



SOUTH-WEST UNIVERSITY "NEOFIT RILSKI"

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Department: Management and Marketing
ECTS Information Package

Major: Business Management and Entrepreneurship

Master Program: Project Management

Education and qualification degree: Master

The training is intended for students who have completed a bachelor's / master's degree in professional fields other than 3.7. Administration and management, 3.8. Economics and 3.9. Tourism.

1. GENERAL PRESENTATION OF THE PROGRAMME

This qualification characteristic reflects the scope and level of professional knowledge and a skill that graduates of the specialty must acquire, as well as the areas of their future professional realization. The pragmatically organized curriculum is consistent with the changes that have occurred as a result of Bulgaria's entry into the European Union and aims to prepare competitive and highly qualified project management specialists.

2. PURPOSE OF PREPARATION:

The training for acquiring professional qualification under "Project Management" in the educational and qualification degree "Master" is carried out within the framework of professional direction 3.7. Administration and management. The purpose of the training is to prepare specialists for professional performance as managers, experts, project management consultants in all units of the business and non-profit sphere, public and private sector, NGOs, as well as in higher schools, research institutes, development units, etc.

Specialists who have completed a specialty "Project Management" acquire in-depth theoretical knowledge and practical skills related to the essence and main characteristics of project management; management of EU-funded projects; management of project teams; project financing; the analysis and risk assessment of project financing; management of regional, international and infrastructure projects; financial analysis and auditing of projects. Also, specialists who have completed a specialty "Project Management" will receive practical knowledge and skills for developing and managing the realization of projects; for the preparation of a comprehensive financial analysis of projects, as well as analysis and risk assessment of project financing; to systematize, analyze and exploit the possibilities for implementing EU-funded projects. The training of students in this specialty includes compulsory specialized training and elective disciplines. Prerequisites and opportunities are created when using the entire arsenal of knowledge.

3. KNOWLEDGE, SKILLS AND COMPETENCES ACQUIRED UNDER THE NATIONAL QUALIFICATIONS FRAMEWORK.

Knowledge:

- ✓ Possesses and uses detailed, theoretical and specific practical knowledge in the field of project management.
- ✓ Possesses advanced and in-depth theoretical and factual knowledge related to the development, implementation and management of projects, financial analysis and risk assessment in project financing.

- ✓ Independently interprets the acquired knowledge, linking them to the application of facts and through critical perception, understanding and expression of theories and principles.

Skills

- ✓ Possesses skills for handling specialized terminology for project development, implementation and management, financial analysis and risk assessment in project financing.
- ✓ Has the skill to handle information sources.
- ✓ Is able to find, extract and collect information from various sources in the scientific literature.
- ✓ Synthesizes and evaluates and processes information in its self-preparation.
- ✓ Correctly selects and applies the methods and means in the field of project development, implementation and management.
- ✓ Is able to create scientific text on own and to shape it into scientific developments with clearly defined goals, tasks, methodological apparatus, results and conclusions of the study.
- ✓ Is able to prepare presentations with which to present the results of his research and development.
- ✓ Has the skills to solve and overcome problems driven by the lack of sufficient secondary information, targeted scientific developments on the development, implementation and management of projects, difficulties in the collection of primary information, etc.
- ✓ Apply professional knowledge and practical experience through new, non-standard approaches and well-reasoned solutions.
- ✓ Applies logical thinking and exhibits innovation and creative approach in solving non-standard tasks.

Competences:

1. *Autonomy and responsibility*

- ✓ Has the ability to interpret different scientific opinions in the field of project development, implementation and management by formulating own views.
- ✓ Creates and interprets new knowledge in the field of project development, implementation and management through its own research or other scientific activity.
- ✓ Undertakes responsibility to manage executive teams and resources, including in extreme situations in the operation of sites and in the management of structures.
- ✓ Exhibits creative thinking and practical skills in developing and implementing projects, taking into account the influence of many factors.
- ✓ Manages teamwork and trains others professionally.
- ✓ Has the ability to manage complex professional activities, including teams and resources.
- ✓ Assumes responsibilities in decision-making in complex conditions, under the influence of various interacting and difficult to predict factors.
- ✓ Exhibits creativity and initiative in the development, implementation and management of projects.
- ✓ Assesses the need to train others in order to increase team efficiency.

