



**Level 4 Certificate in Business Studies & Internet  
Technology (301) 115 Credits**



<b>Unit:</b> Business Organisation	<b>Guided Learning Hours:</b> 200
<b>Exam Paper No.:</b> 4	<b>Number of Credits:</b> 20
<b>Prerequisites:</b> None	<b>Corequisites:</b> A pass or higher in Certificate in Information Systems or equivalence
<p><b>Aim:</b> The unit is designed to help learners develop a broad understanding of organisations and their roles in society. Learners are exposed to many management philosophies, processes, and styles, as well as the dynamic interface between theory and practice. The unit analyse organisations, different types and forms, and the issues that they need to consider. The unit provides an introductory overview of the UK business system in context with the contemporary business world; how it functions, and how it relates to specific areas such as marketing, production and finance. The unit also provides a specific insight into actual business operations and some of the major areas of concern regarding the role of business in society. Attention is paid to enhancing business vocabulary and strategies in studying business. This unit will introduce the learner to managerial principles, methods and skills: understanding organisational structure, planning strategy and operations, and controlling and leading. Topics include business plan development, financing a business, marketing, financial management and systems, personnel management, customer relations, leadership and communications.</p>	
<b>Required Materials:</b> Recommended Learning Resources.	<b>Supplementary Materials:</b> Lecture notes and tutor extra reading recommendations.
<b>Special Requirements:</b>	
<p><b>Intended Learning Outcomes:</b></p> <p>1 The development of economic activities, including division of labour, growth of trade and the factors and types of production.</p> <p>2 The importance of international or foreign trade; imports and exports and barriers to trade.</p> <p>3 The main functions of commercial banking services and also the different types of banks.</p> <p>4 The different types of businesses; sole trader, partnership, limited and unlimited liability and private limited company.</p>	<p><b>Assessment Criteria:</b></p> <p>1.1 Define division of labour 1.2 Explain problems of scarcity and choice 1.3 Explain the meaning of free, controlled and mixed economies 1.4 Identify the factors of production 1.5 Describe tertiary industries</p> <p>2.1 Define business 2.2 Explain differences between local, national and international businesses 2.3 Analyse advantages and disadvantages of local, national and international businesses 2.4 Describe comparative advantage 2.5 Define invisible imports and exports such as banking, insurance, tourism, transport and investments 2.6 Define balance of payments</p> <p>3.1 Define business organisation 3.2 Assess different banks their functions 3.3 Explain why banks are important 3.4 Describe the difference between a deposit and a current account 3.4 Define a cheque, including parties to a cheque (drawer, drawee and payee) 3.4 Explain the difference between a loan and an overdraft</p> <p>4.1 Describe the differences between private and public enterprises 4.2 Define shareholders, memorandum of</p>

<p>5 The characteristics of organisations, including hierarchical authority structure and the body of rules and procedures.</p>	<p>4.3 association, and articles of association Define public corporations and identify how they are formed.</p> <p>4.4 Define activities undertaken by local authorities.</p> <p>4.5 Describe the process of registering a company</p> <p>5.1 Describe the organisational chart of a typical organisation</p> <p>5.2 Explain why a hierarchy of authority is needed</p> <p>5.3 Define channels of business communication.</p> <p>5.4 Explain different types of organisational charts/structures</p> <p>5.5 Define the purpose of an organisational chart</p>
<p>6 The internal structure of organisations, pattern of relationships among positions in the organisation, grouping of activities and how they adopt to meet objectivities.</p>	<p>6.1 Explain the objectives of private and public sector organisations.</p> <p>6.2 Explain why firms need a good internal organisational structure.</p> <p>6.3 Define functional department</p> <p>6.4 Describe different functional departments and staff positions within each 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 The reasons for the location of industry, including historical factors, natural resources and raw materials, transport costs and the availability of labour</p>	<p>7.1 Outline the factors which entrepreneurs consider in deciding where to locate their business.</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>7.5 Define and describe an internal organizational structure</p> <p>7.6 Describe why a lot of attention needs to be given to internal business organisation structure</p>
<p>8 Documents used in business transactions; type of business transactions and methods used to record business transactions.</p>	<p>8.1 Describe business transaction documents produced by different functional departments</p> <p>8.2 Describe financial records and documents</p> <p>8.3 Identify business transaction documents</p> <p>8.4 Explain the different types of business transactions</p> <p>8.5 Describe the purpose of: Quotation, Order, Advice note, Delivery or Despatch Note, Consignment Note, Invoice, Pro-forma invoice and Statement of Account</p> <p>8.6 Formulate and design: Quotation, Order,</p>

<p>9 Understand the need for capital requirements in a business, determining working capital needs and how it is obtained and used.</p>	<p>Advice note, Delivery or Despatch Note, Consignment Note, Invoice, Pro-forma invoice and Statement of Account</p> <p>9.1 Describe how functional managers can monitor company equipment</p> <p>9.2 Outline the sources of capital available to a business</p> <p>9.3 Define when and why firms prepare final accounts</p> <p>9.4 Explain the difference between gross and net profit.</p> <p>9.5 Evaluate the financial records which a business needs to keep</p>
<p><b>Methods of Evaluation:</b> A 2-hour written examination paper with Section A and Section B. Section A has 40 multiple choice questions. Section B has three essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Business Organisation with a weighting of 100%.</p>	

### Recommended Learning Resources: Business Organisation

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