

**St. Francis Xavier's College**  
**2024/2025**  
**BAFS – Business Management Module**  
**Course Outline**

Level: Form 4

Term 1

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

<b>Booklet</b>	<b>Topics / Main Theme</b>
C3	Basics of Personal Financial Management
C1	Business Environment

Term 2

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

<b>Booklet</b>	<b>Topics / Main Theme</b>
C2	Frank Wood's Basics of Accounting

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

<b>Booklet</b>	<b>Topics / Main Theme</b>
B1	Introduction to Management

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

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