2. *Competences for learning*

- ✓ Possesses the capacity to select, assimilate and apply the necessary knowledge in the use of primary and secondary information.
- ✓ Critically assesses the degree of his training and compliance of his knowledge with the necessary for the profession.
- ✓ Consistently evaluates his own qualification by assessing the knowledge and skills acquired so far and plans the need to expand and update his professional qualification.

3. *Communication and social competences*

- ✓ Analyzes ideas, expresses problems and offers solutions in a professional environment to equals and superiors, as well as to non-specialists.
- ✓ Formulates convincing opinions using qualitative and quantitative facts, arguments and criteria.
- ✓ Expresses attitude and understanding on issues using methods based on qualitative and quantitative descriptions and assessments.
- ✓ Exhibits a broad personal worldview, showing understanding, commitment and solidarity with others.

- ✓ Has the necessary capacity to present to the public the results of its development and research in the field of project development, implementation and management.

4. Professional competences

- ✓ Collect, classify, evaluate and interpret data related to the development, implementation and management of projects in order to solve specific tasks.
- ✓ Collect, processes and analyzes data to optimistic or final solutions or innovative ideas.
- ✓ Is capable of preparing and conducting research on own.
- ✓ Has the competence to choose the appropriate research approaches and methods.
- ✓ Has the capacity to select and present scientific information to an audience.
- ✓ Finds solutions to cases of a social, moral and ethical nature, especially when working in a team and in training.
- ✓ Apply the acquired knowledge and skills in new or unknown conditions.
- ✓ Forms and expresses own opinion on issues of a public and ethical nature arising in the learning process.

4. SPHERES OF PROFESSIONAL REALIZATION.

Graduates of the Master's Program "Project Management" receive specialized training, allowing them to work as:

- Heads of project management units at all management levels in all institutions and organizations;
- Experts /advisers/ on project development and management;
- Project management consultants;
- In project management control bodies;
- Heads of project management consultancy firms;
- Specialists in project management units;
- Institutions and bodies of state and municipal government related to industry and production;
- Banks, investment companies and consulting firms;
- Research and development institutes and units in the field of large companies and others.

The qualification characteristic of the specialty "Business Management and Entrepreneurship" for the educational degree "Master" with professional qualification "Master of Project Management" is a basic document that determines the development of the curriculum and curricula. It complies with the Higher Education Act of the Republic of Bulgaria, with the Ordinance on the State Requirements for Acquisition of the Master' School, "Bachelor", "Specialist" and with the Regulations of the South-West University "Neofit Rilski".

STRUCTURE OF CURRICULUM
PROFESSIONAL DIRECTION: 3.7. ADMINISTRATION AND MANAGEMENT
MAJOR: BUSINESS MANAGEMENT AND ENTREPRENEURSHIP
MASTER PROGRAM: PROJECT MANAGEMENT
PROFESSIONAL QUALIFICATION: MASTER IN PROJECT MANAGEMENT
EDUCATION AND QUALIFICATION DEGREE: MASTER
FORM OF EDUCATION: FULL TIME AND PART TIME

First year			
First semester	ECTS credits	Second semester	ECTS credits
1. Economics 2. Business management 3. Marketing 4. International Business 5. Selective course – I group	6.0 6.0 6.0 6.0 6.0	1. Entrepreneurship 2. Business planning and control 3. Labour economy 4. Pricing strategies 5. Selective course – II group	6.0 6.0 6.0 6.0 6.0
Selective courses (students choose one course)		Selective courses (students choose one course)	
Elective courses – I group 1. Organization of the enterprise 2. Management decisions	6.0 6.0	Elective courses – II group 1. Innovation and innovation policy 2. Management business etiquette	6.0 6.0
	Total 30		Total 30
Second year			
First semester	ECTS credits	Second semester	ECTS credits
1. Introduction to Project Management 2. Manage project teams 3. Project finance and techniques 4. Financial analysis of projects 5. Regional and international project management 6. Selective course – III group	6.0 4.5 6.0 6.0 4.5 3.0	1. Public procurement management 2. Risk and assessment analysis in the project 3. Audit of project 4. Selective course – IV group State exam or defence of diploma thesis	4.5 3.0 3.0 4.5 15.0
Selective courses (students choose one course)		Selective courses (students choose one course)	
Elective courses – III group 1. Project Financing the Entrepreneurial Business 2. Eu project management	3.0 3.0	Elective courses – IV group 1. Analysis and risk assessment of project financing 2. Communication in project management	4.5 4.5
	Total 30		Total 30

TOTAL FOR 2 ACADEMIC YEARS: 120 CREDITS

DESCRIPTION OF ACEDMIC COURSES
Major: Business Management and Entrepreneurship
Master Program: Project Management

