



COURSE SYLLABUS						
Level of studies	Bachelor	Program	Management	Academic year	2020-21	
Course title	SMALL AND MEDIUM BUSINESS					
Year	II	Course Status	Obligatory	ECTS	6	
Semester	IV					
Weeks	15		Classes	Lectures	Exercises	
				2	1	
Method of instruction	Lectures, exercises, papers, seminars, tests, homework, consultations, etc					
Consultations	Once a week					
Lecturer	Dr. Fatbardha Jashari		Tel/mob	044/447-123		
			e-mail	fatbardha58@hotmail.com		
Assistant			Tel/mob			
			e-mail			
Course objectives			Learning outcomes			
<p>Understand the knowledge and skills the student will gain after successfully completing this course on small and medium businesses.</p> <p>To study the development and management of businesses in general in certain situations, and to understand their importance in human society.</p> <p>Understand the basic concepts of business and the object of its study, familiarize with the form of establishment, development and management of small and medium business.</p>			<p>Knowledge:</p> <ul style="list-style-type: none"> - understand the impact of small and medium businesses on the national economy, - prepare the business plan of an enterprise, - Recognize current financing opportunities for small and medium businesses, 			
TEACHING METHODOLOGY:						
<p>Introducing Power Point teaching topic, large-scale exercises.</p> <p>Repetition of the preliminary topic by the assigned group of students, analysis, research and individual and team exercises.</p> <p>Case study or assignment (for exercises) related to the lectured topic</p>						
REQUIRED TEACHING CONDITIONS:						
Classrooms equipped with a computer, a projector, and of course, a blackboard for the exercises.						
Assessment method (in %):						
			Assessment in %	Final mark		
Presentation and teamwork: 0-4 %			91-100	10 (ten)		
Individual presentation: 0-3 %			81-90	9 (nine)		
Activity: 0-3 %			71-80	8 (eight)		
Seminary work: 0-10 %						
Test I: 0-15 %						

Test II: 0-15 % Final exam: 0-50%		61-70	7 (seven)	
		51-60	6 (six)	
COURSE REQUIREMENTS				
Lectures		Exercises		
Attending Lectures Active participation, Seminar papers, projects, Participation in tests and exercises, Final exam.		Participation in exercises Individual and group work in case studies, Participation discussions.		
COURSE WORKLOAD				
Activity		Hours	Days/weeks	Total
Lectures		2	15	30
Exercises		1	15	15
Practical work		1	10	10
Contacts with professor/Consultations		1	15	15
Field exercises				
Colloquiums/Seminars		5	2	10
Homework		1	15	15
Student's personal study time		2	15	30
Final preparation for the exam		10	1	10
Time spent on assessment (test, quiz, final exam)		5	2	10
Projects, presentations, etc.		5	1	5
Note: 1 ECTS credit= 25 hours commitment, for example, if the course has 6 ECTS credits the student must have a commitment of 150 hours for semester			Total workload:	150
Week	Lectures		Exercises	
	Topic	class es	Topic	class es
1	Week One: Defining Business and Profit; Different approaches to the definition of small and medium-sized businesses. 1. " Introduction to Business ", Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, fq 33-50 2. " Small and Medium Business ", M.Mustafa, E.Kutllovci, P.Gashi, B.Krasniqi, Prishtina 2018, page, 19-23.	2	Exercises: on the definition of business and profit; Different approaches to the definition of small and medium businesses.	1
2	Week Two: Innovations and Small Businesses; Manufacture of goods and services; 1. " Introduction to Business ", Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 51-73	2	Exercises: on innovation and small businesses; Manufacture of goods and services;	1

