



Course Specifications

Course Title:	Management of Small and Medium Enterprises
Course Code:	16011531
Program:	Bachelor's Degree in Business Administration
Department:	Business Administration Department
College:	College of Business Administration
Institution:	Albaha University

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A. Course Identification

1. Credit hours: 3
2. Course type
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: 3 rd year/ 5 th Level
4. Pre-requisites for this course (if any): NA
5. Co-requisites for this course (if any): NA

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	Blended		
3	E-learning		
4	Correspondence		
5	Other		

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	45
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	45
Other Learning Hours*		
1	Study	45
2	Assignments	15
3	Library	30
4	Projects/Research Essays/Theses	10
5	Others (specify)	
	Total	100

* The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

B. Course Objectives and Learning Outcomes

1. Course Description

The course deals with the concepts and analytical tools of projects and the processes and stages of projects from planning to implementation, control and closing stage. In this course, various aspect of project life cycle is covered. It includes the evaluating and selection of project, along with the steps relating to procurement of work and choosing the contract type. It comprises the planning element, project cost management framework, project risk management and closure of project. Effective leadership skills for managing projects, project teams, and communicating with stakeholders is discussed.

2. Course Main Objective

At the end of this course, the student should be able to plan, structure, implement and closure of a project along with tools and techniques to help manage the projects. It fosters effective organizational leadership skills for managing projects, project teams, and stakeholders.

3. Course Learning Outcomes

CLOs		Aligned-POs
1	Knowledge:	
1.1	Define the concept of project and small business management.	
1.2	Describe the frameworks on activities/ task related to all phases of project.	K.2
1.3	State the purpose, evaluation and selection of projects.	K.2
1.4	List major tools and techniques of planning, starting, and closing a project.	K.2
2	Skills :	
2.1	Evaluate sources of funds, project budget and manage project risks.	S.4
2.2	Analyze project statement of work, and how procurement works.	S.4
2.3	Develop business plan and work breakdown structure.	S.4
2.4	Utilize appropriate information and communication technologies.	S.4
3	Competence:	
3.1	Demonstrate essential project leadership skills such as effectiveness in communication with various stakeholders, team roles, conflict management.	C.1
3.2	Show capability of self-development and continuous improvement.	C.3

C. Course Content

No	List of Topics	Contact Hours
1	The Business of project management	6
2	Initiating a Project	6
3	Planning and Business Plan	6
4	Managing Project cost	6
5	Managing Project Risk	6
6	Project Leadership and Team Building	6
7	Closing a Project	3
8	Communicating With project Stakeholders	6
Total		45

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge		
1.1	Define the concept of project and small business management.	Lectures Reading	Quizzes Exams Assignment
1.2	Describe the frameworks on activities/ task related to all phases of project.	Lectures Presentations	Exams Quizzes
1.3	State the purpose, evaluation and selection of projects.	Lectures Illustrative examples	Exams Quizzes
1.4	List major tools and techniques of planning, starting, and closing a project.	Lectures Presentations	Exams Quizzes
2.0	Skills		
2.1	Evaluate sources of funds, project budget and manage project risks.	Lectures Self-learning	Exams Assignments
2.2	Analyze project statement of work, and how procurement works.	Lectures Activities	Exams Role Playing
2.3	Develop business plan and work breakdown structure.	Lectures Scientific discussions	Exams Quizzes
2.4	Utilize appropriate information and communication technologies.	Lectures Discussions Presentations	Exams Assignments
3.0	Competence		
3.1	Demonstrate essential project leadership skills such as effectiveness in communication with various stakeholders, team roles, conflict management.	Lectures Cooperative learning	Exams Presentations
3.2	Show capability of self-development and continuous improvement.	Collaborative learning Group discussions.	Panel discussion Group assignments

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz 1	4-5	5%
2	Midterm Exam	7-8	30%
3	Quiz 2	10-14	5%
4	Assignment/ Homework/ Presentation	3-15	10%
5	Final Exam	17	50%

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

Office hours: 9 hours per week

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Phillips, J. (2012), "Project Management for Small Business", AMACOM
Essential References Materials	Kerzner, H. R. & Nostrand, V. (1984), "Project Management for Small and Medium Sized Business", Reinhold Publication.
Electronic Materials	
Other Learning Materials	N/A


2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom
Technology Resources (AV, data show, Smart Board, software, etc.)	Slides show
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Not required

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students, Faculty, Program Leaders	Surveys, Interviews, Visits
Extent of achievement of outcomes	Faculty, Program Leaders	Exams, Quizzes, Projects, Assignments, Homework, Presentations
Quality of Learning resources learning outcomes	Students, Faculty, Program Leader	Survey

H. Specification Approval Data

Program Coordinator	Dr. Abdella Kormie Dinga 
Program Chair	Dr. Saleh Abdullah Alghamdi
Council / Committee	Business Administration Department Board Meeting
Reference No.	2 nd Board Meeting 1441-1442
Date	24/12/2020