

# BUSINESS MANAGEMENT



**For  
non-Dutch  
speaking  
students**

[www.syntrabrussel.be](http://www.syntrabrussel.be)

**SYNTRA** BRUSSELS  
your training • our business

# SYNTRA Brussel

## 3 addresses for your training programme

### CAMPUS TOUR & TAXIS

Havenlaan 86c  
1000 Brussels  
T 02 421 17 70  
info@syntrabrussel.be

### GETTING THERE

**From Brussels North station**  
(B) 14, 15: Thurn & Taxis stop  
**From Brussels Central station**  
(M) 2: Yser or Ribaucourt stop + 5 min. walk  
Free shuttle service between Tour & Taxis  
and the Noord station.

### CAMPUS UKKEL

Stallestraat 292  
1180 Brussels  
T 02 331 68 01  
info@syntrabrussel.be

### GETTING THERE

**From Brussels North station**  
(T) 4, 32: Stalle (P) stop  
**From Brussels South station**  
(T) 4, 82, 32: Stalle (P) stop  
The campus is at the Ukkel – Drogenbos border.

### TRAINING SITE ANDERLECHT

Marurice Herbettelaan 38a  
1070 Anderlecht  
T 02 527 22 71  
info@syntrabrussel.be

### GETTING THERE

**From Brussels South station**  
(M) 5: Jacques Brel stop + 5 min. walk  
**From Brussels Central station**  
(T) 136, 137: Anderlecht Square des Vétérans  
Coloniaux stop  
The trainings will be held in the House of Electricians (Eloya).

**DISCOVER ALL OUR COURSES  
ON [WWW.SYNTRABRUSSEL.BE](http://WWW.SYNTRABRUSSEL.BE)**



LIKE US ON FACEBOOK

Vlaams Agentschap voor  
Ondernemersvorming  Vlaanderen



VLAAMSE  
GEMEENS  
CHAPSCO  
MMISSIE

---

# Business Management for non-Dutch speaking students

---

Dutch is not your mother tongue, but you do speak it? You are interested in following a Business Management programme, but you need help with Dutch?

Then **Business Management for non-Dutch speaking students** at SYNTRA Brussels is made for you. This Business Management programme includes language lessons “Dutch on the workflow”.

In the “**Dutch on the workflow**” lessons you will learn the necessary Dutch language to start your own business.

The Business Management for non-Dutch speaking students programme is taught in Dutch, but the language used in the lessons is understandable for non-Dutch speaking students. During the programme, the **Language and learning coach** can help you with questions and problems concerning language and learning issues, for free.

---

**Discover which course is right for you on page 6 and 7.**

---

---

# Business Management Programme

---

## BOOKKEEPING

- Legislation, regulations, inventory
- VAT
- Bookkeeping for purchase transactions
- Bookkeeping for sales transactions
- Bookkeeping for financial operations

## FEASIBILITY STUDY

### Commercial policy module

- The entrepreneur and his environment
- Analysing market demand
- Your offer on the market
- Market research and market survey
- Purchase and sales techniques

### Law and legislation module

- Formalities as a beginning independent contractor
- Living with a partner and inheritance
- Building, renting, buying
- Legal form of a business
- Liability
- Commercial practices law
- Social status

### Financial policy module

- Projected turnover
- Investment plan
- Fixed and current assets
- Financing plan
- Balance sheet
- Fixed and variable costs
- Business results scheme
- Project assessment
- Vision and strategy

## EVALUATION: FINAL EXAM

---

# Dutch on the workforce

---

You will learn and practice the necessary Dutch to start your own business:

