periodend adjustments, financial statements

Arrange the following tasks in the accounting cycle in sequence.

- prepare a trial balance
- (2) prepare financial statements
- (3) record transactions in day books
- (4) post entries to the ledger accounts
- A. $(3) \rightarrow (4) \rightarrow (2) \rightarrow (1)$
- B. $(3) \to (4) \to (1) \to (2)$
- C. $(4) \to (3) \to (2) \to (1)$

D. $(4) \Rightarrow (3) \Rightarrow (1) \Rightarrow (2)$

2012 MCQ



I. Purposes & the role of

II. The Accounting Cycle

III. Uses of Financial Statements

VI. Accounting Assumptions, Principles

V. Basic Ratio Analysis

Double entry system

- Explain the accounting equation and demonstrate how transactions affect it
- ② Apply the principles of double entry to the recording of business transactions in ledgers
- Trial balance
 - 3 Explain the functions and limitations of a trial balance
 - Balance off the accounts and prepare a trial balance
- Financial statements
 - ⑤ Prepare income statement and statement of financial position (balance sheet) for sole proprietorships

L1-3

Accounting equation: C = A - L - (R - E)

L1-2

Notes

L3

- Both horizontal and vertical form of financial statements are accepted
- Calculations and entries for periodend balancing day adjustments are not required

1. Purposes & the role of

II. The Accounting Cycle

III. Uses of Financial Statements

VI. Accounting
Assumptions, Principles
& Conventions

Explain how information in financial statements can assist decision-making

Explain the uses and L1 limitation of financial statements

3 Explain the meaning of the following: business entity, going concern, historical cost, consistency and accrual L2

Note

Identify the users of financial statements and state their information needs

L2

Note

Application to case scenario is required

2012 Paper 1B Q1

Explain 3 limitations on the uses of financial statements.

Limitations:

- information are mostly quantitative
- data relates to past events only
- different use of accounting methods and policies makes intra-company comparison difficult
- neglect of time value of money hinders users to do inter-period comparison of the company
 (2 marks for each relevant limitation, max. 6 marks)

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II. The Accounting Cycle

III. Uses of Financial Statements

Assumptions, Principles Conventions

V. Basic Ratio Analysis

State the functions of accounting ratios

② Calculate and interpret accounting ratios: working capital/current ratio, quick/liquid/acid test ratio, gross profit ratio, net profit ratio and return on capital employed

③ Evaluate liquidity & profitability of a business

L1

L2-3

Note
Refer to
Appendix 1 for the relevant formulae of ratios

L4

Note
Proposal for remedial actions is not required

I. Time value of Money

II. Consumer Credit

III. Personal Financial Planning and Investment s

Vi. Stock trading as

① Explain the concepts of compounding, discounting, present value

② Apply the concepts of PV & FV to compute NPV

③ Distinguish between nominal & effective rate of return

Note

L1

L2

L3

- Only simple calculation (with not more than 3 compounding periods) is required
- ☐ Students are not required to look up the annuity or discount factor table

Sample Paper: Paper 1 Section B

5. Mr Wong is going to buy a flat for residential purpose. The cash price for the flat is \$1 380 000. The following are two of the financing proposals:

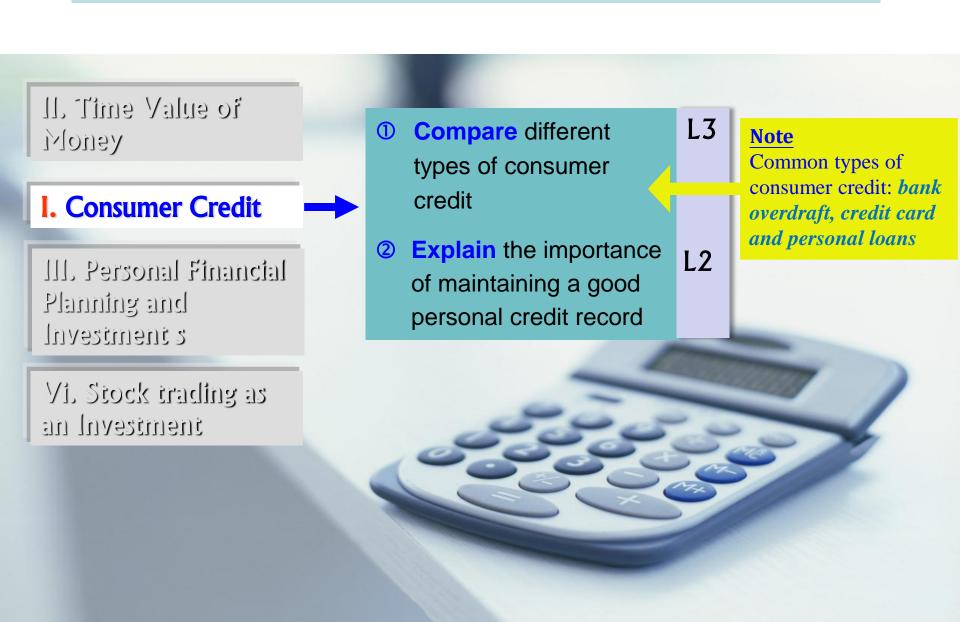
Proposal 1 Borrow a personal loan of \$1 380 000 from a bank on 1 January 20X7, repayable by a lump sum of \$2 000 000 at the end of 20X9.

Proposal 2 Purchase the property from the developer by instalments as follows:

| Deposit, payable on 1 January 20X7 | \$600 000 |
|-------------------------------------|-------------|
| Instalments, payable at end of 20X7 | 500 000 |
| end of 20X8 | 400 000 |
| end of 20X9 | 300 000 |
| | \$1 800 000 |

The cost of capital is 10% per annum.

- (a) Based on the financial information given, calculate (to the nearest dollar) the present value of Proposal 1 and Proposal 2. (5 marks)
- (b) Advise Mr Wong which financing proposal he should adopt. (2 marks)



2013 Paper 1B Q1(a)

- (a) Many people are using credit cards to purchase goods and services. Explain two benefits for customers of using credit card. (4 marks)
- → [Notes: P.6 Compare different types of consumer credits L3]

Suggested Answer:

- (a) Benefits:
 - defer payment: e.g. can purchase goods or services without paying cash instantly
 - safety: e.g. do not need to carry large amounts of cash
 - convenience: e.g. worldwide acceptance
 - privileges: e.g. can enjoy discounts or special gifts
 - (2 marks for each relevant benefit, max. 4 marks)
- (b) Explain one reason why credit card companies are more willing to issue credit cards to applicants with good personal credit records
- (b) Reasons:
 - better creditworthiness / credit rating of the applicants
 - lower default risk

(2 marks for each relevant reason, max. 2 marks)

Total: 6 marks

l. Time Value of Money

II. Consumer Credit

III. Personal Financial Planning and Investment

VL Stock trading as an investment

① Identify the basic characteristics & the relationship between risks and returns for the following investments: saving/term deposits, bonds/debentures and stocks

- ② Explain the importance of personal financial planning at different life stages
- ③ Describe the rights and responsibilities of employees and self-employed persons under Mandatory Provident Fund (MPF)

Note

L3

- Students are expected to be able to explain:
- 1. investors should expect higher risks of investments for higher return; and
- 2. higher risks of investments do not necessarily bring higher returns
- Numerical concepts and application are not required

