

A starting allocation over 30 teaching weeks, weighted by how much syllabus content each topic carries — adjust to your own calendar. The last column lists the Library material that already covers the topic. 这是按内容容量分配的起始教学计划, 可按实际校历调整; 最后一栏列出资料库中已有的配套材料。

Weeks	Topic	Subtopics	Library material
1–6	1. Understanding business activity 理解商业活动	1.1, 1.2, 1.3, 1.4, 1.5	Handout · 5 Learn lessons · Slide deck · Vocabulary list · 5 exercise sheets · 5 past-paper sheets · Topic test
7–11	2. People in business 企业中的人	2.1, 2.2, 2.3, 2.4	Handout · 4 Learn lessons · Slide deck · Vocabulary list · 4 exercise sheets · 4 past-paper sheets · Topic test
12–16	3. Marketing 市场营销	3.1, 3.2, 3.3, 3.4	Handout · 4 Learn lessons · Slide deck · Vocabulary list · 4 exercise sheets · 3 past-paper sheets · Topic test
17–21	4. Operations management 运营管理	4.1, 4.2, 4.3, 4.4	Handout · 4 Learn lessons · Slide deck · Vocabulary list · 4 exercise sheets · 4 past-paper sheets · Topic test
22–26	5. Financial information and decisions 财务信息与决策	5.1, 5.2, 5.3, 5.4, 5.5	Handout · 5 Learn lessons · Slide deck · Vocabulary list · 5 exercise sheets · 5 past-paper sheets · Topic test
27–30	6. External influences on business activity 影响商业活动的外部因素	6.1, 6.2, 6.3	Handout · 3 Learn lessons · Slide deck · Vocabulary list · 3 exercise sheets · 3 past-paper sheets · Topic test