

Yan Oi Tong Tin Ka Ping Secondary School
Form Five Business, Accounting and Financial Studies (BAFS)
Teaching Schedule 2020-2021

Textbook: Frank Wood's Financial Accounting (I/II)
Business environment and Introduction to management
Basics of Personal Financial Management

First Term (Cycle 1 - Cycle 12) (6 lessons per cycle)

Cycle	Teaching Materials to be covered	Remarks
1-8	<u>Business environment and Introduction to management</u> <ul style="list-style-type: none"> ● Hong Kong Business environment ● Forms of Business ownership ● Business ethics and social responsibility ● Introduction to management ● Management functions ● Small and Medium Enterprises and Entrepreneurs 	Classwork
9-10	<u>Financial Accounting (II)</u> <ul style="list-style-type: none"> ● Accounting for Partnership 	Classwork
11-12	<u>Financial Accounting (I)</u> <ul style="list-style-type: none"> ● Cash book and Bank Reconciliation Statement 	Classwork
Assessment		
Uniform Tests (30%)		
First Term Examination (70%)		

Second Term (Cycle 13 - Cycle 25) (6 lessons per cycle)

Cycle	Teaching Materials to be covered	Remarks
13-18	<u>Financial Accounting (II)</u> <ul style="list-style-type: none"> ● Accounting for Limited company 	Classwork
19-25	<u>Financial Accounting (I)/(II)</u> <ul style="list-style-type: none"> ● Valuation of inventory ● Accounting Ratios and financial analysis ● Accounting concepts and principles 	Classwork
Assessment		
Uniform Tests (30%)		
Second Term Examination (70%)		