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| Academic term | 2022-23 |
| Year | Year 3 |
| Semester | SEMESTER SIX |
| Assignment Submission Date | 7th of February week 2 |
| Title of Assignment | CA Example Six things a director should know about company registration |

| Programme code | Programme title | Module code |
|-----------------------|---|--------------------|
| BN022 | Bachelor of Science in Horticulture | HTSC H3029 |
| TU884 | Bachelor of Science in Horticulture (Honours) | HTSC H3029 |

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| Module Title | Manage Your Own Business |
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| Internal Examiner: | <i>Robert Hickey</i> |
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Instructions to candidates:

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| 1. | <p>You <u>must answer all sections of this brief.</u> This first CA is worth 6% of the entire module. Please use the template provided on the module webpage https://www.learning101.ie/files/leaflettemplate.docx</p> |
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Scenario:

You are working as a mentor for young entrepreneurs in Fingal County Enterprise Board and have been asked to prepare a series of short information leaflets to help support the entrepreneurs in managing their new businesses. Below is a selection of recommended texts and links to online resources you may refer to while compiling these leaflets. All information provided in your leaflets should be referenced.

- Ricky W. Griffin 2013, Management, 11th Ed., Thomson South-Western [ISBN: 1111969728]
- Siobhan Tierney & Michael Morley, Modern Management, 4th Ed., Gill & Macmillan [ISBN: 9780717156320]
- Ricky W. Griffin 2013, Management, 11th Ed., Thomson South-Western [ISBN: 1111969728]
- Siobhan Tierney & Michael Morley, Modern Management, 4th Ed., Gill & Macmillan [ISBN: 9780717156320]
- Website: Harvesting the Sun: A profile of world horticulture
<http://www.harvestingthesun.org/>
- Website: Horticultural Marketing Services <http://www.hortitrends.ie>
- Website: Small Firms Association <http://www.sfa.ie>
- Website: Central Statistics Office <http://www.cso.ie>
- Website: Revenue Commissioners <http://www.revenue.ie>
- Website: Economic and Social Research Institute <http://www.esri.ie>
- Website: Citizens' Information Board <http://www.citizensinformation.ie/en/>
- Website: Irish Tax Institute <http://www.taxinstitute.ie/>
- Website: Marketing Institute of Ireland <http://www.mii.ie>
- Website: National Standards Authority of Ireland <http://www.nsai.ie>
- Website: IBEC - Employment Law in Ireland
http://www.ibec.ie/IBEC/ES.nsf/vPages/Employment_law~employment-law?OpenDocument&gclid=CjwKEAiAgfymBRCEhpTR8NXpx1USJAAV0dQy3BzwMhXidsz6_ZPfr11CSgNrJiQTtqkehkeMNOG01BoC5Gnw_wcB#.WH5C4IXXKM9
- Website: CRO Companies Registration Office <https://www.cro.ie/>

Requirement:

You should compile an information leaflet for the item listed below.

- 1) Outline Six important things a director should know about company registration and filing of annual returns to the (CRO) Companies Registration Office.

All sources of material used in your leaflets must be referenced using the Harvard Style.

Your Leaflet should be emailed to Robert.hickey.tudb@analysis.orkund.com before the due date.

Link with Course Learning Outcomes:

6. Describe the legal requirements comprehending the duties and responsibilities of directors and business owners

Total: 6% of Module

MYOB Leaflet Marking Scheme:

| Element | Max Mark | D | C | B | A | Remarks |
|---|-----------------|----------|----------|----------|----------|---|
| Organization | | | | | | |
| Clearly identified purpose & approach | 10 | 2 | 5 | 8 | 10 | This must run throughout the entire leaflet, not just in the intro. |
| Content: (accuracy & depth) | | | | | | |
| Topic mastery, including technical correctness | 20 | 4 | 10 | 16 | 20 | No misinformation/no emissions. All work referenced and topic explained pragmatic way. |
| Appropriate level of detail and thoroughness of documentation | 20 | 4 | 10 | 16 | 20 | All main important points discussed and described in detail. |
| Content is clearly organised & supports purpose | 20 | 4 | 10 | 16 | 20 | Logically sequenced content, makes sense and is easy to follow and understand. Headings used and answers brief. |
| Presentation | | | | | | |
| Easy to read | 5 | 2 | 3 | 4 | 5 | Makes sense and simple language used. |
| Spelling / Grammar | 5 | 2 | 3 | 4 | 5 | Use spell check and structure your sentences correctly. Keep sentences short and to the point. |
| Research | | | | | | |
| Harvard Referencing | ± 20% | 4 | 10 | 16 | 20 | Correct format and structure used with at least a handful of references used per/leaflet. |
| Total | 100 | | | | | |

Total: 100 Marks