



- \* 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 2019/2020	
<b>1. COURSE BASIC INFORMATION</b>	
<b>COURSE NAME:</b> MANAGEMENT OF SMALL AND MEDIUM SIZED BUSINESS	<b>CODE:</b> 5.01.08.E030
<b>LANGUAGE:</b> english	<b>LEVEL:</b> 3
<b>YEAR:</b>	<b>SEMESTER:</b> VI (Sixth) <b>ECTS CREDITS:</b>
<b>2. LECTURER BASIC INFORMATION:</b>	
<b>NAME:</b> Tanja Gavrić <b>e-mail:</b> tanja.gavric@unvi.edu.ba <b>LANGUAGE:</b> english <span style="float: right;"><b>LEVEL:</b> 3</span>	
<b>Course goals:</b>	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.
<b>Competencies/learning outcomes</b>	Overcome educational outcomes will address the function of managers in small and medium-sized enterprises.
<b>Skills</b>	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.
<b>Content description:</b>	<ol style="list-style-type: none"> <li>1. INTRODUCTION TO THE FUNCTION AND SIGNIFICANCE OF SMALL AND MEDIUM-SIZED ENTERPRISES</li> <li>2. THE ROLE OF ENTREPRENEURSHIP</li> <li>3. BUSINESS STARTING</li> <li>4. ESTABLISHMENT AND REGISTRATION</li> <li>5. LOCATION OF THE FIRM</li> <li>6. FINANCING THE ESTABLISHMENT AND BUSINESS DEVELOPMENT</li> <li>7. MANAGEMENT OF THE FIRMS AND BUSINESS FUNCTIONS</li> <li>8. MANAGERS OF SMALL AND MEDIUM-SIZED ENTERPRISES</li> <li>9. PLANNING, ORGANIZING, MANAGING AND CONTROLLING</li> <li>10. HUMAN RESOURCES IN SMALL AND MEDIUM-SIZED ENTERPRISES</li> </ol>
<b>Teaching methodology</b>	
Lectures are held in forms: ex cathedra, discussion, guest lecturer. Practical classes of the course include group and individual case study, discussion	
<b>Assessment methodology</b>	
<b>a) Full time students</b>	<b>b) Part-time students</b>
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.