## **SPEAKING & UNDERSTANDING:**

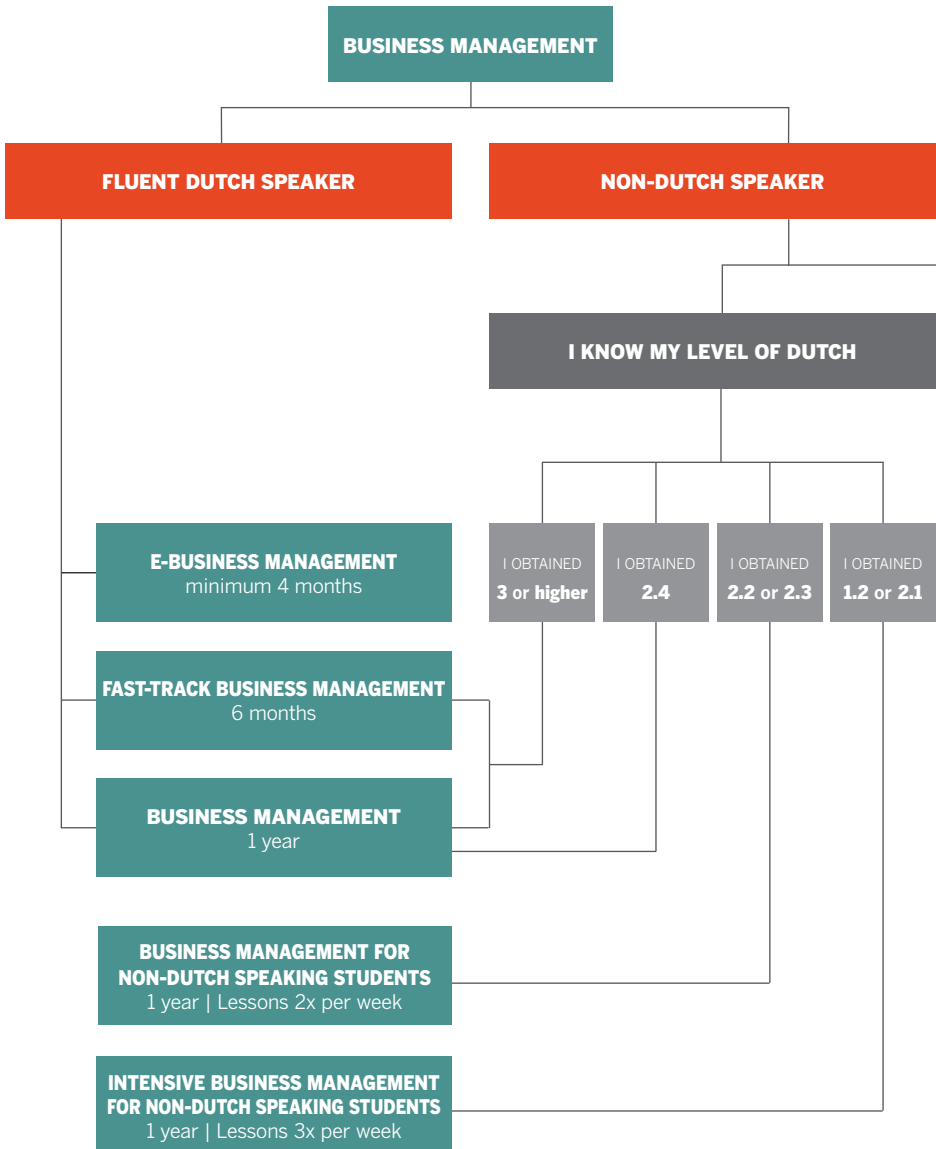
- Conducting conversations in person and over the phone (with the bank, the enterprise counter, customers...)
- Asking questions
- Talking about your own business
- Describing your dream business to others

## **READING & WRITING:**

- Filling in forms
- Creating and understanding quotations and invoices
- Writing e-mails and letters by using examples
- Understanding administration (order form, delivery form, credit note...)
- Taking notes

This preliminary course prepares you for the Business Management programme. The lessons are interesting to everyone who wants to start his own business in Belgium and wishes to understand and speak Dutch better.

