

**Law Ting Pong Secondary School**  
**S4 Business, Accounting and Financial Studies (BAFS)**  
**Accounting Module**  
**Course Outline (2020 – 2021)**

**General Description**

The study of BAFS enables students to draw upon knowledge and skills from different business areas, such as accounting, finance and management, in order to tackle business problems. Students need a solid foundation to understand and integrate knowledge and practice from various areas in order to play a contributory role in a business.

**Learning Objectives**

Through the study of the BAFS subjects for S4-S6, students are expected to:

- develop fundamental business knowledge and understanding of the intertwined relationships of different business areas;
- develop their positive values and attitudes, so that they can fulfill their roles competently and confidently as consumers, investors, employees and/or entrepreneurs;
- understand and critically evaluate local and global business issues, not only as members of the business world but also as responsible and effective citizens;
- appreciate the pace of change in the business world, who can act proactively and make informed decisions in an ever-changing environment;
- be equipped with an understanding and capability to search for, interpret, analyse and make use of information for business development; and
- develop an awareness of and interest in business for planning their academic and career development.

**Continuous Assessment (CA), Mid-year Summative Assessment and Final Exam Weightings**

Component	Weighting
1 <sup>st</sup> Term CA (September – December)	30%
Mid-year Summative Assessment	10%
2 <sup>nd</sup> Term CA (January – May)	30%
Final Exam	30%

**Continuous Assessment Components and Weighting**

Chapter Tests	Uniform Tests
40%	60%

## Mark Ranges and Level Description

Performance Level	Mark (%)
5	75 or above
4	61-74
3	46 – 60
2	36 - 45
1^	35 and below

Performance Level	Description
5	<ul style="list-style-type: none"> <li>– demonstrate comprehensive knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to unfamiliar situations to tackle business problems and identify business opportunities</li> <li>– synthesise and evaluate information in the context of business decisions, taking into account the integrated and dynamic nature of business problems</li> <li>– evaluate the effectiveness of responses in personal finance and accounting/ management to changes in the business environment</li> <li>– communicate factual information, opinions and suggestions in a logical and coherent manner using appropriate business terminology and presentation skills</li> </ul>
4	<ul style="list-style-type: none"> <li>– demonstrate sound knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to simple unfamiliar situations to tackle business problems</li> <li>– synthesise information in the context of business decisions, taking into account the integrated nature of business problems</li> <li>– analyse the effectiveness of responses in personal finance and accounting/ management to changes in the business environment</li> <li>– communicate factual information, opinions and suggestions in a structured manner using appropriate business terminology and presentation skills</li> </ul>
3	<ul style="list-style-type: none"> <li>– demonstrate adequate knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to familiar situations to tackle</li> </ul>

	<p>business problems</p> <ul style="list-style-type: none"> <li>– analyse information in relation to business decisions and explain responses in personal finance and accounting/management to changes in the business environment</li> <li>– communicate factual information, opinions and suggestions using appropriate business terminology and presentation skills</li> </ul>
2	<ul style="list-style-type: none"> <li>– demonstrate basic knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to familiar situations to identify business problems</li> <li>– identify and describe business problems describe information in relation to business decisions explain personal finance and accounting/management practices</li> <li>– communicate factual information and opinions using business terminology and presentation skills</li> </ul>
1 <sup>^</sup>	<ul style="list-style-type: none"> <li>– demonstrate elementary knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to routine situations to identify business problems</li> <li>– identify information in relation to business decisions identify personal finance and accounting/management practices</li> <li>– communicate simple factual information using common business terminology</li> </ul>

### Teaching Schedule:

Months and Weeks	Chapters	Learning Objectives and Assessments
<b>Compulsory Module: Business Environment</b>		
September (Week 1 to Week 3)	Hong Kong Business Environment	<p><b>Learning objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Describe the role and importance of business in the Hong Kong economy.</li> <li>(ii) Analyse the recent development and characteristics of the Hong Kong economy.</li> <li>(iii) Evaluate how economic, technological, cultural, physical, social, political and legal factors affect business decisions.</li> </ul>

