

<b>Course Title:</b>		<b>Starting Your Own Business</b>					
<b>Course Code:</b>		W3216BGS	<b>Centre:</b>	Wallington	<b>Tutor:</b>	Andrew Gadd	
<b>Day:</b>	Wed	<b>Start Date:</b>	19/01/11	<b>Length:</b>	8 wks	<b>Time:</b>	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)