

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Small and Medium Sized Companies Management				
Head of course	PhD Zlatko Šehanovic, Senior Lecturer				
Study programme	Professional undergraduate study Entrepreneurship				
Status of a course	Obligatory				
Year of study	3.	Semester	V.	ECTS credits	5
Teaching plan (L + E + S+ Pr)	2+2+0+0				
Goals of a course					
Introducing students to basic concepts in the field of SME management. Acquisition of management competences of small and medium-sized enterprises					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
Outcome 2: Apply professional knowledge and skills in business operations and in upgrading an existing business entity or in establishing a new one. Outcome 3: Identify and evaluate key performance indicators of performance. Outcome 7: Analyse and evaluate financial information. Outcome 8: Identify and analyse different organizational solutions in business processes. Outcome 9: Analyse the needs and manners of acquiring, using and developing the resources of a business entity. Outcome 10: Assess ethical approaches when planning and executing business tasks. Outcome 11: Collaborate with the team in solving business tasks in Croatian or foreign language. Outcome 12: Substantiate opinions in business communication with different stakeholders in Croatian and foreign language. Outcome 13: Identify different business risks and their impact on the business process. Outcome 14: Apply basic environmental research methods. Outcome 15: Independently prepare and present professional content using information and communication tools.					
Expected learning outcomes on a level of a course					
1. Evaluate models of appropriate institutional support for a specific SME. 2. Assess the impact of the external environment and internal specifics of the organizational system of a particular SME. 3. Distinguish the basic features of strategic choices in SMEs. 4. Select appropriate management solutions according to the specificities of SMEs. 5. Identify the advantages and disadvantages of a (family) entrepreneurial venture at different stages of the (family) enterprise life cycle. 6. Propose the development direction of a (family) entrepreneurial venture.					
Content of a course					
Concept definition of small and medium-sized companies. Management functions and conduct in small and medium-sized companies. Small and medium-sized companies – definition, strengths and weaknesses. Management founders' team. Business aims of small and medium-sized companies – definition, structure, hierarchy and management. Planning. Organization. Change management. Conduct of small and medium-sized companies. Realization of supervision in small and medium-sized companies. Management of risk and insurance.					
Teaching modes	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work		

	<input type="checkbox"/> field classes	<input type="checkbox"/> other _____
Comments		

Students' obligations

Write, submit and present a seminar paper. Develop assignments as directed by the professor.

Grading, evaluation and monitoring of students' work continuously during lectures and exams

Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.

Continuous check-up:

Outcomes	Pre-exam I	Pre-exam 2	Seminar work	Threshold	Max
Outcome 1	12%		4%	8%	16%
Outcome 2	12%		4%	8%	16%
Outcome 3	12%		4%	8%	16%
Outcome 4		12%	4%	8%	16%
Outcome 5		12%	4%	8%	16%
Outcome 6		12%	8%	10%	20%
Percentage of ECTS	2	2	1		
Total	36%	36%	28%	50%	100%

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Exam term:

Outcomes	Written exam	Oral exam	Max
Outcome 1	12%	4%	16%
Outcome 2	12%	4%	16%
Outcome 3	12%	4%	16%
Outcome 4	12%	4%	16%
Outcome 5	12%	4%	16%
Outcome 6	12%	8%	20%
Percentage of ECTS	3,5	1,5	
Total	72%	28%	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Grading:

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

Obligatory literature
1. Siropolis, Nicholas (1995.): Menadžment malog poduzeća, Mate, Zagreb
Additional literature