		<p><b>Formative Assessments:</b></p> <p>Kahoot!</p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <p>Chapter Test</p>
September (Week 4 to Week 5)	Forms of Business Ownership	<p><b>Learning objectives:</b></p> <p>(i) Distinguish between the major forms of business ownership: sole proprietorship, partnership, limited company, joint-venture, franchise and public enterprise.</p> <p>(ii) Evaluate the pros and cons of the different forms of business ownership.</p> <p>(iii) Describe the characteristics of multinational corporations in Hong Kong.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Interview</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
October (Week 6 to Week 7)	Business Ethics and Social Responsibilities	<p><b>Learning Objectives:</b></p> <p>(i) Explain why and how a business should be ethically responsible to various stakeholders.</p> <p>(ii) Describe how business ethics and social responsibilities affect business decisions.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Debate</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>

<b>Compulsory Module: Introduction to Management</b>		
<p>October (Week 8 to Week 9)</p> <p>November (Week 10 and Week 12)</p> <p>*Week 11 (Term Break)</p>	<p>Management Functions</p>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Explain the importance of management.</li> <li>(ii) Demonstrate a basic understanding of the following management functions for organisations: planning, organising, leading and controlling.</li> <li>(iii) Apply the following principles of effective management: division of work, unity of command, unity of direction, authority and responsibility, and management by objectives.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Role Play</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>November (Week 13)</p> <p>December (Week 14)</p>	<p>Key Business Functions</p>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Describe the role and importance of the following key business functions: human resources management, financial management, operations management, marketing management, information management and risk management.</li> <li>(ii) Explain the interrelationship and integrated nature of different business functions in solving business problems.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Mind-map</li> <li>- Kahoot!</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>

<p>December (Week 15 to Week 16)</p> <p>*Week 17 and Week 18 (Christmas Holiday)</p>	<p>Small and Medium Enterprises</p>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Describe the characteristics of SMEs.</li> <li>(ii) Explain the importance of SMEs to the local economy.</li> <li>(iii) Explain the importance of entrepreneurship in business development.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Kahoot!</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p><b>Compulsory Module: Basics of Personal Financial Management</b></p>		
<p>January (Week 19 to Week 20)</p>	<p>Time Value of Money</p>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Explain the concepts of compounding, discounting, present value and future value.</li> <li>(ii) Apply the concepts of present value and future value to compute net present value.</li> <li>(iii) Distinguish between nominal and effective rate of return.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>January (Week 21)</p>	<p>Consumer Credit</p>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Compare different types of consumer credit.</li> <li>(ii) Explain the importance of maintaining a good personal credit record.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Interview</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul>

		<p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>January (Week 22)</p>	<p>Personal Financial Planning and Investments</p>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Identify the basic characteristics and the relationship between risk and return for the following investments: saving/term deposits, bonds/debentures and stocks.</li> <li>(ii) Explain the importance of personal financial planning at different life stages.</li> <li>(iii) Describe the rights and responsibilities of employees and self-employed persons under Mandatory Provident Fund</li> <li>(iv) Describe the rights and responsibilities of individual investors and consumers of financial services.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Mind map</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>February (Week 23)</p> <p>*Week 24 and Week 25 (Chinese New Year Holiday)</p>	<p>Stock Trading as an Investment</p>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Explain the factors affecting share prices.</li> <li>(ii) Describe the platforms of stock trading in Hong Kong: Main Board and Growth Enterprise Market (GEM).</li> <li>(iii) Describe the importance of Hang Seng Index (HSI).</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Kahoot!</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p><b>Compulsory Module: Introduction to Accounting</b></p>		

February (Week 26)  March (Week 27)	Purposes and Role of Accounting	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Explain the importance of accounting and its relevance to decision-making.</li> <li>(ii) Describe the functions of accounting.</li> <li>(iii) Describe the flow of the accounting cycle.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Mind-map</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
March (Week 28 to Week 29)  April (Week 32)  *Week 30 (ELW) *Week 31 (Easter Holiday)	Double Entry System	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Explain the accounting equation and demonstrate how transactions affect it.</li> <li>(ii) Apply the principles of double entry to the recording of business transactions in ledger.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
April (Week 33 to Week 34)	Trial Balance	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Explain the functions and limitations of a trial balance.</li> <li>(ii) Balance off the accounts and prepare a trial balance.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
April (Week 35)  May (Week 36)	Financial Statements	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Prepare income statement and statement of financial position for sole proprietorships.</li> </ul>



