

St. Francis Xavier's College
2022/2023
BAFS – Business Management Module
Course Outline

Level: Form 4

Term 1

Textbook: (1) NSS Business, Account and Financial Studies 3rd Edition Book – Business Management 1 (Compulsory)

Ch.	Topics / Main Theme
C3	Basics of Personal Financial Management
1.	Time Value of Money
2.	Consumer Credit
3.	Personal Financial Planning and Investment
4.	Stock Trading as an Investment
C1	Business Environment
1.	Hong Kong's Business Environment
2.	Forms of Business Ownership
3.	Business Ethics and Social Responsibilities

Term 2

Textbook: (1) NSS Business, Account and Financial Studies 3rd Edition Book – Business Management 1 (Compulsory)

Ch.	Topics / Main Theme
C2	Frank Wood's Basics of Accounting
1.	Purposes and Role of Accounting
2.	The Accounting Equation
3.	Double-Entry System
4.	Trial Balance
5.	Financial Statements for Sole Proprietorship (I)
6.	Financial Statements for Sole Proprietorship (II)
7.	Accounting Assumptions, Principles and Conventions

(2) NSS Business, Account and Financial Studies 3rd Edition Book – Business Management 2 (Elective)

Ch.	Topics / Main Theme
B1	Introduction to Management
1.	Management Functions
2.	Key Business Functions
3.	Small and Medium Enterprises (SMEs)

Modes of Assessment and Weighting (Both Terms) **subject to change*

Modes	Regular Tests	Assignments	Quizzes	Students' performance	Examination
Weights	10%	10%	5%	5%	70%