



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - Business Case Writing

### Course Specifications

**Course Number:** ELK88–966

**Course Length:** 0.5 day(s)

### Course Description

**Course Objective:** You will identify the elements of a business case, find out how to gather and present all the critical information, and make a compelling argument in favor of funding. You will also learn about the relationship building that underlies the most effective business cases, and find out how you can partner with others in your organization to build a better business case.

**Target Student:** This course is geared toward business professionals who are new to business case writing or who seek guidance on best practices related to business case writing.

**Prerequisites:** There are no prerequisites for this course.

### Hardware Requirements

If you wish to use the overheads provided on the interactive CD-ROM, you will need to set up a computer for yourself. If time allows and you wish to use the business simulations provided on the CD-ROM in the classroom, you will need to set up a computer for each student participating in the class.

- A Pentium® III with 500 MHz (or better), or Macintosh® Intel-based or PowerPC G4 (or better) processor.
- At least 512 MB of RAM.
- A monitor capable of 1024 x 768 screen resolution and 32-bit color display.

## Software Requirements

Each computer requires the following software:

- Microsoft® Windows Vista®, Windows® XP (Professional or Home Edition), Windows 2000, or Apple® Mac OS® X 10.4 (or higher).
- Microsoft® Internet Explorer® 7 (or higher), Mozilla® Firefox® 2 (or higher), or Apple® Safari® 2 (or higher), with pop-up blocking turned off.
- Adobe® Flash® Player 8 (current version recommended).

## Course Objectives

**Upon successful completion of this course, students will be able to:**

- Demystify business case writing by identifying all the required elements of a business case.
- Examine a sample business case.

## Course Content

### **Lesson 1: Demystifying Business Case Writing**

Topic 1A: Identify the Elements of a Business Case

### **Lesson 2: Debriefing a Sample Business Case**

Topic 2A: Debrief a Sample Business Case

**Appendix A:** Business Case Template

**Appendix B:** Sample Business Case

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.  
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



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