		<p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <p>Chapter Test</p>
May (Week 36)	Uses of Financial Statements	<p><b>Learning Objectives:</b></p> <p>(i) Explain how information in financial statements can assist decision-making.</p> <p>(ii) Explain the uses and limitations of financial statements.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Kahoot!</li> <li>- Mind Map</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
May (Week 37)	Accounting Concepts and Principles	<p><b>Learning Objectives:</b></p> <p>(i) Explain the meaning of the following: business entity, going concern, historical cost, consistency and accrual.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<b>Elective Module: Financial Accounting</b>		
May (Week 38 to Week 39)	Books of Original Entry and Ledgers	<p><b>Learning Objectives:</b></p> <p>(i) Explain the functions of books of original entry and ledgers.</p> <p>(ii) Record transactions in books of original entry and post to ledger accounts.</p> <p>(iii) Identify the major classifications in ledgers.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul>

		<b>Summative Assessment:</b> - Chapter Test
June (Week 40)	Revision	

**Law Ting Pong Secondary School**  
**S5 Business, Accounting and Financial Studies (BAFS)**  
**Accounting Module**  
**Course Outline (2020 – 2021)**

**General Description**

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**Learning Objectives**

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- develop fundamental business knowledge and understanding of the intertwined relationships of different business areas;
- develop their positive values and attitudes, so that they can fulfill their roles competently and confidently as consumers, investors, employees and/or entrepreneurs;
- understand and critically evaluate local and global business issues, not only as members of the business world but also as responsible and effective citizens;
- appreciate the pace of change in the business world, who can act proactively and make informed decisions in an ever-changing environment;
- be equipped with an understanding and capability to search for, interpret, analyse and make use of information for business development; and
- develop an awareness of and interest in business for planning their academic and career development.

**Continuous Assessment (CA), Mid-year Summative Assessment and Final Exam Weightings**

Component	Weighting
1 <sup>st</sup> Term CA (September – December)	30%
Mid-year Summative Assessment	10%
2 <sup>nd</sup> Term CA (January – May)	30%
Final Exam	30%

**Continuous Assessment Components and Weighting**

Chapter Tests	Uniform Tests
40%	60%

### Mark Ranges and Level Description

Performance Level	Mark (%)
5	75 or above
4	61-74
3	46 – 60
2	36 - 45
1^	35 and below

Performance Level	Description
5	<ul style="list-style-type: none"> <li>– demonstrate comprehensive knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to unfamiliar situations to tackle business problems and identify business opportunities</li> <li>– synthesise and evaluate information in the context of business decisions, taking into account the integrated and dynamic nature of business problems</li> <li>– evaluate the effectiveness of responses in personal finance and accounting/ management to changes in the business environment</li> <li>– communicate factual information, opinions and suggestions in a logical and coherent manner using appropriate business terminology and presentation skills</li> </ul>
4	<ul style="list-style-type: none"> <li>– demonstrate sound knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to simple unfamiliar situations to tackle business problems</li> <li>– synthesise information in the context of business decisions, taking into account the integrated nature of business problems</li> <li>– analyse the effectiveness of responses in personal finance and accounting/ management to changes in the business environment</li> <li>– communicate factual information, opinions and suggestions in a structured manner using appropriate business terminology and presentation skills</li> </ul>
3	<ul style="list-style-type: none"> <li>– demonstrate adequate knowledge and understanding of accounting/management functions and processes</li> </ul>

