**Subject**: BAFS  
**Form**: 4

<table>
<thead>
<tr>
<th>Topics</th>
<th>Sub-topics</th>
</tr>
</thead>
</table>
| 1. Introduction to Accounting | a. The double entry system  
|                               | b. Books of original entry and ledgers  
|                               | c. The trial balance  
|                               | d. Financial statements for sole proprietorships  
|                               | e. Fundamental accounting concepts and principles  
|                               | f. Basic ratio analysis  
|                               | g. The fundamentals of accounting |
| 2. Business environment       | a. Hong Kong business environment  
|                               | b. Forms of business ownership and their characteristics  
|                               | c. Business ethics and social responsibilities |
| 3. Introduction to management | a. Management functions  
|                               | b. Effective management  
|                               | c. Key business functions  
|                               | d. Entrepreneurship and small and medium enterprises  
|                               | e. Business communication |
|                               | b. Time value of money  
|                               | c. The relationship between risks and returns.  
|                               | d. Personal financial management and consumer credit  
|                               | e. Personal financial planning and investments |