

BAFS 課程簡介

Miss Wong (BAFS)

- 大專院校資深商業及會計科老師
- 市場營銷學系碩士
- 專業會計學學士
- 現為多間名校學生提供補習課程，包括皇仁書院，聖保祿書院，瑪利諾修院學校等等

NSS1 (The Compulsory Part)

Introduction to Accounting

- The fundamentals of Accounting
- The double-entry system
- Books of original entry and ledgers
- The Trial Balance
- Financial statements for sole proprietorships
- Fundamental accounting concepts and principles
- Basic Ratio Analysis

Basics of Personal Financial Management

- Structure and role of the financial market
- Time value of money
- Risks and returns
- Consumer credit
- Personal financial planning and investments
- Investor protection in Hong Kong

Business Environment and Introduction to Management

- Hong Kong's business environment
- Hong Kong and the global economy
- Forms of business ownership
- Business ethics and social responsibilities
- Management functions
- Effective management
- Key business functions
- Entrepreneurship and small and medium enterprises management
- Business communication

NSS 2 (The Elective Part - Accounting Module) Financial Accounting

- Balancing day adjustments relating to the preparation of financial statements
- Financial statements
- Accounting for partnership
- Accounting for limited companies
- Control accounts and their reconciliation
- Bank reconciliation statement
- Correction of errors
- Generally accepted accounting principles
- Financial analysis
- Incomplete records
- Information and communication technology (ICT) applications in accounting
- Ethical issues in accounting

NSS 3 (The Elective Part - Accounting Module) Cost Accounting

- Cost classification, concepts and terminology
 - Job costing
 - Marginal and absorption costing
- Cost accounting for decision-making