	<ul style="list-style-type: none"> <li>– apply accounting/management knowledge to familiar situations to tackle business problems</li> <li>– analyse information in relation to business decisions and explain responses in personal finance and accounting/management to changes in the business environment</li> <li>– communicate factual information, opinions and suggestions using appropriate business terminology and presentation skills</li> </ul>
2	<ul style="list-style-type: none"> <li>– demonstrate basic knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to familiar situations to identify business problems</li> <li>– identify and describe business problems describe information in relation to business decisions explain personal finance and accounting/management practices</li> <li>– communicate factual information and opinions using business terminology and presentation skills</li> </ul>
1^	<ul style="list-style-type: none"> <li>– demonstrate elementary knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to routine situations to identify business problems</li> <li>– identify information in relation to business decisions identify personal finance and accounting/management practices</li> <li>– communicate simple factual information using common business terminology</li> </ul>

### Teaching Schedule

Months and Weeks	Chapters	Learning Objectives and Assessments
<b>Elective Module: Financial Accounting</b>		
September (Week 1 to Week 4)	Bank Reconciliation Statement	<b>Learning Objectives:</b> <ul style="list-style-type: none"> <li>(i) Distinguish between a bank account and a bank statement</li> <li>(ii) Explain the purposes of a bank reconciliation statement</li> <li>(iii) Identify reasons for the discrepancies between the bank account and bank statement balances</li> </ul>

		<p>(iv) Prepare a bank reconciliation statement</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>September (Week 5)</p> <p>October (Week 6 to Week 7)</p>	<p>Corrections of Errors</p>	<p><b>Learning Objectives:</b></p> <p>(i) Identify the types of accounting errors and their effects on accounting records.</p> <p>(ii) Prepare correcting entries and, where appropriate, a suspense account.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>October (Week 8 to Week 9)</p> <p>November (Week 10 and 12)</p> <p>*Week 11 (Term Break)</p>	<p>Financial Reporting for Different Forms of Business Ownership</p>	<p><b>Learning Objectives:</b></p> <p>(i) Prepare income statement and statement of financial position for sole proprietorship, partnership and limited company.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <p>Chapter Test</p>
<p>November (Week 13)</p> <p>December (Week 14 to Week 15)</p>	<p>Accounting for Partnerships</p>	<p><b>Learning Objectives:</b></p> <p>(i) Prepare appropriation account and current accounts for partnership.</p> <p>(ii) Define goodwill and explain the factors affecting its valuation.</p> <p>(iii) Prepare the necessary adjustments to partner(s)' capital and/or net assets arising from changes in profit-sharing ratio, admission and retirement of partner(s) at the beginning or end of a</p>

		<p>financial period.</p> <p>(iv) Prepare the necessary accounting entries required in dissolution.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>December (Week 16)</p> <p>January (Week 19 to Week 20)</p> <p>*Week 17 and Week 18 (Christmas Holiday)</p>	Accounting for Limited Company	<p><b>Learning Objectives:</b></p> <p>(i) Explain the nature of share capital (preference shares and ordinary shares), loan capital (debentures), reserve and provision.</p> <p>(ii) Prepare journal and ledger entries relating to the issue of ordinary shares and debentures fully paid on application.</p> <p>(iii) Prepare appropriation account and calculate the balance of retained profits for limited company.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Kahoot!</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
January (Week 21)	Generally Accepted Accounting Principles	<p><b>Learning Objectives:</b></p> <p>(i) Explain the meaning, importance and shortcomings of the following principles and conventions: business entity, going concern, historical cost, consistency, accrual, matching, realisation, prudence, materiality, objectivity, timeliness and money measurement.</p> <p>(ii) Apply the relevant accounting principles and conventions in accounting situations.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul>

		<p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>January (Week 22)</p> <p>February (Week 23)</p> <p>*Week 24 and Week 25 (Chinese New Year Holiday)</p>	<p>Financial Analysis</p>	<p><b>Learning Objectives:</b></p> <p>(i) Calculate ratios and comment on a company's profitability, liquidity, solvency, management efficiency and return on investment: mark-up, inventory turnover, average trade receivables collection period, average trade payables repayment period, trade receivables turnover, trade payables turnover, earnings per share, total assets turnover, gearing ratio, dividend cover and price-earnings ratio.</p> <p>(ii) Explain the functions and limitations of accounting ratios in financial analysis.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Mind Map</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>January (Week 26)</p> <p>February (Week 27 to Week 29)</p> <p>*Week 30 (ELW)</p> <p>*Week 31 (Easter Holiday)</p>	<p>Incomplete Records</p>	<p><b>Learning Objectives:</b></p> <p>(i) Determine profits or losses from statement of affairs.</p> <p>(ii) Calculate the cash and inventory value from incomplete record.</p> <p>(iii) Prepare an income statement and a statement of financial position from incomplete records.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p><b>Elective Module: Cost Accounting</b></p>		
<p>April (Week 32 to Week 34)</p>	<p>Marginal and Absorption Costing</p>	<p><b>Learning Objectives:</b></p> <p>(i) Compare the use of marginal and absorption costing in preparing manufacturing accounts and income statements.</p>