L1

L1

l. Time Value of Money

11. Consumer Credit

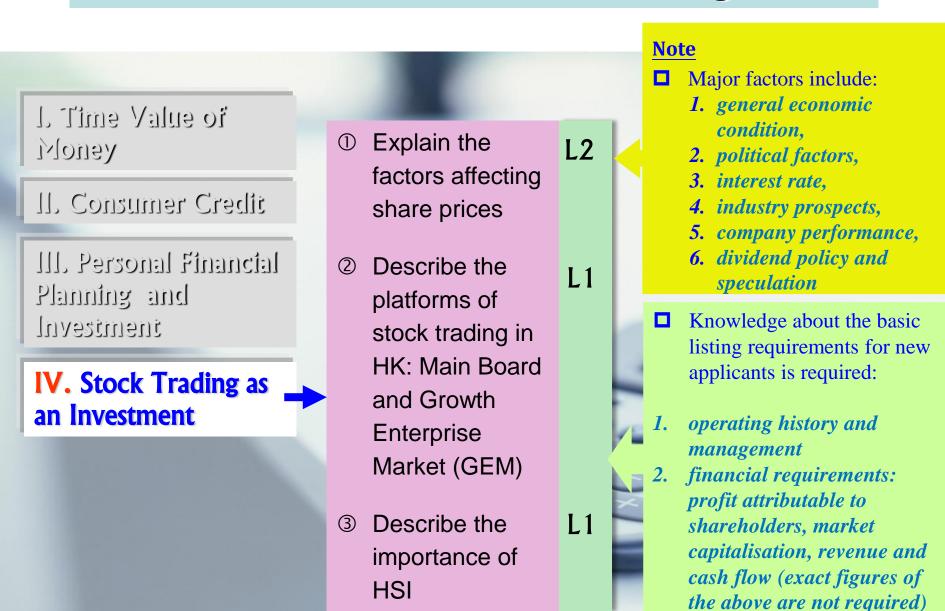
III. Personal Financial Planning and Investment

VI. Stock trading as

Describe the rights and responsibilities of individuals investors and consumers

Note

- □ Rights and responsibilities:
- 1. right to ask for rationale behind an investment recommendation made by a broker or bank
- 2. right to file a complaint
- 3. duty to understand the terms of a contract before signing it
- 4. duty to monitor activities on own account by checking account statements, transaction documents





Stock Trading as an Investment

3 December 2013

Part 1

Understanding the platforms of stock trading in Hong Kong: Main Board and Growth Enterprise Market



Part 2

Understanding the Importance of Hang Seng Index

Stock Exchange of Hong Kong

. There are two markets on the Stock Exchange of Hong Kong



- Main Board (主板):
 - For more established companies with previous trading and profit records
- Growth Enterprise Market (GEM) (創業板):
 - For growth companies that may not have a track record of profits



The above information is for discussion and reference only and should not be treated as investment advice

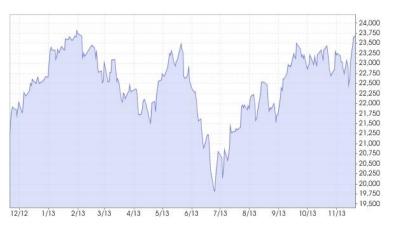
- Launched in November 1969 and is currently compiled and maintained by Hang Seng Indexes Company Limited.
- Measures the performance of largest and most liquid companies listed in Hong
- To better reflect the price movements of the major sectors of the market, 4 sub-indexes were introduced in 1985
 - Finance
 - Utilities
 - Properties
 - Commerce and Industry



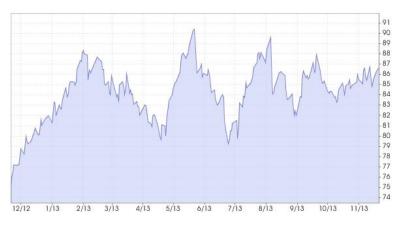
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Importance of index

- A general reflection of the performance of stock market
- A measure of the overall health of a sector
- A benchmark to compare a specific stock
- A basis for investment returns



HSI - one year performance



HSBC - one year performance

Source of graphs: Quamnet



Part 3

Understanding the Factors Affecting Share Prices



25

25



- · Shareholders have lower priority claim on a company's assets than lenders:
 - · Interest paid before dividend
 - Debts/Loans repaid first in case of company restructuring or liquidation. Shareholders get residual money
- . Share price reflects the economic value of these entitlements
- Share price reflects EXPECTED FUTURE

Some basics...

