



* Level 1: Tutorial support sessions, materials and exams in this language

* Level 2: Tutorial support sessions, materials, exams and seminars in this language

* **Level 3: Tutorial support sessions, materials, exams, seminars and regular lectures in this language**

Faculty of Business Economics Academic Year 2020/2021	
1. COURSE BASIC INFORMATION	
COURSE NAME: MANAGEMENT OF SMALL AND MEDIUM SIZED BUSINESS	CODE: 5.01.08.E030
LANGUAGE: english	LEVEL: 3
YEAR: 3 rd	SEMESTER: 6 th ECTS CREDITS: 7
2. LECTURER BASIC INFORMATION:	
NAME: Tanja Gavrić e-mail: tanja.gavric@unvi.edu.ba	
LANGUAGE: english	LEVEL: 3
Course goals:	Allow students to successfully manage small and medium-sized enterprises. Familiarize them with the functions of management as well as methods and work of managers in small and medium enterprise.
Competencies/learning outcomes	Overcome educational outcomes will address the function of managers in small and medium-sized enterprises.
Skills	Skills will involve mastering more skills from the managerial functions that individuals do for a smaller number of managers in small and medium-sized enterprises.
Content description:	<ol style="list-style-type: none"> 1. INTRODUCTION TO THE FUNCTION AND SIGNIFICANCE OF SMALL AND MEDIUM-SIZED ENTERPRISES 2. THE ROLE OF ENTREPRENEURSHIP 3. BUSINESS STARTING 4. ESTABLISHMENT AND REGISTRATION 5. LOCATION OF THE FIRM 6. FINANCING THE ESTABLISHMENT AND BUSINESS DEVELOPMENT 7. MANAGEMENT OF THE FIRMS AND BUSINESS FUNCTIONS 8. MANAGERS OF SMALL AND MEDIUM-SIZED ENTERPRISES 9. PLANNING, ORGANIZING, MANAGING AND CONTROLLING 10. HUMAN RESOURCES IN SMALL AND MEDIUM-SIZED ENTERPRISES
Teaching methodology	
Lectures are held in forms: ex cathedra, discussion, guest lecturer. Practical classes of the course include group and individual case study, discussion	
Assessment methodology	
a) Full time students	b) Part-time students
1. WrittenTest 1 (the first 50% of the content)30 points	1. WrittenTest 1 (the first 50% of the content)30 points
2. Written Test 2 (other 50% of the contenst).....30 points	2. Written Test 2 (other 50% of the contenst).....30 points
3. Lecture and practical classes (attendance and activity).....20 points	3. Case study/Seminar paper.....30 points
4. Practical classes	4. Presentation of activity 3.....5 points
	5. Attendance at one of the lectures.....5 points

(case study/presentation).....20 points	_____
Total :.....100 points	Total :.....100 points

NOTE: To achieve the final grade, the student needs to obtain a minimum of 30 points (cumulative for test 1 and test 2, and a minimum of 10 points for one of the tests) in order to add points from other activities. To pass the course, the student needs to obtain 55 points.

BOOKLIST:

1. Ricketts, M. (2002). *The economics of business enterprise: an introduction to economic organisation and the theory of the firm*. Edward Elgar Publishing. Third Edition
2. Watson, J. (2010). *SME performance: Separating myth from reality*. Edward Elgar Publishing.