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| **Minor Award Name** | Business Administration |
| **Minor Award Code** | 5N1610 |
| **Level** | Level 5 |

Suggested resources to support delivery:

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| *Theme/Topic* | Type | Relevance | Author/Source | Web Link |
| **Types of Business Organisation** | Online Document (pdf) | Explores the different organisations and their advantages and disadvantages. | Tutor2u | <http://tutor2u.net/business/gcse/presentations/sample_pdf_orgtypes.pdf> |
| **Types of Organisational Structure** | Online worksheet | This worksheet can be used to help students test their understanding of organisational structure. | Tutor2u | <http://beta.tutor2u.net/business/blog/lesson-worksheet-organisational-structure-basics> |
| **Departments within an Organisation** | Quiz Website | This revision quiz focuses on organisational structure. | Tutor2u | <http://beta.tutor2u.net/business/blog/revision-quiz-organisational-structures> |
| Website | Offers Slideshare SWOT analysis presentation. | Kara Bragg | <http://www.slideshare.net/KaraBragg/swot-analysis-presentation-954351> |
| Website | Provides Slideshare PEST analysis presentation. | Pretam Sarkar | <http://www.slideshare.net/pretamsarkar/pest-analysis-13612137> |
| **External environment on business organisations** | Website | A useful introduction into ways for business to access state information and services. | Local Enterprise | <https://www.localenterprise.ie/Discover-Business-Supports/Supporting-SMEs-Online-Tool>, |
| Website | This piece outlines funding options for business outside of Enterprise Ireland Funding. | Dublin Local Enterprise | <https://www.youtube.com/watch?v=vo6i3pTgmOA> |
| Website | A helpful guide offering management advice on factors influencing a business. | Microfinance Ireland | <http://microfinanceireland.ie/how-to-apply/> |
| Website | Provides up-to-date statistics on the economic, social and general activities of the state. | Central Statistics Office | <http://www.cso.ie/en/aboutus/> |
| **Functions of management** | Website | Explains and illustrates the benefits of a Gantt chart for management projects. | Project Management Software | <https://www.youtube.com/watch?v=ADK58IRPKh8> |
| Website | A good explanation of Fayol’s principles of management. | Mindtools | <https://www.mindtools.com/pages/article/henri-fayol.htm> |
| Human resource management  Human resource management | Website | This offers information on employment contracts and rights in Ireland. | Citizens Information Board | <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/contracts_of_employment/contract_of_employment.html> |
| Website | Provides a sample Company Invoice. | Google Drive Templates | <https://drive.google.com/previewtemplate?id=1pzqQJqim8IkEaZ19A-RVSs-UQE9bbH4Ozx-WHXm6jd4&mode=public> |
| Website | A useful guide to Invoices and credit notes. | Irish Revenue | <http://www.revenue.ie/en/tax/vat/guide/credit-notes.html> |
| Website | A clear explanation of the need for ISO standards. | National Standards Authority of Ireland | <https://www.youtube.com/watch?v=LHKnYlgZaLE> |
| Online Document (pdf) | Useful example of a sample written statement of a Terms of Employment contract. | Workplace Relations | <https://www.workplacerelations.ie/en/Publications_Forms/Sample_Terms_of_Employment.pdf> |
| **Quality systems** | Online Booklet (pdf) | Offers a sample VAT 3 form used for tax collected by businesses on their supplies of goods and service to their customers. | Accounting Technicians Ireland | <http://www.accountingtechniciansireland.ie/Files/Documents_and_Forms/Form_VAT_3_Return.pdf> |
| **Sources of finance for a business**  **Sources of finance for a business** | Website | Provides information about business opportunities through access to state information and services. | Local Enterprise Office | <https://www.localenterprise.ie/Discover-Business-Supports/Supporting-SMEs-Online-Tool> |
| Website | Categorises sources of finance for a small business or start-up company. | Tutor2u is an Online Educational Publisher | <http://beta.tutor2u.net/business/reference/sources-of-finance-for-a-startup-or-small-business> |
| Website | Describes the range of business support available to small and medium enterprises in Ireland. | Department of Jobs, Enterprise and Innovation | <https://www.djei.ie/en/What-We-Do/> |
| **Financial controls**  **Financial controls** | Excel Document | A guide to a Business Cashflow Planner. | Allied Irish Bank | <https://business.aib.ie/cash-flow-planner> |
| Excel Document | Provides a Cash Flow Template that includes a summary profit and loss account forecast and bridge between profit and loss and cashflow. | Failte Ireland | [www.failteireland.ie/FailteIreland/media/WebsiteStructure/Documents/2\_Develop\_Your\_Business/1\_StartGrow\_Your\_Business/Cashflow-Template-OBT-13STB-CFT-T1-11-12-3.xlsx](http://www.failteireland.ie/FailteIreland/media/WebsiteStructure/Documents/2_Develop_Your_Business/1_StartGrow_Your_Business/Cashflow-Template-OBT-13STB-CFT-T1-11-12-3.xlsx) |
| Resource  Website | Offers a sample company Time sheet timetable. | Enterprise Ireland | <http://www.enterprise-ireland.com/en/Process/Companies/R-and-D-Revenue-Grant-Claim-Forms-Pilot-June-2010.html> |
| Resource  Website | Offers a sample Payslip 2015 template. | Excel Ireland | <http://www.excelireland.com/payroll-templates.html> |
| Resource  Website | Provides a weekly Time Card and Attendance Template. | Vertex Excel Templates | <http://www.vertex42.com/ExcelTemplates/weekly-timecard.html> |
| Resource  Website | Offers an up-to-date explanation of Value Added Tax. | Citizens Information Board | <http://www.citizensinformation.ie/en/money_and_tax/tax/duties_and_vat/value_added_tax.html> |
| **Types of meetings** | Website | A verbal skill exercise on how to start a meeting or set expectations for a meeting. | Snapclass | <https://www.youtube.com/watch?v=KCpcqdggF-0> |
|  | Website | Examines how to run an effective meeting. | IHI Open School | <https://www.youtube.com/watch?v=6nskgc8sBIk> |
| **Insurance** | Website | A jargon free guide for consumers about insurance in Ireland. | Insurance Ireland | <http://www.insuranceireland.eu/consumer-information> |
| **Health and Safety** | Online Document (pdf) | Provides a useful HSA Incident report form for business and organisations. | Health and Safety Authority | <http://www.hsa.ie/eng/Publications_and_Forms/Forms/IR3_form_may09.pdf> |
| Website | Guidelines on data protection for individuals and organisations. | Data Protection Commissioner | <https://www.dataprotection.ie/docs/a-guide-to-your-rights-plain-english-version/858.htm> |
| Website | Offers an electronic assessment tool to help businesses prepare risk assessments and a safety statement. Registration is required and it is free. | BeSmart | <https://besmart.ie> |
| **Administrative support** | Resource Website | Recommended website - Provides online tutorials with an emphasis on Excel and Word templates from the Microsoft Office suite for the office. | GCFLearnFree | <http://www.gcflearnfree.org/office> |
| Website | The itinerary form offers a concise summary of a business travel plan. The template can be downloaded. | Vertex Excel Templates | <http://www.vertex42.com/ExcelTemplates/travel-itinerary-template.html> |
| Website | Suggests Internet safety guidelines for business users. | MakeITsecure | <http://makeitsecure.org/en/index.html> |
| **Business Administration** | Book | Recommended book - This book examines the main topics of the module using sample trade articles to explain key concepts. The book identifies the characteristics of different types of business organisations and provides sample exam papers with practical tasks.The book looks into Tall versus Short organisational structures. A SWOT and PEST analysis explains how research work can support or identify business growth. It includes an explanation of questions used for this type of analysis. The book explores the main factors that affect a business or organisation. It looks into organisational managements systems. The book covers the rights and responsibilities of employers and employees, offering sample assignments. It examines types of formal meetings, including the narrative form, and related documentation. The book covers the main principles of insurance and the insurance requirements for events and opportunities. | Author(s): Arlene Douglas  Published by: Gill and MacMillan | <http://www.gillmacmillan.ie/business-/business-/business-administration> |
| **Modern Office Technology and Administration** | Book | The book explains desktop applications used in an office and the terminology associated with computer networks. | Author(s): Joan Gallagher and Siobhán Creedon  Published by: Gill and MacMillan | <http://www.gillmacmillan.ie/business-/business-/modern-office-technology-and-administration-4th-edition> |
| **Effective Communica-tion** | Book | The book looks into the main methods of collecting information from primary and secondary research techniques. | Author(s): Nicholas Harvey  Published by: Gill and MacMillan | <http://www.gillmacmillan.ie/communications/communications/effective-communication> |

