



Certificate in Business Studies & Internet Technology (301) – Business Organisation

Prerequisites: None	Corequisites: A pass or higher in Certificate in Information Systems or equivalence
Course Description: The course is designed to help candidates develop a broad understanding of organisations and their roles in society. Candidates are exposed to many management philosophies, processes, and styles, as well as the dynamic interface between theory and practice.	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements:	
<p>Intended Learning Outcomes:</p> <p>1 Define the development of economic activities, including division of labour, growth of trade and the factors and types of production.</p> <p>2 Consider the importance of international or foreign trade. Discuss imports and exports and barriers to trade.</p> <p>3 Discuss the main functions of banking and also the different types of banks.</p> <p>4 Examine the different type of businesses</p> <p>5 Discuss the characteristics of organisations, including hierarchical authority structure and the body of rules and procedures.</p> <p>6 Consider the internal structure of organisations and identify how they adopt to meet objectivities.</p>	<p>Assessment Criteria:</p> <p>1.1 Define division of labour</p> <p>1.2 Discuss problems of scarcity and choice</p> <p>1.3 Explain the meaning of free, controlled and mixed economies</p> <p>1.4 Identify the factors of production</p> <p>1.5 Describe tertiary industries</p> <p>2.1 Describe comparative advantage</p> <p>2.2 Define invisible imports and exports such as banking, insurance, tourism, transport and investments</p> <p>2.3 Define balance of payments</p> <p>3.1 Describe the difference between a deposit and a current account</p> <p>3.2 Define a cheque, including parties to a cheque (drawer, drawee and payee)</p> <p>3.3 Explain the difference between a loan and an overdraft</p> <p>4.1 Discuss the differences between private and public enterprises</p> <p>4.2 Define shareholders, memorandum of association, and articles of association</p> <p>4.3 Explain sole trader, partnership, limited and unlimited liability and private limited company</p> <p>4.4 Define public corporations and identify how they are formed.</p> <p>4.5 Define activities undertaken by local authorities.</p> <p>5.1 Describe the organisational chart of a typical organisation</p> <p>5.2 Discuss why a hierarchy of authority is needed</p> <p>5.3 Define channels of communication.</p> <p>6.1 Discuss the objectives of private and public sector organisations.</p> <p>6.2 Explain why firms need a good internal</p>

<p>7 Outline the factors which entrepreneurs consider in deciding where to locate their business.</p> <p>8 Define documents used in business transactions. Discuss business transaction documents.</p> <p>9 Identify the need for capital in a business, how it is obtained and used. Evaluate the financial records which a business needs to keep.</p>	<p>organisational structure.</p> <p>6.3 Define the purpose of an organisational chart</p> <p>6.4 Define functional department</p> <p>6.5 Differentiate between line management and staff functions</p> <p>6.6 Explain the terms authority, responsibility and delegation</p> <p>7.1 Identify the reasons for the location of industry, including historical factors, natural resources and raw materials, transport costs and the availability of labour</p> <p>7.2 Define economies of scale</p> <p>7.3 Define the different methods firms can integrate</p> <p>7.4 Explain the difference between internal and external economies of scale</p> <p>8.1 Describe Quotation, Order, Advice note, Delivery or Despatch Note, Consignment Note, Invoice, Pro-forma invoice and Statement of Account</p> <p>9.1 Outline the sources of capital available to a business</p> <p>9.2 Define when and why firms prepare final accounts</p> <p>9.3 Explain the difference between gross and net profit.</p>
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Recommended Learning Resources: Business Organisation

<p>Text Books</p>	<ul style="list-style-type: none"> • Business Organisations: Cases, Problems, and Case Studies (Hardcover) by D. Gordon Smith and Cynthia A. Williams. ISBN-10: 0735526036 • Levels of Organisation Design (Hardcover) by Robert L Simons. ISBN-10: 1591392837 • Organisations and Environments (Stanford Business Books) by Howard E. Aldrich. ISBN-10: 0804758298
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>None</p>