

RTU Course "Small Business Management"
22000 Faculty of Engineering Economics and Management

General data

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| Code | IUV438 |
| Course title | Small Business Management |
| Course status in the programme | Compulsory/Courses of Limited Choice; Courses of Free Choice |
| Responsible instructor | Elīna Gaile-Sarkane |
| Academic staff | Judīte Jakubāne Ingūna Jurgelāne-Kaldava |
| Volume of the course: parts and credits points | 1 part, 3.0 credits |
| Language of instruction | LV |
| Annotation | The circumstances hindering the entrepreneurship organization. Individual enterprise/ sole proprietorship. Family enterprise. Entrepreneurship of individuals. Systems of accounting, reports and control in small enterprise. |
| Structure and tasks of independent studies | Within the study course, students solve various situation tasks, plan company resources individually and in groups, develop management skills. |
| Recommended literature | <p>Obligātā/Obligatory:</p> <ol style="list-style-type: none"> 1. Hofs K.G. (sadarbībā ar R. Alsiņu) Biznesa ekonomika. 3. izdevums– Rīga, RTU Izdevniecība, 2019.g – 604. lpp. ISBN: 9789934192524 (iesiets) 2. D. Ščulovs, N. Plēgmans Atspēriena punkts veiksmīgai uzņēmējdarbībai : mācību līdzeklis (uzņēmēja rokasgrāmata) – Rīga, RTU izdevniecība, 2022. – 115 lpp. ISBN: 9789934226700 (iesiets), pieejams arī e-grāmatu platformā 3. D. Boddy, Management: using practice and theory to develop skill, 8th edition. - Harlow, England ;New York : Pearson, 2020., 564 p., ISBN: 9781292271811 (iesiets) <p>Papildu/Additional:</p> <ol style="list-style-type: none"> 3. Vadība nenoteiktās situācijās tulkojums no angļu valodas. - Rīga : Lietišķās informācijas dienests, 2008.- 194. lpp. ISBN: 9789984826196 4. Feld, Brad Startup communities: building an entrepreneurial ecosystem in your city, 2012, Hoboken, New Jersey: John Wiley & Sons, Inc., 202 lpp. Hilton R.W. Managerial Accounting: Creating Value in a Dynamic Business Environment, 9th edition, 2010. 5. McGrath R.G, The End of Competitive Advantage: How to Keep Your Strategy Moving as Fast as Your Business, 2013. 6. Ries E. The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses ,2011, Crown Business, 336.p. 7. Scarborough, Norman M. Entrepreneurship and effective small business management / Norman M. Scarborough, Jeffrey R. Cornwall. 11th edition, global edition. Harlow: Pearson, 2015. 936 lpp. 8. Interneta resursi: www.likumi.lv; www.vdi.lv; www.lm.gov.lv u.c. |
| Course prerequisites | According to the description of the study program |

Course contents

| Content | Full- and part-time intramural studies | | Part time extramural studies | |
|---|--|-------------|------------------------------|-------------|
| | Contact Hours | Indep. work | Contact Hours | Indep. work |
| Small business in Latvia and in the world - definitions, types. Different understandings of small business | 4 | 4 | 2 | 6 |
| Management - theory and practice in small business | 2 | 2 | 1 | 3 |
| The manager and his functions in small business. Team, team work, team leadership Analysis, planning, control, management | 8 | 8 | 4 | 12 |
| Analysis, planning, control, management | 2 | 2 | 1 | 3 |
| Small business resource planning and management. Finance | 4 | 4 | 2 | 6 |
| Small business resource planning and management. People | 6 | 6 | 3 | 9 |
| Small business resource planning and management. Processes and quality management | 4 | 4 | 2 | 6 |
| Small business resource planning and management. Communication, information, marketing | 6 | 6 | 3 | 9 |
| Key challenges for small business | 4 | 4 | 2 | 6 |
| Total: | 40 | 40 | 20 | 60 |

Learning outcomes and assessment

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| Learning outcomes | Assessment methods |
| Understands the concept of small business | Discussions, tests |

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| Able to identify the main problems of small business, offer solutions to them | Case studies, group / individual work and their presentations |
| Understands and are able to apply in the practice management functions | Case studies, tests |
| Able to analyze, plan and manage company resources in various areas | Case studies, group / individual work and their presentations |

Evaluation criteria of study results

| Criterion | % |
|---|-----|
| Case studies, discussions | 20 |
| Individual/ Group work and presentation | 30 |
| Tests | 20 |
| Exam | 30 |
| Total: | 100 |

Study subject structure

| Part | CP | Hours | | | Tests | | | Tests (free choice) | | |
|------|-----|----------|-----------|------|-------|------|------|---------------------|------|------|
| | | Lectures | Practical | Lab. | Test | Exam | Work | Test | Exam | Work |
| 1. | 3.0 | 2.0 | 0.0 | 0.0 | * | | | | | |