



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Management of micro and small enterprises

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### Course

Field of study

Automatic Control and Robotics

Area of study (specialization)

Level of study

First-cycle studies

Form of study

full-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

polish

Requirements

elective

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### Number of hours

Lecture

15

Tutorials

Laboratory classes

Projects/seminars

15

Other (e.g. online)

### Number of credit points

3

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### Lecturers

Responsible for the course/lecturer:

dr inż. Tomasz Piaścik

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Wydział Automatyki, Robotyki i Elektrotechniki

ul. Piotrowo 3A 60-965 Poznań

Responsible for the course/lecturer:

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### 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	3,0
Classes requiring direct contact with the teacher	30	1,2
Student's own work (literature studies, preparation for project classes, preparation for final test, preparation of a business plan <sup>1</sup> )	45	1,8

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