



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Management of micro and small enterprises [N1AiR1>PO1-ZMiMP]

Course

Field of study	Year/Semester
Automatic Control and Robotics	1/1
Area of study (specialization)	Profile of study
–	general academic
Level of study	Course offered in
first-cycle	polish
Form of study	Requirements
part-time	elective

Number of hours

Lecture	Laboratory classes	Other (e.g. online)
8	0	0
Tutorials	Projects/seminars	
0	8	

Number of credit points

3,00

Coordinators

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Lecturers

Prerequisites

1. Elementary knowledge of praxeology, economics, and psychology . 2. Student is able to obtain information from bibliography, databases and other sources; has the ability to self-educate.

Course objective

Acquiring basic knowledge on organizational and legal aspects related to the starting and running of a business.

Course-related learning outcomes

Knowledge:

Student has knowledge of establishing and running a business, knows and understands the economic, legal and other conditions of various types of activities related to business management. [K1_W25 (P6S_WG), K1_W27(P6S_WG)]

Skills:

Student is able to work individually and in a team; he is able to plan and organize work - both individually and in a team.

Student can develop a business plan for an economic undertaking, make an analysis and present its results. He can discuss the project of this business. [[K1_U20 (P6S_UW), K1_U30 (P6S_UO)]]

Social competences:

Student is ready to think and act in an entrepreneurial manner. [K1_K06 (P6S_KO)]

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

The final grade consists of partial grades for:

- answers to control questions during project classes,
- activity during classes,
- tasks commissioned to be performed outside the time of project classes (case study analysis),
- final test;
- business project: preparation of a business plan, its presentation and discussion.

Programme content

Lecture:

The essence of business in a small company.

Organizational and legal forms and types of small businesses.

Business plan for the venture.

Company registration.

Forms of company taxation.

Accounting and VAT settlement.

Social and health insurance.

Styles of managing a small company and making management decisions

Project classes:

Time management

SWOT analysis

Marketing strategies

Construction of a business plan

Teaching methods

Lecture

- lecture with multimedia presentation supplemented with examples given on the board,
- interactive lecture with elements of discussion,
- theory presented in close connection with practice.

Projects

- multimedia shows (instructional videos),
- discussions of the presented content,
- demonstration of examples at the table.

Bibliography

Basic

1. Młodzikowska D., Lunden B., Jednoosobowa firma, BL Info Polska sp. z o.o., 2018

2. Michalski E., Zarządzanie przedsiębiorstwem, PWN, 2017

Additional

1. Kostera M., Organizacja w praktyce, Poltext sp. z o.o., 2014

2. Sutton G., Kiyosaki R., Jak napisać biznesplan gwarantujący sukces, Instytut Praktycznej Edukacji, 2014

Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,00
Classes requiring direct contact with the teacher	16	75,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	59	2,25