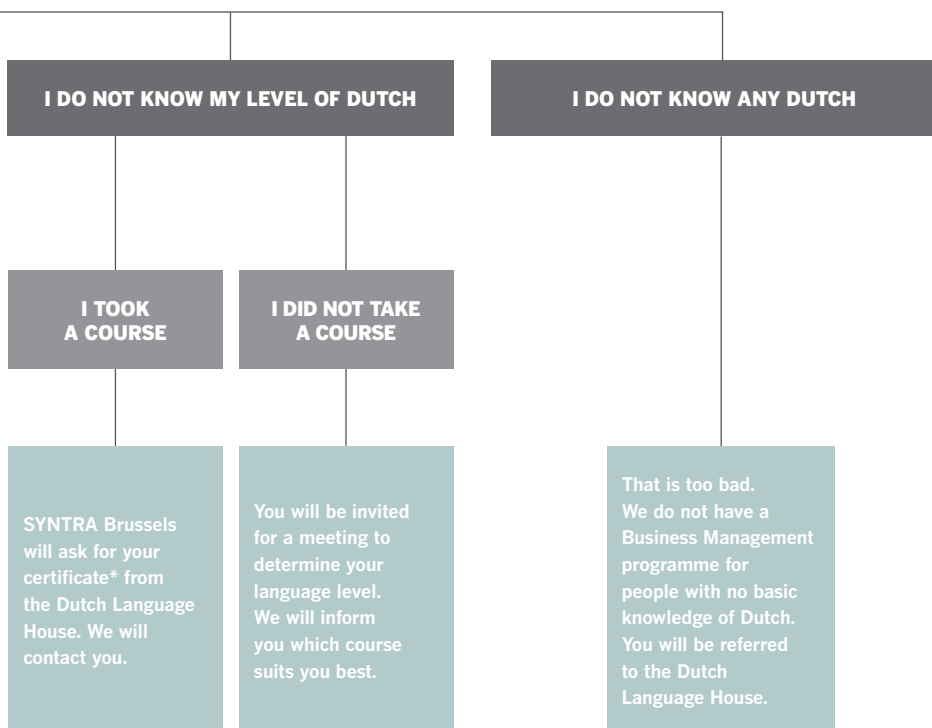
# Which course is best for me?



.....

**Sign up on our website:**  
[www.syntrabrussel.be/bedrijfsbeheer](http://www.syntrabrussel.be/bedrijfsbeheer)  
or call **02 421 17 70** for more information

.....



\* IF YOU FOLLOWED LESSONS IN DUTCH ADULT EDUCATION.

---

## Intensive business management for non-Dutch speaking students

---

Preliminary course “Dutch on the workflow”



Business Management & “Dutch on the workflow”

### FOR WHOM?

You want to obtain your Business Management certificate and you want to improve your Dutch. At first you only receive “Dutch on the workflow” 3 times per week. You learn the necessary Dutch language for the programme and to start your own business. After this, the “Dutch on the workflow” lessons are combined with the Business Management programme. You have obtained your **level 1.2** Dutch certificate or you can show at a language screening at SYNTRA Brussels that you have a basic knowledge of Dutch. You are at least 18 years old.

### DURATION

- The programme consists of **64 sessions of “Dutch on the workflow” & 33 sessions of Business Management.**
- The programme **lasts 1 school year.**
- You have lessons **3x per week.**

### PRACTICAL

- Tour & Taxis: Monday, Wednesday evening and Saturday morning



---

# Business management for non-Dutch speaking students

---

## Business Management & “Dutch on the workfloor”

### FOR WHOM?

You want to obtain your Business Management certificate but you need extra help with the Dutch language. You already speak some Dutch and you are motivated to improve your Dutch. The “Dutch on the workfloor” lessons are combined with the Business Management programme. You have obtained your **level 2.2** Dutch certificate or you can show at a language screening at SYNTRA Brussels that you have enough knowledge of Dutch. You are at least **18 years old**.

### DURATION

- The programme consists of **32 sessions of “Dutch on the workfloor” & 33 sessions of Business Management**.
- The programme **lasts 1 school year**.
- You have lessons **2x per week**.

### PRACTICAL

- Tour & Taxis: Wednesday evening and Saturday morning

