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| **8th Semester** | | |
| **Code** | **Course Title** | **Credit Hrs** |
| BBA-481 | Project Management | 3 |
| ARAB-482 | Arabic | 2 |
| BBA | Elective-IV | 3 |
| BBA | Elective-V | 3 |
| BBA | Elective-VI | 3 |

**THE UNIVERSITY OF POONCH RAWALAKOT**

**Faculty of Management Sciences** 

**COURSE OUTLINE**

**BBA-Semester-8th Semester**

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| --- | --- |
| **Subject:**  **Project Management** | **Course Code:**  **PM-6802** |
| **Teacher’s Name:** | **Credit Hours: 3(3+0)** |

# Course Description

Project management utilizes a simulated team project to manage a project’s life cycle. Emphasis is placed on activity networks, managing resources, and creating control mechanisms that minimize risk. Project leadership is explored in the context of building effective project teams and maintaining stakeholder relationships. Students will learn and apply basic project management concepts including triple constraint, planning, scheduling, work breakdown structures and project control.

# Course Objectives:

# The objectives are to.

* identify the key processes and requirements of project management.
* initiate a project.
* plan for time and cost.
* plan for project risks, communication, and change control.
* manage a project.

# Learning Outcomes:

# Upon successful completion of this course the students will develop:

# 1. Understanding of issues in each phase of project life cycle.

# 2. Necessary analytical skills to successfully select, design, implement, control, and terminate projects of varying complexities.

# 3. Appreciation of complex human issues in project management.

**Recommended Textbook (Latest Available Edition)**

* Contemporary Project Management, 2nd Edition, Timothy Kloppenborg, Southwestern Cengage Learning.
* Project Management: A Systems Approach to Planning, Scheduling, and Controlling, Harold Kerzner, 10th ed. ISBN-13: 978-0-470-27870-3, 2009
* Project Management, Olaf Passenheim, ISBN-13: 978-0-470-27870-3, 2009

**Reference Material:**

**S**tudents can use following references for understanding the concepts

* Project Management: A Managerial Approach by Meredith and Mantel Managing Business & Engineering Projects by Nicholas

# Assessment Instrument with Weights

The assessment framework for the judgment of students is comprised of

* Midterm 30%
* End term 50%
* Internal evaluation 20%

The internal evaluation is comprised of 4 assignments, 4 best quizzes out of six, class participation, attendance, and final project.

**Course Content / Weekly Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week No.** | **Lecture No.** | **Topic** | **Assignments** | **Quiz** |
| Week  01 | Lecture  01 | Overview about the course/ need of course |  |  |
| Lecture  02 | Introduction of Project Management |  |  |
| Lecture  03 | Project management process |  |  |
| Week  02 | Lecture  04 | Conceptual Framework |  |  |
| Lecture  05 | Project Organizations | **Assignment 01** |  |
| Lecture  06 | Project Organization and Responsibilities |  |  |
| Week  03 | Lecture  07 | Choosing the project Organization |  |  |
| Lecture  08 | Project Scope |  |  |
| Lecture  09 | Project Estimation and time Cost |  |  |
| Week  04 | Lecture  10 | Project Kick-Off meetings |  |  |
| Lecture  11 | Project Scope Management |  |  |
| Lecture  12 | Conceptual Framework of Project Scope Management |  |  |
| Week  05 | Lecture  13 | Activity Resource Estimating |  | **Quiz 01** |
| Lecture  14 | Project Time Management |  |  |
| Lecture  15 | Estimation of Project Cost |  |  |
| Week  06 | Lecture  16 | Introduction to Project Plan | **Assignment 02** |  |
| Lecture  17 | Activity On-Node-Network Techniques |  |  |
| Lecture  18 | Practice on Activity |  |  |
| Week  07 | Lecture  19 | Time calculations |  |  |
| Lecture  20 | Parameters on time calculations |  | **Quiz 02** |
| Lecture  21 | Practically work on Project Time |  |  |
| Week 08  Lecture 22  Lecture 23  Lecture 24  **MID TERM EXAMS** | | | | |
| Week  09 | Lecture  25 | Progress and Performance Measurement | **Assignment 03** |  |
| Lecture  26 | The Project Control Process |  |  |
| Lecture  27 | Performance Indicators |  |  |
| Week  10 | Lecture  28 | Project Monitoring, Evaluation and Control |  |  |
| Lecture  29 | Time taking in evaluation process |  |  |
| Lecture  30 | SMART objectives of Project |  |  |
| Week  11 | Lecture  31 | Risk Management |  | **Quiz 03** |
| Lecture  32 | Risk Identification |  |  |
| Lecture  33 | Risk Analysis |  |  |
| Week  12 | Lecture  34 | Risk Response |  |  |
| Lecture  35 | Risk Control Mechanism |  |  |
| Lecture  36 | Alternative ways to overcome Risk |  |  |
| Week  13 | Lecture  37 | Documentation of Project | **Assignment 04** |  |
| Lecture  38 | Audit of Project |  |  |
| Lecture  39 | Termination of Project |  |  |
| Week  14 | Lecture  40 | Closure of Project |  |  |
| Lecture  41 | Exposure of Project Management in Western Context |  |  |
| Lecture  42 | Project Management and Conflict Management Techniques |  |  |
| Week  15 | Lecture  43 | Contract Management |  | **Quiz 04** |
| Lecture  44 | Cost Control |  |  |
| Lecture  45 | Contract Management |  |  |
| Week  16 | Lecture  46 | Project & Presentation |  |  |
| Lecture  47 | Project & Presentation |  |  |
| Lecture  48 | Project & Presentation |  |  |
| Week  17 | **Terminal Exam** | | | |