ECONOMICS

ECTS credits: 6

Form of assessment: ongoing assessment and exam

Semester: 1

Methodological guidance:

Department of Management and marketing

Faculty of Economics

Annotation:

The teaching Course helps the students-masters from the first Year, to understand and to think through the Contents, intermediate connections and the dependences between the different actors and institutions in the field of the economic theory. This must help them to get a correct orientation in many other fields of their theoretical and practical study. According Mansur Olsson the main target of the Microeconomic Theory is to research and to understand “ the behavior of the individuals and the bodies, involved in taking economic decisions regarding and in connection with their specific economic (and related) markets, so as also the intermediate connections, which every economic subject (body) must take into account in his economic (related) activity”.

Contents of the course:

Introduction to the theory of economics - subject, scope and objectives of the discipline. Role and placement of the market - market mechanism, demand, supply, market equilibrium, elasticity. Main macroeconomic problems - Economic activity in units of the performance. Economic objectives. Instruments of macroeconomic policy. Structuring and environment of the market - business entities and bodies. Measures of the macroeconomic activity - gross domestic product.

Teaching and assessment

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

BUSINESS MANAGEMENT

ECTS credits: 6

Form of assessment: on-going assessment and exam

Semester: 1

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

Taking into account that the students of Business Management and Entrepreneurship studied the first part, the purpose of the course is to be implemented in practice the knowledge gained from the first part. For this purpose, groups of 3-4 students are asked to develop a business plan based on the choice of a particular enterprise. The course takes place in the form of consultations offered periodically depending on the degree of preparedness of the group. Students receive exemplary embodiment at the latest consultation. On the basis of it they get acquainted with the business program's algorithm. Students had to put into practice the theoretical knowledge of the course "Fundamentals of Management" which is the aim of the course.

Course contents:

The course provides to perform analysis of the economic and legal structure of the selected company - subject of activity, type of capital and its structure, analysis of the owners, etc. Analyze the external environment, paying particular attention to consumers and competitors. Calculate the market share of the company based on the outlined spatial limits of the market. Based on statistical analysis the rate of market growth is determined and it is presented into two groups - "large" and "small". Apply a matrix of BCG, "General Electric" and Ansof. Determine the most appropriate strategy depending on the matrix quadrant within the enterprise falls. Analyze the financial position of the company on the basis of a system of 30 economic indicators and tracking the trend of movement. Develops a system of three types of indicators. The prognosis is refracted through the prism of three variants of development pessimistic, optimistic and most likely. Make analysis of the management

Academic hours per week: 21 + 2s

Type of exam: written

Academic hours per week: 21 + 2s

Type of exam: written

structure of the company and interaction with the formulated strategy. Calculate the critical mass of production and the "profit zone" and "area of loss" by giving specific recommendations for improving the system of previously calculated economic indicators over the past two years.

Teaching and assessment

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

MARKETING

ECTS credits: 6

Academic hours per week: 21 + 2s

Form of assessment: on-going assessment and exam

Type of exam: written

Semester: 1

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

This course aims to meet the need of students for knowledge of economic management methods in a market economy. The training process will provide sufficient information about the methods and approaches how to properly solve the problems of production and sales of companies, how to quickly adapt to the needs and changes in the market, why differentiate from potential consumers and more. The program provides for the consideration of key issues concerning the nature, role, means and possibilities of marketing. The aim is to further develop the acquired theoretical knowledge in the field of marketing and to give them practical orientation and completeness.

Along with the presentation of fundamental knowledge, skills for applying this knowledge in practice are formed. This determines the interdisciplinary nature of teaching and learning and the expected results that the acquired knowledge will support the study of both other disciplines and disciplines with economic and business orientation.

Course contents:

Occurrence, role and concepts of marketing; Marketing environment; Methodological and information provision and use of market research; Marketing programs; Research on markets and consumer needs; Marketing Strategies; Market segmentation and product positioning; Marketing services; Goods such as marketing tool; Distribution as a marketing tool; Prices as marketing tool; Penetration of goods as marketing tool; Planning and control of marketing activities.

