

# MSC Computer Training

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## Training Course Specification

### Course: Business Startup Course

**Duration: 3 hours**

**Aims and Objectives of the workshop**

Delegates will learn about the practicalities of running a business and learn about how to keep adequate records both financial and work records.

**WHO SHOULD ATTEND:**

Anybody who is intending to start or thinking about starting their own business

**EXPERIENCE NEEDED:**

No prior experience of accounts is expected. You just need a good idea and a wish to work for yourself.

## Course Content<sup>1</sup>

### Practical Guides

- What financial records should I keep and how?
- What other records should I keep and how?
- How do I know what to charge?
- How do I know I am making a profit?
- Will I need an accountant?
- How do I lay out a business letter?
- What should my invoices look like?
- What if my customers don't pay?
- Simple methods of book-keeping?
- What is a business plan?
- How does it work?
- What about insurance?
- What about the tax return. How do I complete it?
- How do I register with HMRC as a sole trader (or Ltd company?)
- What if I need help in my business, do I employ or subcontract to other people?
- What is a break even point?

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<sup>1</sup> You can choose from the list to create your own course