

Sharing Session on Learning and Teaching Strategies for New Teachers of Business, Accounting and Financial Studies (BAFS) (New)

企業、會計與財務概論新教師教學策略分享會 (新辦)

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2026.1.13 (Tuesday)

2:00pm – 5:00pm

Technology Education Section

Education Bureau

Time 時間	Content/Activity 內容/活動	Speakers 講者
2:00 – 2:15 pm	Registration 登記	
2:15 – 2:25 pm	Brief on the BAFS Curriculum and Assessment Framework 簡介企業會財課程及評估架構	Curriculum Development Officers of Technology Education Section, ITED 創新科技教育分部科技教育組課程發展主任
2:25 – 4:40 pm	Experience Sharing of Learning and Teaching Strategies for Teaching BAFS (1) Accounting Strand (2) Business Management Strand 企業會財學與教策略經驗分享 (1)會計學習範疇 (2)商業管理學習範疇	Mr CHEUNG Kwok-cheung Ying Wa Girl's School 英華女學校張國祥先生 Ms CHUNG Hiu-ling, Kristy Heung To Middle School 香島中學鍾曉玲女士 Mr HSIAO Chun-mo Ning Po No.2 College 寧波第二中學蕭振武先生 Mr WAN Shiu-kee Hong Kong Association for Business Education Limited 香港商業教育學會尹紹基先生
	Introduction of EDB Online Resource Materials to Support Students' Business Learning 介紹支援學生商業學習的教育局網上資源	Curriculum Development Officers of Technology Education Section, ITED 創新科技教育分部科技教育組課程發展主任
4:40 – 5:00pm	Q & A and Exchange (by groups of Accounting & Business Management strands) 答問及交流 (以會計及商業管理學習範疇分組)	Guest Speakers and Curriculum Development Officers of Technology Education Section, ITED 嘉賓講者及創新科技教育分部科技教育組課程發展主任

The Refined BAFS C&A Framework has been implemented at S4 in 2022/23 s.y.

Details	Link
<u>EDBCM No.74/2020 Direction of Development of the Business, Accounting and Financial Studies Curriculum and Assessment (20 May 2020)</u>	https://www.edb.gov.hk/attachment/en/curriculum-development/kla/technology-edu/whats-new/EDBCM_Final_Recommendations_for_BAFS_Eng_110520_w_appendice.pdf
BAFS C&A Guide (Secondary 4-6) (with effect from S4 in 2022/23 school year) Full implementation in 2024/25 s.y. and first DSE examination in 2025	https://www.edb.gov.hk/attachment/en/curriculum-development/kla/technology-edu/curriculum-doc/BAFS%20C&A%20Guide_e_oct%202020_clean.pdf
BAFS Curriculum Supplementary Notes (to be implemented at S4 in 2022/23 school year leading to the 2025 HKDSE examination and onwards) (clean version) - Accounting Strand - Business Management Strand	https://www.edb.gov.hk/en/curriculum-development/kla/technology-edu/resources/index.html
Sample Papers (applicable to the 2025 examination and thereafter)	https://www.hkeaa.edu.hk/en/hkdse/hkdse_subj.html?A2&2&6_3&A2&2&6_3
Glossary of Terms Commonly Used in the Teaching of Business, Accounting and Financial Studies in Secondary Schools (with updates in August 2025)	https://www.edb.gov.hk/attachment/tc/curriculum-development/kla/technology-edu/resources/BAFS_glossary_updated_as_at_Aug_2025.pdf

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Business, Accounting and Financial Studies (BAFS)
Supplementary Notes for Accounting Strand

Appendices:

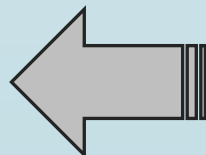
1. Formulae of Ratios
2. Accounting Terminology

Compulsory Part

1(a) Business Environment

Learning Elements Specified in C&A Guide		Supplementary Teaching Notes
Topics	Explanatory Notes	
Hong Kong Business Environment	(i) Describe the role and importance of business in the Hong Kong economy.	
	(ii) Analyse the recent developments and characteristics of the Hong Kong economy.	<p>- Recent developments of Hong Kong economy:</p> <ol style="list-style-type: none"> 1. <i>Closer economic and business relationships with the Mainland (e.g. CEPA, trading partners, sources of capital)</i> 2. <i>Impacts of globalization on Hong Kong business (e.g. keen competition, international flow of capital and information, global sourcing and outsourcing, technology transfer)</i> 3. <i>Increasing international trade cooperation (major international trade organisations include WTO and APEC)</i>