		<p>(ii) Prepare income statement under marginal and absorption costing.</p> <p>(iii) Compare the advantages and disadvantages of adopting marginal and absorption costing.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Mind Map</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
May (Week 35 to Week 36)	Cost-volume-profit Analysis	<p><b>Learning Objectives:</b></p> <p>(i) Conduct cost-volume-profit analysis to assess the effects of changes in costs, selling price and units sold on the breakeven point and target profit.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
May (Week 37 to Week 38)	Cost Accounting for Decision-making	<p><b>Learning Objectives:</b></p> <p>(i) Identify the nature of various cost items and their relevance to decision-making: sunk costs, incremental costs and opportunity costs.</p> <p>(ii) Apply costing concepts and techniques in business decisions e.g. 'hire, make or buy', 'accept or reject an order at a special price', 'retain or replace equipment', 'sell or process further', and 'eliminate or retain an unprofitable segment'.</p> <p>(iii) Conduct cost-volume-profit analysis to assess the effects of changes in costs, selling price and units sold on the breakeven point and target profit.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Kahoot!</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul>

		<b>Summative Assessment:</b> - Chapter Test
June (Week 39 and Week 40)	Revision	

**Law Ting Pong Secondary School**  
**S6 Business, Accounting and Financial Studies (BAFS)**  
**Accounting Module**  
**Course Outline (2020 – 2021)**

**General Description**

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**Learning Objectives**

Through the study of the BAFS subjects for S4-S6, students are expected to:

- develop fundamental business knowledge and understanding of the intertwined relationships of different business areas;
- develop their positive values and attitudes, so that they can fulfill their roles competently and confidently as consumers, investors, employees and/or entrepreneurs;
- understand and critically evaluate local and global business issues, not only as members of the business world but also as responsible and effective citizens;
- appreciate the pace of change in the business world, who can act proactively and make informed decisions in an ever-changing environment;
- be equipped with an understanding and capability to search for, interpret, analyse and make use of information for business development; and
- develop an awareness of and interest in business for planning their academic and career development.

**Continuous Assessment (CA) and Final Exam Weightings**

Component	Weighting
CA (September – December)	60%
Final Exam	40%

**Continuous Assessment Components and Weighting**

Chapter Tests	Uniform Tests and Revision Tests
40%	60%

## Mark Ranges and Level Description

Performance Level	Mark (%)
5	75 or above
4	61-74
3	46 – 60
2	36 - 45
1^	35 and below

Performance Level	Description
5	<ul style="list-style-type: none"> <li>– demonstrate comprehensive knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to unfamiliar situations to tackle business problems and identify business opportunities</li> <li>– synthesise and evaluate information in the context of business decisions, taking into account the integrated and dynamic nature of business problems</li> <li>– evaluate the effectiveness of responses in personal finance and accounting/ management to changes in the business environment</li> <li>– communicate factual information, opinions and suggestions in a logical and coherent manner using appropriate business terminology and presentation skills</li> </ul>
4	<ul style="list-style-type: none"> <li>– demonstrate sound knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to simple unfamiliar situations to tackle business problems</li> <li>– synthesise information in the context of business decisions, taking into account the integrated nature of business problems</li> <li>– analyse the effectiveness of responses in personal finance and accounting/ management to changes in the business environment</li> <li>– communicate factual information, opinions and suggestions in a structured manner using appropriate business terminology and presentation skills</li> </ul>
3	<ul style="list-style-type: none"> <li>– demonstrate adequate knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to familiar situations to tackle</li> </ul>