Useful Organisations:

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| **Name** | **Contact Information** |
| HSA | <http://www.hsa.ie> |
| Workplace Relations | <http://www.workplacerelations.ie> |
| National Standards Authority of Ireland | <http://www.nsai.ie> |
| GCF LearnFree | <http://www.gcflearnfree.org/office> |
| Finfacts Ireland | <http://finfacts.ie> |
| Office for the Director of Corporate Enforcement | <http://www.odce.ie> |
| Irish Revenue | <http://www.revenue.ie> |
| Microfinance Ireland | <http://www.microfinanceireland.ie> |
| Irish Development Authority | <http://www.idaireland.com> |
| Central Statistics Office | <http://www.cso.ie/en/index.html> |
| Enterprise Ireland | <http://www.enterprise-ireland.com/en/About-Us/Our-Clients/> |
| Irish Small and Medium Enterprises Association | <http://isme.ie> |
| Irish Business and Employers Confederation | <https://www.ibec.ie> |
| Data Protection Commissioner | <https://www.dataprotection.ie/viewdoc.asp?DocID=4> |
| Allied Irish Bank | <http://personal.aib.ie> |
| Department of Jobs, Enterprise and Innovation | <https://www.djei.ie/en/> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | https://www.mooc-list.com/ |
| GCF Learnfree | <http://www.gcflearnfree.org> |
| Open Culture | <http://www.openculture.com/business_free_courses> |