Learning Elements Specified in C&A Guide		Supplementary Teaching Notes
Topics	Explanatory Notes	
		- Characteristics of Hong Kong economy:



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
- Small and Medium Enterprises (SMEs)

Introduction to Accounting

- Purposes and 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
- Stock Trading as an Investment

ELECTIVE PART

Accounting Module

Financial Accounting

- Books of Original Entry and Types of Ledgers
- Period-end Adjustments Relating to the Preparation of Financial Statements
- Financial Reporting for Different Forms of Business Ownership
- Control System
- Generally Accepted Accounting Principles
- Financial Analysis
- Incomplete Records

Cost Accounting

- Cost Classification, Concepts and Terminology
- Marginal and Absorption Costing
- Cost Accounting for Decision-making

OR

Business Management Module

Financial Management

- Financial Analysis
- Budgeting
- Sources of Financing
- Capital Investment Appraisal
- Working Capital Management
- Risk Management

Human Resources Management

- Functions of Human Resources Management
- Development of a Quality Workforce

Marketing Management

- Role of Marketing
- Marketing Research
- Customer Behaviour
- Marketing Strategies for Goods and Services

Accounting Strand

Compulsory Part (25%)

1(a) Business Environment (8%)

- Hong Kong Business Environment
- Forms of Business Ownership
- Business Ethics and Social Responsibilities

1(b) Basics of Management (9%)

- Management Functions
- Key Business Functions
- Small and Medium Enterprises (SMEs)

1(d) Basics of Personal Financial Management (8%)

- Time Value of Money
- Consumer Credit
- Personal Financial Planning and Investment
- Stock Trading as an Investment

Elective Part (75%)

2(a) Financial Accounting (60%)

- Purposes and Role of Accounting
- Double Entry System
- Books of Original Entry and Types of Ledgers
- Trial Balance
- Period-end Adjustments Relating to the Preparation of Financial Statements
- Financial Reporting for Different Forms of Business Ownership
- Control System
- Incomplete Records
- Accounting Assumptions, Principles and Conventions
- Financial Analysis

2(b) Cost Accounting (15%)

- Cost Classification, Concepts and Terminology
- Marginal and Absorption Costing
- Cost Accounting for Decision-making

Business Management Strand

Compulsory Part (25%)

1(a) Business Environment (8%)

- Hong Kong Business Environment
- Forms of Business Ownership
- Business Ethics and Social Responsibilities

1(c) Basics of Accounting (9%)

- Purposes and Role of Accounting
- The Accounting Cycle
- Uses of Financial Statements
- Accounting Assumptions, Principles and Conventions

(1d) Basics of Personal Financial Management (8%)

- Time Value of Money
- Consumer Credit
- Personal Financial Planning and Investment
- Stock Trading as an Investment

Elective Part (75%)

3(a) Introduction to Management (13%)

- Management Functions
- Key Business Functions
- Small and Medium Enterprises (SMEs)

3(b) Financial Management (22%)

- Financial Analysis
- Budgeting
- Sources of Financing
- Capital Investment Appraisal
- Working Capital Management
- Risk Management

3(c) Human Resources Management (16%)

- Functions of Human Resources Management
- Development of a Quality Workforce

3(d) Marketing Management (24%)

- Role of Marketing
- Marketing Research
- Customer Behaviour
- Marketing Strategies for Goods and Services

Resources for BAFS teachers

EDB – Technology Education – Curriculum documents

<https://www.edb.gov.hk/en/curriculum-development/kla/technology-edu/index.html>

HKDSE Assessment Frameworks (HKEAA website)

https://www.hkeaa.edu.hk/en/hkdse/assessment/assessment_framework/

Component	Accounting strand	Business Management strand	Weighting	Duration
Public Examination	Paper 1A Compulsory part	Paper 1B Compulsory part	25%	1 hour
	Paper 2A Elective part	Paper 2B Elective part	75%	2 hours 30 minutes