Teaching and assessment

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

INTERNATIONAL BUSINESS

ECTS credits: 6

Academic hours per week: 21 + 2s

Form of assessment: ongoing assessment and exam

Type of exam: written

Semester: 1

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The course "International business" has substantial meaning for the students from the major "Business marketing and advertisement" because of the exclusively important role of the foreign trade exchange and the other forms of the international collaboration for the development of the business in the companies. In structural attitude it comprises the basic theoretic- methodological and applied knowledges concerning the basic group participants in the international business and the different forms for penetration of the international markets. Attention is detached in the deals of compensation principle, the license compact, the franchising and the direct foreign investments as a form of penetration of the international markets.

Course contents:

Participants in the international business. Ways for penetration in international market. Companies which initiate and accomplish international business. Brokers in international business. Promotive organizations in the international business. Export, main legs in the process of export. Forms of payment in the export and the import. Sources of financing of the foreign trades operations. Deals of compensation principle. License compact. Franchising. Direct foreign investments- content and main characteristics. Types of direct foreign investments. Motives of realization of direct foreign investments. International mixed enterprises.

Teaching and assessment:

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

ORGANIZATION OF THE ENTERPRISE

ECTS credits: 6

Academic hours per week: 2l + 2s

Form of assessment: ongoing assessment and exam

Type of exam: written

Semester: 1

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The lectures in this course in structural terms include: nature and basic problems of the organization of the production process in the enterprise, essence and basic problems of organization of work in the enterprise, essence and main forms of organization of production. Along with the fundamental knowledge to develop skills in applying this knowledge into practice. This determines the interdisciplinary nature of teaching and learning and the expected results that the resulting knowledge will help the study, as other disciplines and the disciplines of economic and business focus. The aim of the course is to provide students with in-depth knowledge in this subject area.

Course contents:

Production process in the enterprise. Type and basic forms of organization of production. Parameters of the production process and basic principles of organization of production. Organising the production process over time. Organization of the use of machinery and equipment. Organization of the use of the materials. Labour Organization in the enterprise. Organization and planning of technical preparation of production. Forms of organization of production. Flow form of organization of production. Subject form of organization of production. Multiplayer form of organization of production. Current trends in the development of forms of organization of production. Organization and management of production quality.

Organization of the auxiliary and ancillary services and units in the enterprise. Operational management of manufacturing enterprise.

Teaching and assessment

Training course takes the form of lectures and seminars. The course ends with an exam. Priority in training is practical and independent work of students. Assess the knowledge, skills and competence during seminars in the course of the current control, of serious importance are the results achieved by the set assignments and tests.

MANAGEMENT DECISIONS

ECTS credits: 6

Academic hours per week: 2l + 2s

Form of assessment: ongoing assessment and exam

Type of exam: written

Semester: 1

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The objective of the course in Management Decisions is to extend the knowledge of the Business Administration students on the issues related to management decision-making and on that base to contribute to their complex multi-functional training. The major problems to be solved are: to learn the methods and models of choosing, making, implementing and control of management decisions; to provide general knowledge on the factors influencing the management decisions, risk and role of communication.

Course contents:

Content of the concept “management decision”. Classification of the management decisions. Structure of the process of taking management decisions. Principles of taking management decisions. Factors which have an influence on the process of taking management decisions. Preparation for elaboration of management decisions. Elaboration of alternative management decisions. Choice of solution. Performance and control on the performance of management decisions. Methods of taking management decisions. The leader in the process of taking management decisions. Style of taking management decisions. Information provision of the process of taking management decisions. Levels of support in the organization when taking decisions. The risk in taking management decisions- characteristic, assessment and limitation of management risk.

Teaching and assessment

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

ENTREPRENEURSHIP

ECTS credits: 6

Form of assessment: ongoing assessment and exam

Semester: 2

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The course is aimed at revealing the nature, content, management and organization of entrepreneurial business in a market economy. The aim of the course is to provide students with in-depth knowledge of the theoretical and practical problems of entrepreneurship and explore basic approaches to its implementation in the current conditions. The main tasks that need to be included in the curriculum are: Understanding the theoretical foundations and development of the economic theory of entrepreneurship. Understanding the nature and characteristics of entrepreneurship and its role in solving socio-economic problems and the necessary economic conditions and institutional conditions for its development. Understanding the issues and approaches to organization and management of entrepreneurial business.

