

## Faculty of Engineering & Technology

### Administration of Small Projects

#### Information :

**Course Code :** BSA H01

**Level :** Undergraduate

**Course Hours :** 2.00- Hours

**Department :** University Requirments

#### 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 .