

Faculty of Engineering & Technology

Administration of Small Projects

Information :

Course Code : BSA H01

Level : Undergraduate

Course Hours : 2.00- Hours

Department : University Requirments

Instructor Information :

Title	Name	Office hours
Professor	Ahmed Naguib Hassan Nassar	3
Assistant Lecturer	Nouran Ashraf Ali Abdeltawab	

Description :

The advantages and disadvantages of the small business model, Management and leadership of staff, Recruitment and selection of staff, Decision-making, Delegation of responsibility, Developing the capability of staff, How to document your business starting with the business plan, Taxation for a small business, Communication skills necessary within a small business, Analysis and interpretation of financial statements, How to increase your sales and marketing skills and strategies to develop the business profitability, Developing policies and procedures for the smooth running of the business, Government help for small business .