3	<p>Week Three: Assessing the Business Environment; The global nature of business.</p> <p>1. “Introduction to Business”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, fq 90-104</p> <p>2. ” Small and Medium Business”, M.Mustafa, E.Kutllovci, P.Gashi, B.Krasniqi, Prishtina 2008, page, 24-34.</p>	2	<p>Exercises: on assessing the business environment; The global nature of business.</p>	1
4	<p>Week Four: The east of Globalization; Going International.</p> <p>1. “Introduction to Business”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 106-122</p>	2	<p>Exercises: on the east of globalization; Going International.</p>	1
5	<p>Week five: Business governance structures; Shareholder Model of Business Governance.</p> <p>1. “Introduction to Business”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 145-156</p>	2	<p>Exercises: on business governance structures; Shareholder Model of Business Governance</p>	1
6	<p>Week six: Preparing and drafting a business plan; Stakeholder model of business governance;</p> <p>1. “Introduction to Business”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, fq 163-172</p> <p>2. “Small and Medium Business”, M.Mustafa, E.Kutllovci, P.Gashi, B.Krasniqi, Prishtina 2008, page, 89-92.</p>	2	<p>Exercises: on preparing and drafting a business plan; Stakeholder model of business governance;</p>	1
7	<p>The first test.</p> <p>Week Seven: The Role of Small Business Firms; Government support for small businesses.</p> <p>1. “Introduction to Business”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 184-200</p>	2	<p>Exercises: on the role of small business firms; Government support for small businesses</p>	1
8	<p>Week Eight: Small Business Organizational Forms; Small business managerial decisions.</p> <p>1. “Introduction to Business”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 201-210</p>	2	<p>Exercises: on organizational forms of small business; Small business managerial decisions.</p>	1
9	<p>Ninth week: Understanding and managing the process.</p> <p>1. “Introduction to Business”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 224-246</p>	2	<p>Exercises: on the meaning and process of management.</p>	1
10	<p>Week ten: Types of managers; Management skills</p> <p>1. “Introduction to Business”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 247-251</p>	2	<p>Exercises: on types of managers; Management skills.</p>	1

11	Eleventh week: Human resource planning; Employment organization personnel. 1. “ Introduction to Business ”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 264-272	2	Exercises: on human resource planning; Employment organization personnel.	1
12	Twelfth week: Developing the workforce effectively; Workshop-management relationships. 1. “ Introduction to Business ”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 274-282	2	Exercises: on developing the workforce effectively; Workshop-management relationships.	1
13	The second test Week thirteen: The legal environment of human resources management; Workforce diversity. 1. “ Introduction to Business ”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 283-291	2	Exercises: on the legal environment of human resource management; Workforce diversity.	1
14	Week Fourteen: Traditional Theories of Motivation; Contemporary Theories of Motivation. 1. “ Introduction to Business ”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 305-317	2	Exercises: on traditional theories of motivation; Contemporary Theories of Motivation.	1
15	Week fifteen: Promoting employee performance and satisfaction at work; The main theories of leadership. 1. “ Introduction to Business ”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019, page, 330-338.	2	Exercises: on promoting employee performance and satisfaction at work; The main theories of leadership.	1

LITERATURE

Required textbook: “

1. “**Introduction to Business**”, Gaspar, Bierman, Kolari, Hise, Smith, Arrela-Risa; translated by: Jonida Bregu, Tirana 2019.
2. “**Small and Medium Business**”, M. Mustafa, E. Kutllovci, P. Gashi, B. Krasniqi, Prishtina 2008.

Additional materials:

1. “**Managing the Small Economy**”, Shyqeri Kabashi, Prishtina 2019
2. “**Small Business Entrepreneurship and Management**” Ariana Çepani, Tirana 2006

OBSERVATION:

Students are expected to have with them the required materials for each of the topics in order to ensure a regular teaching/learning process. By the end of the class, students are usually given their assignments, mainly essays or seminar papers concerning the discussed topic. Students are obliged to present their seminar papers in front of their colleagues and thus encourage discussions about the outcomes.

RULES OF CONDUCT:

Students should be responsible and respect the institution and academic rules. They should attend their lectures and exercises regularly and demonstrate a steady interest and engagement in the course, will to cooperate with each-other, and respect for all the people surrounding them. They should strictly follow their professors' instructions during their seminar papers and other assignments in the framework of their studies. Tests and exams are assessed individually for each of the student, therefore, they should concentrate and rely on their own knowledge. Students are also obliged to have an index or Id card otherwise they will not be allowed to take the exams. Eventual breach of these rules and all the rules in general defined in the Status of College "Biznesi" will be punishable conform legal norms.

Course Professor:

Dr. Fatbardha Jashari