

Wah Yan College Kowloon
F.5K BAFS Scheme of Work (2017-2018)

Reference	1. NSS BAFS Frank Wood's Financial Accounting 1 (Elective) 2. NSS BAFS Frank Wood's Financial Accounting 2 (Elective) 3. New Horizon BAFS – Financial Accounting 1 (Elective) 4. New Horizon BAFS – Financial Accounting 2 (Elective)
Other Resources	DSE & HKICPA BAFS Past Papers HKCE Principles of Accounts & Commerce Past Papers HKAL Principles of Accounts Past Papers HKIAAT & LCCI Past Papers

◆Repertoire of Self-directed Learning Skills:

1. reading to learn, 2. notes-taking, 3. looking up words in the dictionary, 4. pre-lesson preparation, 5. group discussion, 6. group presentation, 7. initiative to ask questions, 8. setting learning objectives and doing reflection, 9. eLearning platform with instant feedback, 10. flipped classroom, 11. peer assessment, 12. searching for information on the internet, 13. project learning, 14. training of higher-order thinking skills, etc.

SL: Scheduled number of lessons

AL: Actual number of lessons

School Term	Weeks	Topics/ Extended Parts*	Learning Objectives/ Teaching Focus	SL/AL	Teaching and Learning Activities	Self-directed Learning Skills◆	Values#	Basic Law Education*	Consolidation and Assessment
First Term (3/9/2017-30/12/2017, Weeks 1-17)	1 – 3	Cash & accrual accounting Adjustments for accrued & prepaid expenses Adjustments for accrued & unearned income	Differentiating between cash accounting and accrual accounting Making adjusting & reversing entries for accrued & prepaid expenses Making adjusting & reversing entries for accrued & prepaid	8	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions

School Term	Weeks	Topics/ Extended Parts*	Learning Objectives/ Teaching Focus	SL/AL	Teaching and Learning Activities	Self-directed Learning Skills♦	Values#	Basic Law Education*	Consolidation and Assessment
			income						
	3	Capital & Revenue expenditure	Distinguishing between capital & revenue expenditure	2	Presentation of PowerPoint & Class Practice	1, 2, & 7	II		Short Questions
	4 – 6	Accounting for depreciation of non-current assets	Stating meaning & objectives of providing depreciation Comparing the commonly used methods of depreciation Explaining the effect of depreciation charge (including disposal) on profits Recording disposals of non-current assets	10	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions
	7	Bad debts & Bad debts recovered	Recording bad debts and bad debts recovered in ledger accounts	4	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions
	8 – 9	Allowance for bad debts	Distinguishing between bad debts and allowance for doubtful accounts	6	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions

School Term	Weeks	Topics/ Extended Parts*	Learning Objectives/ Teaching Focus	SL/AL	Teaching and Learning Activities	Self-directed Learning Skills♦	Values#	Basic Law Education*	Consolidation and Assessment
	9	Ageing schedule of outstanding debts	Interpreting an ageing schedule of debtors	2	Presentation of PowerPoint & Class Practice	1, 2, & 7	II		Short Questions
	10	Preparing financial statements with period-end adjustments	Calculating net profit and net loss by making appropriate period-end adjustments	4	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions
	11	Functions of bank reconciliation statement	Explaining the functions of a bank reconciliation statement Identifying the reasons for the discrepancies between cash book and bank statement balances	4	Presentation of PowerPoint & Class Practice	1, 2, & 7	II		Short Questions
	12	Preparation of bank reconciliation statement	Preparing bank reconciliation statement	4	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions
	13	Revision		4	Class Practice	7	II		
Second Term (31/12/2017 - 18/7/2018, Weeks 18-46)	18	Discussion of marked scripts of mid-term examination		2	Discussion	7	II		
	19 – 20	Errors not affecting trial balance	Identifying the types of accounting errors and their effects on	8	Presentation of PowerPoint Demo & Class	1, 2, 4, 5, 7 & 11	II		Short Questions

School Term	Weeks	Topics/ Extended Parts*	Learning Objectives/ Teaching Focus	SL/AL	Teaching and Learning Activities	Self-directed Learning Skills♦	Values#	Basic Law Education*	Consolidation and Assessment
			accounting records Preparing the necessary correcting entries		Practice				
	21 – 22	Errors affecting trial balance & suspense account	Identifying the types of errors and their effects on accounting records Preparing the suspense account & correcting entries	6	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions
	22 – 23	Profit & Loss appropriation account & current accounts for partnership	Preparing the appropriation account and current accounts	6	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions
	26 – 27	Goodwill & factors affecting its value Revaluation adjustments for change in partnership	Defining goodwill Explaining factors affecting valuation of goodwill Preparing the necessary adjustments to partners' capital accounts arising from changes in profit & loss sharing ratio, admission and retirement of partners	8	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions

School Term	Weeks	Topics/ Extended Parts*	Learning Objectives/ Teaching Focus	SL/AL	Teaching and Learning Activities	Self-directed Learning Skills♦	Values#	Basic Law Education*	Consolidation and Assessment
	28	Partnership dissolution	Preparing realization account and the necessary accounting entries required in dissolution	4	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions
	32 – 33	Accounting for limited company	Explaining the nature of share capital, debentures, reserve and provision Preparing journal and ledger entries relating to the issue of ordinary shares and debentures fully paid on application Preparing the profit and loss appropriation account Calculating the balance of retained profits	8	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions
	34	Financial analysis	Calculating ratios Commenting on a company's profitability,	4	Presentation of PowerPoint & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions

School Term	Weeks	Topics/ Extended Parts*	Learning Objectives/ Teaching Focus	SL/AL	Teaching and Learning Activities	Self-directed Learning Skills♦	Values#	Basic Law Education*	Consolidation and Assessment
			liquidity, solvency, management efficiency and return on investment Explaining the functions and limitations of accounting ratios in financial analysis						
	35 – 37	Incomplete records	Determining profits or losses from statement of affairs Calculating the cash & inventory value from incomplete records Preparing income statement and statement of financial position from incomplete records	12	Presentation of PowerPoint Demo & Class Practice	1, 2, 4, 5, 7 & 11	II		Short Questions
	38 – 39	Revision		4	Class Practice	7	II		

* The extended parts should be marked with asterisks. These parts should be more challenging and can be covered when the students can master the knowledge, skills and values covered in the conventional topics.

* Check the appropriate box with a “√” if Basic Law Education can be promoted when covering a particular topic.

Core Values of Wah Yan College, Kowloon

I. Love and care	1. Accept & feel positive about himself 2. Appreciation & Gratitude 3. Empathy & Compassion	4. Forgiveness & Reconciliation 5. Service 6. Family as a basic unit of society; marriage is the foundation of a family
II. Strive for excellence	7. Reflective 8. Commitment 9. Perseverance	10. Curiosity & willingness to learn 11. Value imagination and creativity
III. Respect and Justice	12. Life is valuable and respectable 13. Openness to good in all things 14. Respect for himself & others	15. Integrity 16. Faithfulness
IV. Responsibility	17. Freedom & Self-discipline 18. Care for the environment	19. Social Identities: citizen identity, national identity and global citizen identity
V. Faith	20. Experience of God 21. Explore & practise one's faith	22. Appreciate religious liturgies