

## **BAFS**

### **Aims of Curriculum**

The main pillars of the Hong Kong economy are financial services, producer services, logistics and tourism. To maintain both our competitive edge and economic sustainability as a service-oriented and knowledge-driven economy, Hong Kong needs a workforce which can transform ideas into high value-added services.

Business education aims to nurture students' interest and talent in business by developing in them the necessary knowledge and skills, positive values and attitudes to create value through identifying needs, generating ideas and transforming them into business opportunities.

The overall aims of the BAFS curriculum are:

1. To provide students at senior secondary level with fundamental business knowledge and skills, and develop their positive values and attitudes, so that they can fulfill their roles competently and confidently as consumers, investors, employees and/or entrepreneurs.
2. To develop students' generic skills in research, analysis, leadership, team-building, communication, critical thinking, creativity, and problem-solving.
3. To explore different aspects of business to prepare students for life, for learning and for employment.

### **2022-2023**

#### **Curriculum Plan (Form 3)**

|    | <b>Accounting</b>   | <b>Term</b>          |
|----|---|----------------------|
| 1. | Start a business (Retail Store)   | 1 <sup>st</sup> Term |
| 2. | How to set up a business<br>● Wendy Tuck Shop   |                      |
| 3. | Business project (Retail Store)<br>Written and oral presentation                          |                      |
| 4. | How to purchase goods from supplier   |                      |
| 5. | Terms of payment and discounts  |                      |
| 6. | Introduction to accounting terms:<br>● Assets, Liabilities, Capital, Revenue and Expenses |                      |
| 7. | Accounting equation   |                      |

|     |   |                      |
|-----|---|----------------------|
| 8.  | Profit and loss   | 2 <sup>nd</sup> Term |
| 9.  | Stocktaking   |                      |
| 10. | Income statement  |                      |
| 11. | Introduction to banking services                            |                      |
| 12. | Issue cheques   |                      |
|     | <b>Life and Society – Sensible Consumption</b>              |                      |
| 1.  | Characteristics of sensible consumers                       | 2 <sup>nd</sup> Term |
| 2.  | Rights and responsibilities of consumers                    |                      |
| 3.  | Regulations and institutions that protect consumers' rights |                      |
|     | <b>Stock trading board game</b>                             |                      |

#### Curriculum Plan (Form 4)

| Accounting |   | Term                 |
|------------|---|----------------------|
| 1.         | Purposes of accounting                        | 1 <sup>st</sup> Term |
| 2.         | The Accounting Equation                       |                      |
| 3.         | Double entry system                           |                      |
| 4.         | Books of original entry and ledgers           |                      |
| 5.         | Trial balance                                 |                      |
| 6.         | Financial statements for Sole Proprietorships |                      |
| 7.         | Accruals and prepayments                      | 2 <sup>nd</sup> Term |
| 8.         | Bad debts and allowance for doubtful debts    |                      |
| 9.         | Depreciation of Non-current Assets            |                      |
| 10.        | Valuation of Inventory                        |                      |

#### Curriculum Plan (Form 5)

| Accounting |   | Term                 |
|------------|---|----------------------|
| 1.         | Valuation of inventory  | 1 <sup>st</sup> Term |
| 2.         | Correction of errors and suspense   |                      |
| 3.         | Partnership: <ul style="list-style-type: none"> <li>● Partnership accounts</li> <li>● Goodwill</li> <li>● Revaluation</li> <li>● Dissolution</li> </ul> |                      |
| 4.         | Limited companies <ul style="list-style-type: none"> <li>● Issue of shares and debentures</li> </ul>  | 2 <sup>nd</sup> Term |

|  |  |                      |
|--|--|----------------------|
|  | ● Financial statements   |                      |
| 5.   | Financial analysis   |                      |
| 6.   | Generally accepted accounting principles   |                      |
| 7.   | Incomplete records   |                      |
| 8.   | Cost concepts  |                      |
| 9.   | ● Absorption and marginal costing<br>● Weighted average cost   |                      |
| <b>Business Environment and Management</b> |  |                      |
| 1.   | Hong Kong business environment<br>- Relationship between Hong Kong and the Mainland<br>- National security importance in maintaining a favourable business environment | 2 <sup>nd</sup> Term |
| 2.   | Forms of business ownership  |                      |
| 3.   | Business ethics and social responsibility  |                      |
| 4.   | Management functions   |                      |
| 5.   | Key business functions   |                      |

#### Curriculum Plan (Form 6)

| <b>Accounting</b>        |   | <b>Term</b>          |
|--------------------------|---|----------------------|
| 1.                       | <b>Revision:</b><br>● Cost concepts         | 1 <sup>st</sup> Term |
| 2.                       | Absorption and marginal costing             |                      |
| 3.                       | Cost-volume-profit analysis                 |                      |
| 4.                       | Cost accounting for decision-making         |                      |
| 5.                       | Incomplete records                          |                      |
| <b>Management</b>        |   |                      |
| 1.                       | Key business functions                      | 1 <sup>st</sup> Term |
| 2.                       | Small and Medium Enterprises                |                      |
| <b>Financial Studies</b> |   |                      |
| 1.                       | Time value of money                         | 1 <sup>st</sup> Term |
| 2.                       | Consumer credit                             |                      |
| 3.                       | Personal financial planning and investments |                      |
| 4.                       | Stock trading as an investment              |                      |

#### Links

EDB's website <http://www.edb.gov.hk/>