Contents of the course:

The economic theory of entrepreneurship. Entrepreneurship in economic theory taught by J. Schumpeter. Entrepreneurship in economic doctrine J. Schumpeter. Entrepreneurship in modern economic theory. Definition of entrepreneurship. Defining characteristics of entrepreneurs and entrepreneurship. Reasons for entrepreneurial businesses. Components of motivation of entrepreneurial behavior. Role of entrepreneurship for economic and social development. Entrepreneurial economy. Economic conditions for the development of entrepreneurship. Role of the state to create an entrepreneurial environment. Entrepreneurship in small business. Entrepreneurship in the enterprise. Institutional conditions for the development of entrepreneurship and small business in the U.S. and EU countries. Entrepreneurship and SMEs in Bulgaria. Government policy to support entrepreneurship and small and medium business. Entrepreneurial business in a globalized world - problems and approaches to evaluation of factors for increasing competitiveness. Major business decisions for the realization of economic activity. Innovation in entrepreneurial activity - nature and importance. Sources of innovation. Evaluating the new idea. Entrepreneurial analysis and evaluation of the economic resources and optimization of their use. The risk in the entrepreneurship activity. Spheres of manifestation. Analysis and risk assessment. Entrepreneurial strategies - types, content and application areas. Entrepreneurial associations - nature, meaning, organization and management. Information support of entrepreneurial activity. Information as a resource. Information system.

Teaching and assessment:

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

BUSINESS PLANNING AND CONTROL

ECTS credits: 6

Forms of assessment: ongoing assessment and exam

Semester: 2

Academic hours per week: 31 + 1s

Type of examination: written

Methodological guidance:

Department of Management and Marketing
Faculty of Economics

Annotation:

The necessity of studying the discipline "Business Planning and Control" results from the role of planning as a major function of enterprise management. It includes topics that focus on theoretical and methodological issues of planning and forecasting. The essence and content of the company's planning process are revealed, the principles on which it is based are presented and the different types of plans are characterized. In the curriculum a significant place is given to the topics related to the strategic company planning, as well as to the planning of the activities in the separate functional directions of the economic organization. The different types of strategies are characterized and the emphasis is on the methods of analysis. Approaches, methods and indicators for planning the various activities of the company are considered.

Course contents:

General characteristics of company planning. Systematic approach in planning. Forecasting. Business Plan. Structure and content of the business plan. Information provision of business planning. Strategic company planning. Analysis of the internal condition and forecasts for the development of the economic activity of the enterprise. Analysis of the external environment. Subject and significance of the analysis. Macro-environmental factors. Micro-environmental factors. Strategic business plan. Defining the mission and goals. Nature and importance of strategic planning. Enterprise strategies. Functional business plans. Nature and types. Sequence and technology of development. Development of a marketing plan. Production planning. Production program. Material resources planning. Innovation planning. Investment business plan. Business plan for staff. Control over the implementation of the business plan.

Teaching and assessment:

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

HUMAN RESOURCES MANAGEMENT

ECTS credits: 6

Academic hours per week: 21 +2s

Form of assessment: on-going assessment and exam

Exam type: written

Semester: 2

Methodological guidance:

Department of Management and Marketing
Faculty of Economics

Annotation:

Students will become familiar with current thinking, practical approaches and tools for human resources management. During the training they will receive sufficient information about the assumptions that underlie the theory of human capital and the mechanisms for the full utilization of human resources. They will differentiate into specific methodology and technology for application to various systems, programs and tools. Special attention will be given to motivation and mobility. Students will learn about the importance of context and the management team in developing and implementing systems for managing human resources. The course is consistent with the current workload and allows to learn the nature, role, tools and management capabilities of this extraordinary resource on any system. The aim of the course is to equip students with knowledge and skills in teaching and to raise their clear vision and belief that human resource management is a modern concept and offers a system of tools to achieve the company's goals for economic prosperity of each system modern world.

Course contents:

Human Resources - Definitions, problem areas and management projections. Labor market. Quality and cost of labor. Occurrence and genesis of the theory and practice of human resource management. Contemporary dimensions and policies. Management entities and structure of human resources - levels, factors and trends. Motivation, motivational strategies and models. Mobility of human resources - factors and management approaches. Company policies, systems and programs for human resources management. Industrial relations and regulations. Human resources needs. Recruitment, selection and introduction of new human resource. System for training and skill development. System Evaluation and attestation. Labor productivity and payment system. System safety and health.

Teaching and assessment

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of

which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

PRICING STRATEGIES

ECTS credits: 6

Form of assessment: on-going assessment and exam

Semester: 2

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The course is consistent with the current workload in the specialty curriculum. The course "Prices and Price Policy" is included in the fundamental block compulsory courses, the aim is to lay solid foundations on which the future will build on knowledge of students in specific disciplines included in the upper courses of the specialty. The course is built on recent advances in theory and practice in the liberalized and the government regulated prices.

