

**SING YIN SECONDARY SCHOOL**  
**BUSINESS, ACCOUNTING AND FINANCIAL STUDIES**  
**NSS FORM SIX SYLLABUS**  
**September 2016 - March 2017**

- Aims:**
1. To stimulate students' interest in business, accounting and management.
  2. To help students understand the real business environment.
  3. To promote values and attitudes of honesty, fairness and social responsibility.
  4. To develop generic skills in research, analysis, problem-solving, critical thinking, creativity and communication.

- Textbooks :**
1. Business Environment and Introduction to Management (Second Edition); Pak Cho Kan & Lam Pun Lee; Pearson
  2. New Horizon BAFS Basics of Personal Financial Management; Raymond So & Toby Mak; HK Educational Publishing Company

Topics	Learning Objectives: Students are expected to be able to	Remarks	Number of Periods
<b>1(a) Business Environment</b>			
Business Ethics and Social Responsibilities	(a) explain why and how a business should be ethically responsible to various stakeholders (b) describe how business ethics and social responsibilities affect business decisions	- suggested activity: case study or debate	4
<b>1(b) Introduction to Management</b>			
Management Functions	(a) explain the importance of management (b) demonstrate a basic understanding of the following management functions for organisations: <ul style="list-style-type: none"> <li>✧ planning</li> <li>✧ organising</li> <li>✧ leading</li> <li>✧ controlling</li> </ul> (c) apply the following principles of effective management: <ul style="list-style-type: none"> <li>✧ division of work</li> <li>✧ unity of command</li> <li>✧ unity of direction</li> <li>✧ authority and responsibility</li> <li>✧ management by objectives</li> </ul>	- planning: importance, process and SMART goal - organising: organisational structure by level and by authority; departmentalization by function, by product, and by location - leading: leadership styles - controlling: control process  - detailed process of MBO is not required	14
Key Business Functions	(a) describe the role and importance of the following key business functions: <ul style="list-style-type: none"> <li>✧ human resources management</li> <li>✧ financial management</li> <li>✧ operations management</li> <li>✧ marketing management</li> <li>✧ information management</li> </ul>	- suggested activity: role-play to compete for year-end bonus  - suggested activity: draw up a marketing plan for a new product.	8

	<ul style="list-style-type: none"> <li>◇ risk management</li> <li>(b) explain and appreciate the interrelationship and integrated nature of different business functions in solving business problems</li> </ul>		
Small and Medium Enterprises (SMEs)	<ul style="list-style-type: none"> <li>(a) describe the characteristics of SMEs</li> <li>(b) explain the importance of SMEs to the local economy</li> <li>(c) explain the importance of entrepreneurship in business development</li> </ul>		5
<b>1(d) Basics of Personal Financial Management</b>			
Time value of money	<ul style="list-style-type: none"> <li>(a) explain the concepts of compounding, discounting, present value and future value</li> <li>(b) apply the concepts of present value and future value to compute net present value</li> <li>(c) distinguish between nominal and effective rate of return</li> </ul>	- annuity is not required. - discounting tables is not required.	6
Consumer credit	<ul style="list-style-type: none"> <li>(a) compare different types of consumer credit</li> <li>(b) explain the importance of maintaining a good personal credit record</li> </ul>	- types of consumer credit: bank overdraft, credit card, mortgage loan and personal loans	4
Personal financial planning and investments	<ul style="list-style-type: none"> <li>(a) identify the basic characteristics and the relationship between risk and return for the following investments: <ul style="list-style-type: none"> <li>◇ saving/ term deposits</li> <li>◇ bonds/ debentures</li> <li>◇ stocks</li> </ul> </li> <li>(b) explain the importance of personal financial planning at different life stages</li> <li>(c) describe the rights and responsibilities of employees and self-employed persons under Mandatory Provident Fund (MPF)</li> <li>(d) describe the rights and responsibilities of individual investors and consumers of financial services</li> </ul>		8
Stock Trading as an Investment	<ul style="list-style-type: none"> <li>(a) explain the factors affecting share prices</li> <li>(b) describe the platforms of stock trading in Hong Kong: Main Board and Growth Enterprise Market (GEM)</li> <li>(c) describe the importance of Hang Seng Index (HSI)</li> </ul>	-	6
Revision			15
Total number of periods			70

Prepared by:

Checked by:

\_\_\_\_\_(SY)  
Miss Choi Suk Yan

\_\_\_\_\_(TM)  
Miss Tam Mei Ling