

ELECTIVE MODULE FOR NORMAL (TECHNICAL) STUDENTS

Module Title : Advanced Small Business Management Duration : 20 hours
(4T 16P)

Pre-requisite : Nil

Aims of Module

- (i) To provide students a greater depth into understanding entrepreneurial skills and the knowledge required to manage a successful small business
- (ii) To foster an entrepreneurial spirit amongst the students

Learning Outcomes

At the end of the module, students will be able to:

- (a) Understand what it takes to be an entrepreneur
- (b) Create and implement a successful business system
- (c) Recruit and manage the right people
- (d) Understand the importance of “Cash Flow Concept”
- (e) Understand and analyse financial report

Module Outline

Students will be trained to identify common traits among successful entrepreneur and the skills set required to be an entrepreneur. The student will be taught the importance of creating a systematic approach to managing business, recruiting and managing people, and managing business cash flow through the playing of cash flow game. Finally, the students will be taught how to successfully manage a business through analysis of financial report

Outline of Module Syllabus

<u>Item</u>	<u>Technical Skills/Knowledge</u>	<u>Instructional Hours</u>	
		T=Theory	P=Practical
1	Understand what it takes to be an entrepreneur The definition of an entrepreneur Can entrepreneur be trained? Some famous entrepreneurs who did not finish school Employee (Security) versus Entrepreneur (Freedom) Typical traits of an entrepreneur (The art of selling) Obstacles to becoming an entrepreneur - <u>Assessment 1</u> (each student to identify a successful entrepreneur and list down their success factors) - <u>Assessment 2</u> (each students to identify a successful entrepreneur and list down their failures that contribute to their success)	1T	3P
2	Create and implement a successful business system Create a marketing system Create a financial system Create an operation system Create a purchasing system - <u>Assessment 3</u> (Documentation of your business processes)	2T	2P

3	<p>Recruit and Manage the right people Guideline to Singapore employment acts Establishing a HR policies Writing an recruitment advertisement Recruitment and selection Create a Human Resource Development policies</p> <p>- <u>Assessment 4</u> (Develop and document a training manual to train your sales staff)</p>	2T	2P
4	<p>Understand the Cash Flow Concept Define cash flow Understand the ESIB quadrant Understand Income from Expenses Understand Assets from Liabilities Understand the importance of Passive Income Practical session – Participating in the Cash Flow game</p>	1T	3P
5	<p>Understand and Analyse Financial Report The Profit and Loss Statement The Balance Sheet Ratio Analysis – Cash Ratio, Current Ratio, Liquidity Ratios, etc - <u>Assessment 5</u> – Analyse the difference accounting statement and work out the various analysis. From the ratio analysis, determine whether the company’s financial health)</p>	2T	2P
	Total	8T	12P

Teaching and Learning Approaches

This elective will consist of 8 hours of theory lessons and 12 hours of practical training, with an emphasis on group work. Students’ interest will be sustained through the use of a wide variety of learning activities, including group discussions, hands-on practice, role plays and project work.

Completion Criterion

Students will be deemed to have successfully completed the module if they pass all 6 assessments. The guidelines for the assessments are given below.

<u>Assessment Component</u>	<u>Assessment Guidelines</u>
(i) <u>Assessment 1</u> Each student to identify a successful entrepreneur and list down their success factors	Teachers will give feedback on individual and group participation. Rubrics and qualitative assessment will be used. Feedback from peers would also be taken into consideration.
(ii) <u>Assessment 2</u> Each students to identify a successful entrepreneur and list down their failures that contribute to their success	Teachers will give feedback on individual and group participation. Rubrics and qualitative assessment will be used. Feedback from peers would also be taken into consideration.
(iii) <u>Assessment 3</u> Documentation of your business processes	Students will be divided into groups and they will be required to develop various business processes in a business. Rubrics and qualitative assessment will be used to assess the students.
(iv) <u>Assessment 4</u> Develop and document a training manual to train your sales staff	Students will be divided into groups and they will be required to document a training manual to train their sales staff.
(iv) <u>Assessment 5</u> Analyse the difference accounting statement and work out the various analysis. From the ratio analysis, determine whether the company's financial health	Students will be required to do the assessment on an individual basis and they will be assessed according to their analysis report of the financial statement.

Target Audience

Sec 3 / 4 Normal (Technical) students with pre-requisite in Small Business Management

Target Size

20 students per class

Duration

20 instructional hours

Certification

ITE Certification of Attendance will be issued upon successful completion of the course.