

Management of the small and medium-sized enterprises - course description

General information	
Course name	Management of the small and medium-sized enterprises
Course ID	04.9-WE-AutP-MSM-SE-Er
Faculty	Faculty of Computer Science, Electrical Engineering and Automatics
Field of study	Automatic Control and Robotics
Education profile	academic
Level of studies	Erasmus programme
Beginning semester	winter term 2017/2018

Course information	
Semester	2
ECTS credits to win	1
Course type	obligatory
Teaching language	english
Author of syllabus	<ul style="list-style-type: none">dr inż. Iwona Grobelna

Classes forms					
The class form	Hours per semester (full-time)	Hours per week (full-time)	Hours per semester (part-time)	Hours per week (part-time)	Form of assignment
Lecture	15	1	-	-	Credit with grade

Aim of the course

Know how to set up an own business, how to manage it and how to prepare a business plan.

Prerequisites

no requirements

Scope

Who is a businessman? What is a company? How to set up an own business? The importance of factors: localization, working domain, demand and supply, competition, risk. Sources of financing the start-up of the company. Assessment of: economic viability, threats and barriers, opportunities and chances. The decision to set up own business. Businessman working alone, with a partner or with family.

Business plan. The basics. How to prepare it? Various plans: organizational, investment, production, marketing, sales, finance. Methods of realization and control.

The beginning of the company's activity. Establishing the organizational structure and documents flow. Employment of employees. Ensuring proper working conditions. Material and technical equipment. Promotion, advertising and marketing. Methods of sales and company management.

Teaching methods

Discussion, use cases, lecture

Learning outcomes and methods of theirs verification

Outcome description	Outcome symbols	Methods of verification	The class form
Describes economic analysis, can identify threats and barriers as well as opportunities and chances for the company's development.		<ul style="list-style-type: none">a test	<ul style="list-style-type: none">Lecture
Can prepare a business plan.		<ul style="list-style-type: none">a preparation of a project	<ul style="list-style-type: none">Lecture
Is aware of the need to monitor changes in legal regulations related to the working domain.		<ul style="list-style-type: none">a discussion	<ul style="list-style-type: none">Lecture

Assignment conditions

Lecture: positive marks from tests, projects and activities during classes.

Recommended reading

Up-to-date online materials regarding business plans and local regulations of how to set up an own business.

Further reading

Notes

