

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/EMS/SOB (Non credit-bearing SLP)

TITLE: How to start your own business

NQF LEVEL: 5

NOTIONAL LEARNING HOURS: 80

FORMAL CONTACT TIME: 16 hours of lectures, learning facilitation and assessment

LEARNING ASSUMED TO BE IN PLACE:

FETC at NQF Level 4 or equivalent. Typically, learners will have at least one year of experience in the private or related sector for the recognition of prior learning.

OR

Any qualification in Economic and Management Sciences or other qualifications that are indicative of initial undergraduate level of management knowledge and skills.

LEARNING OUTCOMES:

Overall outcome:

The qualifying learners will be competent in applying important principles and concepts in “how to start your own business?”

Specific learning outcomes of the short course:

- Apply and understand general concepts in the context of entrepreneurship.
- Understand the different business forms and other important start-up issues.
- Determine the feasibility of a business idea.
- Determine and analyze the potential business market.
- Apply the knowledge of record keeping, purchasing, costing and pricing.
- Apply knowledge in drawing up the income statement and balance sheet.
- Demonstrate the knowledge of how to draw up a cash flow forecast.
- Implement the knowledge of drawing up a Business plan.
- Apply some basic selling skills and customer relations.

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

Critical outcomes:

- Problem solving
- Teamwork
- Collecting and organizing information
- Effective communication

BRIEF DESCRIPTION OF CONTENT:

1.	Introduction to Entrepreneurship. Definition, importance and characteristics of entrepreneurs. The entrepreneurial process	Contact sessions	14 hours
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2.	Organising the venture, including legal forms of business organisations and other legal issues.	Practical work	24
3.	Determining the venture's feasibility by generating and evaluating business ideas and analysing competitors.	Self study/ Individual assignment	40
4.	Analysing the potential target market.	Written assessment	2
5.	Drawing up of a Business Plan.	TOTAL	80 hours

METHODS OF ASSESSMENT AND ASSESSMENT CRITERIA:

Learners will demonstrate their competencies by:

- The ability to apply sound entrepreneurial and management principles in starting a business.
- The development of an entrepreneurial and management related real life problem demonstrating the mastering of all learning outcomes.
- The submission of written reports on entrepreneurial cases for internal assessment.
- Making presentations about a business plan for a prospective new venture.

These methods and tools include the following:

- Peer assessment with regard to their performances in a team.
- Assessment of oral presentations by the learning facilitators.
- Assessment of written reports and the business plan by the learning facilitators.
- Assessment of learners' participation in peer groups and by the learning facilitators.

ORGANISING FIELD: 3

(1 = Agriculture and Nature Conservation)
(2 = Culture and Arts)
(3 = Business, Commerce and Management Studies)
(4 = Communication Studies and Language)
(5 = Education, Training and Development)
(6 = Manufacturing, Engineering and Technology)

(7 = Human and Social Studies)
(8 = Law, Military Science and Security)
(9 = Health Sciences and Social Services)
(10 = Physical, Mathematical, Computer and Life Sciences)
(11 = Services)
(12 = Physical Planning and Construction)

APPROVAL DATE: 5 May 2003

REVIEW DATE: 2008

DEPARTMENTAL OR PROGRAMME "HOME":

Unit for Small Business Development – self - sustained

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