**THE UNIVERSITY OF POONCH RAWALAKOT**

**Faculty of Management Sciences** 

**COURSE OUTLINE**

**BBA-Semester-8th Semester**

**Subject: Arabic**

**Course Code: RAB-482**

**Credit Hours: 3+0**

**Textbooks (or Course Materials) with Edition.**

**Speak Arabic book 1,2**

**Arabic for Beginners 1,2,3**

**Basic Arabic Grammar.**

**Course Description.**

**1.Parts of Speech.**

**This section would introduce the students about the basic parts of speech used in language.**

**2.Introduction of Noun and Preposition.**

**Students woud be able to know about the basic parts of speech in Arabic Language.**

**3.Introduction and Forms of Verb.**

**This section would introduce yhe students about fourteen form of Arabic verb including refrence of Past tens.**

**4.Dailogue.**

**Throgh this section the students would be able to apply Arabic vocablory in daily routine life.**

**5.Vocablory on different Topics.**

**The students would be able to aware about different accessories’ of daily life.**

**Reference Material,**

* **Text books**
* **Handouts**

**Course Objectives:**

**1. To aware students about the advance knowledge of Arabic Language.**

**2. By using managerial framework, explain how Arabic language can be used in to**

**Business practices.**

**3. Provides an overview of the concepts, process, and best practices associated with**

**Arabic language.**

**4. Prepear students to convay the basic ideas in Arabic language.**

**Course Outcomes:**

**1. Would be able to understand the basic concepts of Arabic.**

**2. Would have a n extensive knowledge of Arabic Vocablory.**

**3. Would be able to express their ideas in Arabic Language.**

**Assessment Instrument with Weights**

Midterm 30%

End term 50%

Internal evaluation 20% (5 quizez, 5 assignments, )***.***

|  |  |  |
| --- | --- | --- |
| **Week #** | **Lecture #** | **TOPICS TO BE COVERED** |
| 1. | 1. | Introduction, Arabic Alphabets |
| 2. | Parts of Speech, Verb, Noun, Preposition. |
| 2. | 3. | Noun, Singular, Dual, All Types |
| 4. | Introduction and drill of Arabic Prepositions. |
| 3. | 5. | Introduction of Verb, Past and Present |
| 6. | Fourteen forms of past Verb, vocabulary of Body parts |
| 4. | 7. | Dialogue: Travel, Time 1 to 6 |
|  |  |
| 5. | 9. | Dialogue.: with the past port officer:question and Answer about Nationality. |
| 10. | Counting,1 to 50 and oral practice |
| 6. | 11. | Introduction of Present and Future tense and its Fourteen forms. |
| 12 | Dailogue”with the company representative” |
| 7. | 13. | Dailgue”with the reception officer”vocablory about the days of week. |
| 14. | Revision |
|  |  | **MID TERM EXAMS** |
|  |  | **MID TERM BREAK** |
| 8. | 15. | Noun,Subject and Object. |
| 16. | Verbal sentence and Nominen sentence. |
| 9. | 17. | Vocablory of fruits and vegitables. |
| 18. | How to use Object in different sentences. |
| 10. | 19. | Dailogue “in the managers office.Aditiona vocablory. |
| 20. | Discusion about the different means of transportation in simple sentences. |
| 11. | 21. | Dailogue “A flat. |
| 22. | Vocablory of different professions,Class test. |
| 12. | 23. | Dailogue the residence of the company. |
| 24. | Oral about daily Life. |
| 13. | 25. | Introduction of Male and Female Noun. |
| 26. | Demonstrative Pronoun. |
| 14. | 27. | Opposite words |
| 28. | Revision. |
|  | **END TERM EXAMS** | |