



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Small Business Management

### Course

Field of study

Aerospace Engineering

Area of study (specialization)

Level of study

First-cycle studies

Form of study

full-time

Year/Semester

I/I

Profile of study

general academic

Course offered in

polish

Requirements

elective

### Number of hours

Lecture

15

Laboratory classes

0

Other (e.g. online)

0

Tutorials

30

Projects/seminars

0

### Number of credit points

4

### Lecturers

Responsible for the course/lecturer:

dr Joanna Małecka

Responsible for the course/lecturer:

dr Joanna Małecka

### Prerequisites

1. The Student knows the basic concepts of economics and finance of enterprises as well as management. Has general knowledge about entrepreneurship and the functioning of companies in a market economy
2. The Student has the skills to perceive, associate and interpret phenomena occurring in enterprises and the economy
3. The Student understands and is prepared to take social responsibility for decisions in the field of managing a small enterprise

### Course objective

To familiarize Students with the specifics of creating and managing a small and medium-sized enterprises

Paying attention to the SME's problem of growth and rising sources of financing for development



### Course-related learning outcomes

#### Knowledge

1. The Student knows the essence and specificity of functioning of small enterprises
2. The Students has knowledge of various aspects of strategic management of a small company
3. The Student has knowledge of financial management of SMEs

#### Skills

1. The Student has the ability to manage and develop with the growth of the enterprise
2. The Student has the ability to make optimal choices in the field of financial management (e.g. selection of financing sources)
3. The Student has the ability to formulate problems and make choices in the field of strategic management

#### Social competences

1. The Student should be prepared to act as the manager (owner) of a small enterprise
2. The Student is able to communicate efficiently and defend his arguments
3. The Student is aware of the social role played by the manager (owner) in the company and its environment

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

LECTURES - Formative assessment: active in discussions summarizing individual lectures, giving the student the opportunity to assess the understanding of the problem; optional papers (essay) assigned during the semester. Summative assessment: written exam (to obtain a positive grade, 55% of points are required)

PRACTICE (CALSESSES): Formative assessment: current activity during classes and participation in the discussion; preparing presentations in selected economic areas and its presentation during the classes; tests; written works (essey) based on given books, articles or films; written analysis of case-study; final test). Summative assessment: the arithmetic average of the formative grades with rounding conditions 3 given and placed on the MODDLE platform - inability to getting promotion without a colloquium for a positive grade (min. 55% of points)

### Programme content

1. The essence of small and medium access (definition of the SME sector)
2. Development and significance of SMEs in modern market economy
3. SME structure in Poland and the EU
4. Globalization and internationalization and SMEs



5. Strategic management in SMEs (formulation of strategies)
6. Strategic management in SMEs (facilitating and hindering strategy building in a small company)
7. Strategic management in SMEs (areas of strategy selection, characteristics of strategic management in SMEs)
8. Company building (development opportunities for SMEs)
9. Company building (SME development barriers)
10. Functions and recipients of the business plan
11. Structure of the business plan
12. SME financial management (basics of SME finance)
13. SME financial management (investment profitability and the business cycle)
14. SME financial management (review of financing sources: equity, bank loan, commercial loan)
15. SME financial management (review of financing sources: leasing, factoring, rental term)

### Teaching methods

- I. FEEDBACK: Information lecture, Problem lecture, Conversational lecture, Talk, Lecture, Reading
- II. SEARCHING: Case study, Brainstorming, Round table discussion, Discussion - pyramid, Discussion - seminar, Discussion - paper
- III. TUTORIAL - PRACTICAL: Auditorium exercises, Demonstration method, Project method, Workshop method
- IV. EXPOSING: Demonstration (film / presentation)

### Bibliography

#### Basic

1. Goldratt, E.M., Cox, J. (2008). CELI. Doskonałość w produkcji. Wydawnictwo: Mint Books
2. Goldratt E.M. (2008). Cel II. To nie przypadek. Wydawnictwo: Mint Books
3. Drucker, P.F. (2001). Myśli Przewodnie Druckera. Harvard Business School
4. Matejun, (2012). Zarządzanie małą i średnią firmą w teorii i w ćwiczeniach, DIFIN:Warszawa
5. Małecka (2019). Knowledge Management in SMEs. Journal of Knowledge Management Application and Practice Vol.1. No.3. (Dec. 2019). pp. 47-57. Natural Science Publishing.  
<http://www.naturalspublishing.com/ContIss.asp?IssID=1680>



Additional

1. Małecka, J. (2018). Knowledge Management in SMEs – In Search of a Paradigm. Proceedings of the 19th European Conference of Knowledge Management. Published by Academic Conferences and Publishing International Limited Reading, UK. E-Book: ISBN: 978-1-911218-95-1. E-BOOKISSN: 2048-8971. Book version ISBN: 978-1-911218-94-4 Book Version ISSN: 2048-8963. p.485-493.
2. Małecka, J. (2018). Alternative Sources of Financing for SMEs in Poland in the Light of Empirical Research. Proceedings of the Entrepreneurship and Family Enterprise Research International Conference.
3. Małecka, J.(2017). The role of SMEs in international trade: Selected aspects, Institute of Economic Research Working Papers, No. 68/2017, available at:  
[http://econpapers.repec.org/scripts/redir.pf?u=http%3A%2F%2Fwww.badania-gospodarcze.pl%2Fimages%2FWorking\\_Papers%2F2017\\_No\\_68.pdf;h=repec:pes:wpaper:2017:no68](http://econpapers.repec.org/scripts/redir.pf?u=http%3A%2F%2Fwww.badania-gospodarcze.pl%2Fimages%2FWorking_Papers%2F2017_No_68.pdf;h=repec:pes:wpaper:2017:no68)
4. Łuczka,T., Małecka, J. (2017). Internacjonalizacja i globalizacja mikro i małych przedsiębiorstw w Polsce. Wybrane aspekty regionalne. Przedsiębiorczość i Zarządzanie - Tom XVIII, zeszyt 12 część II "Globalne i regionalne wyzwania przedsiębiorczości". pp.:213-229. Łódź-Warszawa: Wydawnictwo SAN.  
<http://piz.san.edu.pl/index.php?id=10>
5. Łuczka,T., Małecka, J. (2017). Prospects for increasing international trade volumes of selected micro and small enterprises in Poland. Decision making for Small and Medium-Sized Enterprises Conference proceedings DENSME 2017, pp.: 116-125.  
<http://demsme.cms.opf.slu.cz/images/demsme2017proceedings.pdf>
6. Łuczka,T., Małecka, J. (2017). The Sectional Structure of Accidents at Work in Micro-, Small and Medium- Sized Enterprises in Poland. SHO 2017 International Symposium on Occupational Safety and Hygiene, pp.: 79-81
7. Łuczka,T., Małecka, J. (2017). Selected Factors Affecting the Choice of Financial Instruments by Small and Medium-Sized Enterprises i Poland. Business and Non-profit Organizations Facing Increased Competition and Growing Customers' DemandsVo.16. pp.: 375-387.  
[http://konferencja.jemi.edu.pl/files/monografia\\_vol16.pdf](http://konferencja.jemi.edu.pl/files/monografia_vol16.pdf). WOS: 000130000000003

**Breakdown of average student's workload**

	Hours	ECTS
Total workload	100	4,0
Classes requiring direct contact with the teacher	55	2,2
Student's own work (literature studies, preparation for tutorials, preparation for tests) <sup>1</sup>	45	1,8

<sup>1</sup> delete or add other activities as appropriate