HANDONG UNITWIN FELLOWSHIP

SYLLABUS

Lecturer's Information	
Name	Vokhid Kaytarov
University	GRADUATE SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

Course Information			
Course Name	Management of Small Business Entities	Prerequisite Course	
Course Date	2023-02-27 ~ 2023-06-16	Course Language	Uzbek
Keyword	Entrepreneurship, small business, management, business planning, management methods, business risks, business finance, corporate management, time management, human resources, project management. The Discip		

Course Description (100 ~200 words)	TTheoretical, methodological and practical bases of organization, planning and management of small business and private entrepreneurship activities are detailed in the training course. This manual includes knowledge on the organization, planning and management of business activities, problematic situations, interesting facts, practical advice, as well as economic terms related to entrepreneurship, quotations of famous scientists and examples of Uzbek folk proverbs. Also, the course presents the basics of ensuring the financial stability of small business entities, relations with financial organizations, tax and audit organizations, and the formation of management strategies. The study guide is intended for all small business employees engaged in entrepreneurial activities, students of business schools, students of higher educational institutions, vocational colleges and the general public to improve their financial knowledge.
Course Goals and Objectives (Approximately 100 words)	In the conditions of strong competition, the problems faced by small business entities, especially in the management of newly formed activities, taking into account the lack of full understanding of market conditions, lack of experience in business organization, planning and management, the educational course aims to find scientific and practical solutions to these problems and increase the efficiency of business management.
Textbook	**(The format : Title, Author/Editor, Publisher, Year of Publication)** 1. Kasimova D.S. "Small business and private entrepreneurship". Textbook. T.: "Innovative development" publishing house. 15 b.t. 2021. 2. Tim Mazzarol , Sophie Reboud. "Small Business Management Theory and Practice" 2020. Sandra L. Lueder. Small Business Management in the 21st Century. Southern Connecticut State University. 2012. 3. A.Abdullaev. Q. Muftaydinov, H. Aybeshov. "Small Business Management", Small Business Management. Tashkent, "Finance" publishing house, 2003. 4. Wayne M. Morrison. China's Economic Conditions. June 24, 2011 5. Zhang, Dongjin, «What Makes Small Business Develop in U.S. and China? An Exploratory Comparative Analysis of Georgia, USand Guangxi, China» (2009).Dissertations, Theses and Capstone Projects. 6.Lapusta N.G.. Predprinimatelstvo.M.Infra-M. 2002.
References	Management of small business entities Independent Journal of Management & Production May 2020. https://kiiky.com/uz/boylik/kichik-biznesni-boshqarish-samarali-maslahatlar. Кичик бизнес ривожланишини қўллабқувватлашнинг хорижий мамлакатлар тажрибаси. Мақола. https://cyberleninka.ru/article/n/kichik-biznes-rivozhlanishini-llab-uvvatlashning-horizhiy-mamlakatlar-tazhribasi. https://uz.denemetr.com. Accelerating the flow of foreign investments through the development of small business and private entrepreneurship (Chinese practice https://cyberleninka.ru/article/n/kichik-biznes-va-hususiy-tadbirkorlikni-rivozhlantirish-or-ali-horizhiy-investitsiyalar-o-imini-zhadallashtirish-hitoy-amaliyoti. THE WORLD IN 2050. The accelerating shift of global economic power: challenges and opportunities. http://www.noravank.am/eng/articles/detail.php?ELEMENT_ID=5706 http://www.stats.gov.cn/english/PressRelease/201608/t20160829_1393850.html http://ru.tradingeconomics.com/china/gdp http://databank.worldbank.org/data/reports.aspx?source=2&country=CHN https://stat.uz/uz/
Course Requirements and Grades	Current exam - 35 point; Mid-exam - 15 point; Final exam - 50 point.

Weekly Schedule		
Week	Main Topics	Keywords
1	The role and importance of small business entities in the economy	Business, small business, private entrepreneurship, economy, GDP.
2	Organization and management of business activities	Entrepreneurship, entrepreneurial activity, privatization, business concept, small business management.
3	Management and management methods of small business entities	Management, management methods, management links, vertical communication, horizontal communication, organizational structure, management tasks
4	Small business and business planning	Foresight, planning, business planning, business plan
5	Organization of marketing activities in small business entities	HMarketing, demand, need, market segment, market segmentation, target segment, marketing program
6	Management of human resources in small business entities	Human resources, personnel policy, personnel selection, motivation, incentives
7	Break-even analysis of risks and their management in small business entities	Risk, business risk, break-even, break-even point, profit, gross profit, gross cost.
8	Time planning in entrepreneurship, appearance of a modern entrepreneur	Time, time planning, time management, time thief, time saving
9	Financial activities and credit provision of small business and entrepreneurship	Financing, credit, financial risks, financial stability
10	Digitization of business processes of small business entities	Digitization, digital transformation, e-commerce, AI, digitization strategy
11	Forming a financial management strategy in the management of small enterprises	Financial management, financial analysis, liquidity, cash flows, optimization, financial strategy
12	Project management in small business entities	Project, project management, management systems, management strategies.
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