Reference and Resources on EDB website

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



Business Subjects

Description

View or download

Business, Accounting and Financial Studies Curriculum Supplementary Notes (implemented at S4 in 2022/23 school year leading to the 2025 HKDSE examination and onwards)

[Read More](#)

- Accounting Strand

[Read More](#)

- Business Management Strand

Learning and Teaching Resources

[Read More](#)

Seminar & Workshop Handouts

[Read More](#)

Reference Books

PDF

Resources on Web

PDF

Glossary

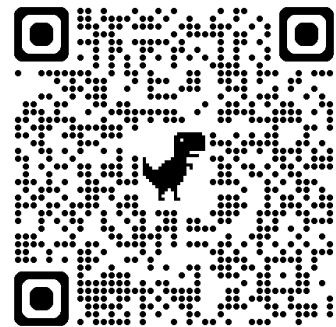
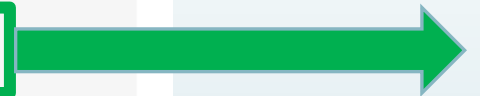
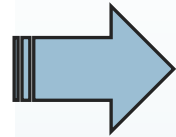
[Read More](#)

EMM

[Read More](#)

Junior Secondary Business Case Competition

[Read More](#)



Learning and Teaching Resources

Junior Secondary (S1 – S3)

- Theme-based Resources (Student Worksheet) : 6 topics
- Modular-based Resources for the TEKLA curriculum at Junior Secondary
 1. K7 (Business, Business Environment and Globalization)
 2. E4 (7 topics)
 3. E5 (3 topics)

Senior Secondary (S4 – S6)

- Assessment for Learning Materials
 1. For Accounting Strand: **Key Business Functions – Lessons 1 & 2**
 2. For BM Strand: **Accounting Equation – Lessons 1&2**
- Activity-based Resources (Guiding Notes for Teachers and Student Worksheet) – 6 topics
- Modular-based Resources – compulsory and elective parts
- Cost Accounting Case Studies
- Graded Assignments
- BAFS Learning and Teaching Resources Kit – Compulsory and Elective Parts
- Self-directed Learning



1. BAFS Learning and Teaching Resources Kit – Compulsory part (Updated in 2022) & Elective part (Aug 2024)

企業會財學與教資源套必修(2022年)及選修部分(2024年8月)

BAFS Learning and Teaching Resources Kit

Compulsory Part

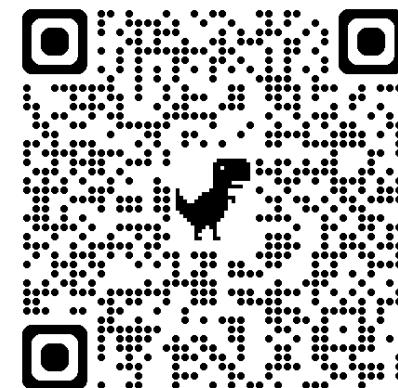
Topics	English Version	Chinese Version
C01 - Hong Kong Business Environment - Impact of Globalization on Business	Details	Details
C02 - Business Ethics and Social Responsibilities	Details	Details
C03 - Management Functions for Organisation	Details	Details
C04 - Small and Medium Enterprises (SMEs)	Details	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 - Investment, Risk and Return	Details	Details

Elective Part (Accounting Strand)

Topics	English Version	Chinese Version
A01 - Period-end Adjustments Relating to the Preparation of Financial Statements - Depreciation	Details	Details
A02 - Financial Reporting for Different Forms of Business Ownership	Details	Details
A03 - Bank Reconciliation Statement and Correction of Errors	Details	Details
A04 - The Accounting Cycle ^{Updated}	Details	Details
A05 - Financial Analysis	Details	Details
A06 - Marginal and Absorption Costing	Details	Details
A07 - Cost Accounting for Decision Making	Details	Details
A08 - Cost-Volume-Profit Analysis	Details	Details

Elective Part (Business Management Strand)

