

Course Title:		Starting Your Own Business					
Course Code:		W3212BGS	Centre:	Wallington	Tutor:	Andrew Gadd	
Day:	Wed	Start Date:	22/09/10	Length:	8 wks	Time:	19:30-21:30

Course Content/Syllabus

This course will include the following topics:

- Reasons for success
- The working environment
- Trading styles/legal aspects
- Financial preparation/spreadsheets
- Marketing and selling
- Tax and VAT
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- See <http://scolasyob.tripod.com/> for more information

After completing the course, students should be able to:

- Make an informed decision about their own business
- Determine the business structure
- Identify and choose a suitable marketing strategy
- Select a suitable financial system
- Observe government regulations
- Become aware of the assistance that is available

Assessment Methods

Continuous informal assessment.

Home Study

Attendance

Regular attendance is expected in order to get the most from your course.

Entry Requirements

N/a – all welcome

English, Maths & IT Entry Requirements

Basic English & Maths

Exam Fees

N/a

Additional Costs (eg course materials & textbooks)

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You are advised not to purchase text-books or equipment until the course is confirmed.

For your first session, please bring:

- Your business idea
- Pen and paper

Extra Help With Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

Progression/Further Opportunities:

Other SCOLA small business courses
Book-keeping
Computerised Accounting (SAGE)