BrienHoldenVisionInstitute

PRACTICE MANAGEMENT AND JURISPRUDENCE

RECOMMENDED DELIVERY TIME OF LECTURES

		Recommended delivery time
1	**The legal environment**	
	Overview of legal principles	4.0
	Legal forms of business organisation	2.0
2	**Taxation and insurance**	2.0
	Taxation and insurance	
	Indirect taxes	
	Insurance	
3	**Planning**	
	The business plan	2.0
	Location	2.0
	Lease	1.0
	Designing the practice and choosing equipment	1.0
4	**Marketing**	
	Merchandising and marketing	2.0
	Ethics and marketing	1.0
	Advertising	1.0
	The marketing plan	2.0
	Communication	2.0
5	**Management theory**	3.0
	Functions of management	
6	**Administration of the practice**	3.0
7	**Financial management**	
	Drafting a financial plan	2.0
	Bookkeeping principles	3.0
	The accounting process	2.0
8	**Personnel management**	2.0
	Types of workers	1.0
	Contracts of employment	1.0
	Equity	1.0