Topics	English Version	Chinese Version
M01 - Financial Analysis - Ratio Analysis for Business	Details	Details
M02 - Capital Investment Appraisal ^{Updated}	Details	Details
M03 - Risk Management	Details	Details
M04 - Functions of Human Resources Management - Performance Appraisal and Reward Management	Details	Details
M05 - Development of a Quality Workforce	Details	Details
M06 - Role of Marketing	Details	Details
M07 - Marketing Research	Details	Details
M08 - Customer Behaviour	Details	Details
M09 - Marketing Strategies for Goods - Marketing Mix	Details	Details
M10 - Traditional Marketing and E-Marketing Strategies	Details	Details



BAFS Learning and Teaching Resources Kit – Compulsory part (Updated in 2022)

企業會財學與教資源套必修部分 (2022年更新版)

Item	
1	Topic Overview 課題概覽
2	PowerPoint with updated content and examples 簡報 (已更新內容及例子)
3	Student Worksheet 學生工作紙
4	Student Worksheet (suggested answers) 學生工作紙 (參考答案) Newly added



Graded Assignments (Accounting Module)

分層課業 (會計單元)

Topics	English Version	Chinese Version
Set 1: Double Entry System	<u>Details</u>	<u>Details</u>
Set 2: Period-end Adjustments – Depreciation of non-current assets	<u>Details</u>	<u>Details</u>
Set 3: Accounting for Partnership	<u>Details</u>	<u>Details</u>
Set 4: Period-end Adjustments Relating to the Preparation of Financial Statements	<u>Details</u>	<u>Details</u>
Set 5: Trial balance	<u>Details</u>	<u>Details</u>
Set 6: Bank reconciliation statement	<u>Details</u>	<u>Details</u>



Graded Assignments (Accounting Module)

分層課業 (會計單元)

- Support teachers in catering for learner diversity and promoting students' self-directed learning in accounting.
- 支援教師照顧學生的學習多樣性及促進學生的自主學習。

Topic 課題	Graded Assignments 分層課業
Trial balance 試算表	Elementary Level 初階課業 Standard Level 基礎課業 Advanced Level 進階課業
Bank reconciliation statement 銀行往來調節表	Elementary Level 初階課業 Standard Level 基礎課業 Advanced Level 進階課業



Cost Accounting Case Studies (Accounting Module)

成本會計個案 (會計單元)

- Allow students to apply knowledge to authentic business scenarios and enhance learning motivation, as well as support teachers in delivering the curriculum content.
- 讓學生將知識應用於真實的商業情境，提高學習動機，並支援教師教授課程內容。

Case 個案	Topic 課題	Company in case 個案公司
1	Cost Classification 成本分類	Furniture company 家具公司
2	Absorption Costing 吸收成本法	Watch company 鐘錶公司
3	Cost-volume-profit Analysis 本量利分析法	Clothing (for kids) company 童裝公司



Self-directed Learning

Topics

English Version

Chinese Version

1. Crossword puzzle (Accounting and Finance)

[Details](#)

[Details](#)

2. A business case on co-working Space (Business Management)

[Details](#)

[Details](#)

3. A business case on mini-storage (Business Management)

[Details](#)

[Details](#)

4. Reading to learn – CEPA (national security education related)

[Details](#)

[Details](#)

5. Reading to learn – RCEP (national security education related)

[Details](#)

[Details](#)

6. Reading to learn – Belt and Road (national security education related)

Self directed Learning

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14 Sept 2021

Modular-based Resources

A business case on co-working space

A business case on “co-working space” has been developed to help consolidate students’ knowledge on the Elective Part (Business Management) of the BAFS curriculum at senior secondary level.

English version	Details
Chinese version	Details

Tag:[Modular-based Resources](#); [Business Management Module](#)

Activity: Case Study

Learning (1) To broaden students' exposure to different forms of business through

Objective: exploring the given business case

(2) To consolidate students' business knowledge learnt in the subject by identifying and synthesising ideas to solve business/management problems; and

(3) To arouse students' interest in business learning

Level: SS-6, Business Management Module

Duration: Out-of-class – pre-study by doing information search, and answer questions after group discussion in class

In-class – Group sharing and discussion

Prior Compulsory Part – 1(a) Business Environment

Knowledge: Elective Part – 3(a) Financial Management; 3(b) Human Resources Management; 3(c) Marketing Management

(1) Pre-study

Students are required to browse the following websites to grasp a general idea on co-working space, including –

- the common features of co-working space
- the associations of co-working space with topics of entrepreneurs, new startups and youth, etc.