	<p>business problems</p> <ul style="list-style-type: none"> <li>– analyse information in relation to business decisions and explain responses in personal finance and accounting/management to changes in the business environment</li> <li>– communicate factual information, opinions and suggestions using appropriate business terminology and presentation skills</li> </ul>
2	<ul style="list-style-type: none"> <li>– demonstrate basic knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to familiar situations to identify business problems</li> <li>– identify and describe business problems describe information in relation to business decisions explain personal finance and accounting/management practices</li> <li>– communicate factual information and opinions using business terminology and presentation skills</li> </ul>
1^	<ul style="list-style-type: none"> <li>– demonstrate elementary knowledge and understanding of accounting/management functions and processes</li> <li>– apply accounting/management knowledge to routine situations to identify business problems</li> <li>– identify information in relation to business decisions identify personal finance and accounting/management practices</li> <li>– communicate simple factual information using common business terminology</li> </ul>

### Teaching Schedule

Months and Weeks	Chapters	Learning Objectives and Assessments
<b>Elective Module: Financial Accounting</b>		
September (Week 1 to Week 3)	Incomplete Records	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Determine profits or losses from statement of affairs.</li> <li>(ii) Calculate the cash and inventory value from incomplete record.</li> <li>(iii) Prepare an income statement and a statement of financial position from incomplete records.</li> </ul>

		<p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<b>Elective Module: Cost Accounting</b>		
<p>September (Week 4 and Week 5)</p> <p>October (Week 6)</p>	<p>Marginal and Absorption Costing</p>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Compare the use of marginal and absorption costing in preparing manufacturing accounts and income statements.</li> <li>(ii) Prepare income statement under marginal and absorption costing.</li> <li>(iii) Compare the advantages and disadvantages of adopting marginal and absorption costing.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Mind Map</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>October (Week 7 to Week 9)</p> <p>November (Week 10)</p> <p>*Week 11 (Term Break)</p>	<p>Cost-volume-profit Analysis</p>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Conduct cost-volume-profit analysis to assess the effects of changes in costs, selling price and units sold on the breakeven point and target profit.</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>November (Week 12 to Week 13)</p> <p>December (Week 14)</p>	<p>Cost Accounting for Decision-making</p>	<p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>(i) Identify the nature of various cost items and their relevance to decision-making: sunk costs, incremental costs and opportunity costs.</li> <li>(ii) Apply costing concepts and techniques in business decisions e.g. 'hire, make or buy', 'accept or reject an order at a special price', 'retain or replace equipment', 'sell or</li> </ul>

		<p>process further’, and ‘eliminate or retain an unprofitable segment’.</p> <p>(iii) Conduct cost-volume-profit analysis to assess the effects of changes in costs, selling price and units sold on the breakeven point and target profit.</p> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Kahoot!</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Chapter Test</li> </ul>
<p>December (Week 15) to March (Week 29)</p> <p>*Week 17 and Week 18 (Christmas Holiday)</p> <p>*Week 25 and Week 26 (Chinese New Year)</p>	<p>Revision</p>	<p><b>Learning Objectives:</b></p> <p>(i) Students are able to consolidate what they have learned in S4 to S6, as well as to broaden and deepen their learning experiences to develop the necessary knowledge and skills for their HKDSE.</p> <p><b>HKDSE</b></p> <p>Paper 1:</p> <ul style="list-style-type: none"> <li>- Business Environment</li> <li>- Introduction to Management</li> <li>- Basics of Personal Financial Management</li> <li>- Introduction to Accounting</li> </ul> <p>Paper 2:</p> <ul style="list-style-type: none"> <li>- Financial Accounting</li> <li>- Cost Accounting</li> </ul> <p><b>Formative Assessments:</b></p> <ul style="list-style-type: none"> <li>- Kahoot!</li> <li>- Mind Map</li> <li>- Presentation</li> <li>- Lesson Notes</li> </ul> <p><b>Summative Assessment:</b></p> <ul style="list-style-type: none"> <li>- Revision Tests</li> </ul>