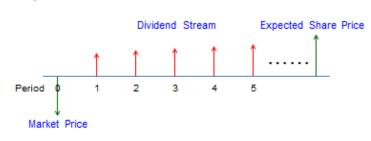
- Two forms of capital: Equity (share) & Liability (debt/loan)
- A share represents some ownership in a company.
- · Ownership in a company entitles a shareholder to:
 - · Receive dividend (part of the company's profit)
 - · Vote on major issues of the company
 - · Receive money in case of sale of company/business/assets (e.g. M&A, liquidation)
 - Others



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About Share Price...

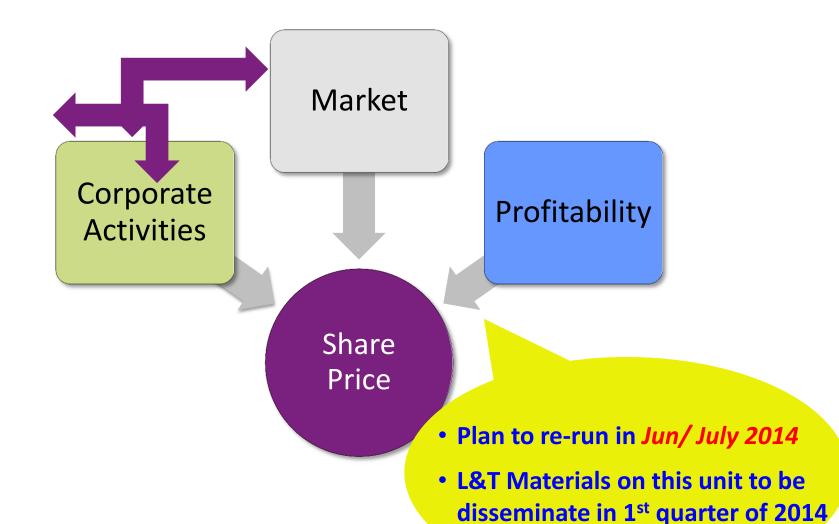
 Investors estimate the value of dividend stream and expect a future share price



 Share price is driven by estimation of dividend and expected future share price, i.e. "return"



Factors Affecting Share Prices







Mode of Assessment

| Component | Weighting | Duration |
|----------------------|-----------|----------|
| Paper 1 | 40% | 1 hr |
| Compulsory Part | 10 70 | 15mins |
| Paper 2A/2B | | 2 hrs |
| Elective Part | 60% | 15mins |
| (Choose one only) | | |

Public Examination (HKDSE)

| Component | Weighting | Duration | Question Types | | Weighting |
|--------------------|------------|----------|------------------------|-----------------------|-----------|
| Paper 1 | 40% | 1 hr | Section A (MC Ques | tions) | 60 % |
| Compulsory Part | | 15 mins | Section B (Short Qu | estions) | 30 % |
| Paper 2 | 4004 | 2 hrs | Paper 2A | Accounting | Module |
| Elective Part | 60% 15 min | 15 mins | Paper 2B | Business Ma Module | nagement |

Candidates are requested to answer:

- 3-4 compulsory Qs (20 marks)
- 1 optional Qs (choosing 1 out of 2Qs) (10 marks)

Public Examination (HKDSE)

| | Paper 2A Accounting | Paper 2B Business Management | Duration | |
|---|----------------------------|---------------------------------|------------------|--|
| Section A (24 marks) | 3-4 Short questions | 4-5 Short questions | | |
| Section B (36 marks) | 2-3 Application problems | 2 Case studies | 2 hrs 15 mins | |
| Section C question (20 marks) (Choose from 2) | | Essay questions (Choose from 2) | | |

Public Examination (HKDSE)

- 1. Questions will be set on the respective module of the elective part of the curriculum
- 2. Integrate knowledge and skills learnt in the compulsory part
- 3. All questions are compulsory in section A and B
- 4. Students will be required to answer one out of two questions in section C

Preparation for Public Assessment