- 政務司司長出席「INDEX 工創空間」開幕典禮致辭全文 (Chinese only)
<https://www.info.gov.hk/gia/general/201809/12/P2018091201032.htm>
- Space Sharing Scheme for Youth
<https://www.ydc.gov.hk/en/programmes/startup/sharing.html>
- Co-working Spaces in Hong Kong
<https://www.youth.gov.hk/en/startup/coworking-space.htm>

(2) Group discussion on case – Co-working Space

QRoom is a co-working space located in Mongkok since 2018. It offers workstations, hot desks, event spaces, meeting rooms, etc. where has been designed to boost productivity, making it an ideal office for users. It also serves as a platform to encourage individuals and companies to come together to showcase ideas to potential investors, corporate partners and products/services users.

Under the COVID-19 crisis, many businesses, especially small and medium enterprises (SMEs) strive to survive in the adverse business environment by changing their business operations to create a more flexible and adaptive work environment. Even large corporations have approached QRoom recently to seek for a flexible work arrangement for their staff.

Partners of QRoom, Peter and Paul saw the potential of development of co-working space in the nearest future and came up with an idea to expand the business. Here is the dialogue between them in an internal meeting:

Peter: Our business kept growing with the high level of profit in the past two years. I think we have enough capital, experience and readiness for expanding our business.

Paul: That's also what I've been thinking these days. There are many ways to expand our business, such as opening new branches, franchising our business. We have to study the pros and cons of different ways to expand our business ...

Peter: However, we can't expand our business regardless of the development trend of co-working industry and the actual performance of our own business.

Paul: Understood. But you see, COVID-19 has changed the employment pattern and practices. Remote working and remote virtual meeting may become a new norm for organising work. It may be a new opportunity opening up for us.

Peter: You are right. Let us do more research on the latest development of the industry, such as target market, market positioning and customer loyalty, strategies to promote our services...

Paul: Let's do it and discuss further next week.

To think about...

1. What are the pros and cons of the following ways of business expansion for QRoom based on the case scenario
(a) open new branches in other locations
(b) franchise business
2. Analyse the reasons why some SMEs and large corporations are seeking for a flexible work arrangement in the COVID-19 pandemic.
3. Explain the FOUR areas of financial analysis for QRoom to assess its business performance.
4. Describe the target market (users) and positioning of QRoom.
5. Suggest ways for QRoom to build customer loyalty.
6. Suggest ways to promote the business of QRoom in respect to the key characteristics of services.

(3) Challenging Question:

7. How does co-working space facilitate the growth of new startups in Hong Kong?

Self-directed Learning

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27 May 2022

Modular-based Resources

A business case on mini-storage

A business case on “mini-storage” has been developed to help consolidate students’ knowledge on the Elective Part (Business Management) of the BAFS curriculum at senior secondary level.

English version	Details
Chinese version	Details

Tag:[Modular-based Resources](#); [Business Management Module](#)



EDB Educational Multimedia

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Description

View or download

Basic Concepts of Business

[Read More](#)

Factors Affecting Business Decisions (1)

[Read More](#)

Factors Affecting Business Decisions (2)

[Read More](#)

BAFS: A dynamic approach of learning to explore the business world

[Read More](#)

BAFS Virtual Company Visit (1): Banking Industry (1)

[Read More](#)

BAFS Virtual Company Visit (1): Banking Industry (2)

[Read More](#)

BAFS Virtual Company Visit (2): Insurance Industry (1) (English subtitles available)

[Read More](#)

BAFS Virtual Company Visit (2): Insurance Industry (2) (English subtitles available)

[Read More](#)

BAFS Animated Video 1: Marginal Costing & Corporate Social Responsibility

[Read More](#)

BAFS Animated Video 2: Marketing 4Ps & Customer Relationship Management

[Read More](#)

Exploring and Experiencing the BAFS Curriculum

[Read More](#)