Course contents:

Prices as a category of commodity production; Theory prices. Features prices. Pricing factors; Price system; The relationship between prices and the financial and banking instruments; Policy prices; Company policies on prices; National and supranational regulation of prices; Methods of formation and forecasting prices; Liberalization of prices in Bulgaria; State regulation of prices in Bulgaria; Price Control in Bulgaria; Prices and Living Standards

Teaching and assessment:

Teaching is in the form of lectures and seminars. At the beginning of each lecture a short introduction is provided to ease the transition from one topic to another. New topics are discussed with students to achieve continuity of training and help students come to their own conclusions. The seminars further discuss the theory taught in the lectures. The ongoing assessment by tests during the seminars is crucial for the students' assessment.

INNOVATION AND INNOVATION POLICY

ECTS credits: 6

Forms of assessment: ongoing assessment and exam

Semester: 2

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The course "Innovation and Innovation Policy" aims to present to the students basic knowledge in the field of innovation and innovation policy. The course of lectures is presented in a systematic form. Views, knowledge and formulations of leading authors and economists characterize the nature and content of the course in Management of innovation. Innovation is seen in its functional and technological sequence of two possible and most widely studied levels - macro and micro wherein interpretations, conclusions and opinions mutually imply and functionally justify one another. The aim of the course is to provide students with sound knowledge and form specific skills in this crucial area of modern economy, especially in the presence of market competition. The course is set on and examine a number of general and specific economic features that characterize the strategies, forms and means for the implementation of innovation in the country. It represents the skills necessary for the innovation implementation and it reveals the extent of innovation activity and barriers, state forms and pace of innovation in our country, the European practices in this regard and others.

Course contents:

Introduction, goal and objectives of the course. The successful management of innovation - strategic task under the current economic conditions. Innovation - the central problem of the strategies and policies of the development of modern economy. Actual meaning and content of the activity. Role of innovation in entrepreneurship. Innovation process. Terminology and stages of the innovation process. Classifications of innovation. Classification criterion - type of innovation. Strategies for implementing innovation. Innovative strategies of the company. Basic strategies for product innovation. Key strategies for technological and organizational innovation management. Venture capital. Innovation Networks - a new paradigm for creating diffusion of knowledge and innovation. Innovation networks and the positions of the company. Creating

Academic hours per week: 21 + 2s

Type of exam: written

Academic hours per week: 21 + 2s

Type of examination: written

technological knowledge in economic activity. Smart grids and innovation. Cultural characteristics of the environment. Characterization of the innovator. Innovation activity and barriers to innovation. Overcoming barriers to innovation. Information needs and innovation processes in the "new economy." Innovation and intellectual property. International cooperation in the field of intellectual property. Copyright and similar rights. Industrial and intellectual property, patents and related concepts. Industrial designs, trademarks and geographical indications. Licensing and technology transfer. New trends in the development of intellectual property. Management innovations and trends in innovation. Innovative manager and corporate behavior. Corporate culture and company policy. Innovation activity and the most significant barriers to innovation in the country. Building an innovation infrastructure in Bulgaria.

Teaching and assessment:

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

MANAGEMENT BUSINESS ETIQUETTE

ECTS credits: 6

Academic hours per week: 2l + 2s

Forms of assessment: ongoing assessment and exam

Type of examination: written

Semester: 2

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

Today the label business as a practical skill is an economic necessity. For individuals - to get and maintain the desired work to provide career development to improve their effective job performance and to obtain satisfaction from their work. About Us - to raise the level of corporate culture, to be competitive and create a good name to partners and customers. The course of study in this course is for students to acquire new knowledge and skills to apply ethical standards in making quality professional solutions. Knowledge of the management business etiquette will give clear guidelines in the selection of acceptable behavior in problem situations in business. Business etiquette makes it possible to develop optimal and lasting relationships with partners. Knowledge of business etiquette as an important part of business communication, provides behavioral-level coordination of the interests of all participants in communication.

Course contents:

Business Etiquette - origination and development. Differences between traditional etiquette and business etiquette. Business card. History of the business card. Preparation and use of business card. Business correspondence. Businesslike letter. Using a fax. Internet. E-mail in business communication. Skype. History of the greeting card. Phone business etiquette. Mobile calls to business communication. Basic principles and tools of business etiquette. Business talk. Negotiations. Principles in conducting business negotiations. Public speeches. Report. Presentation. Personal business communication. Business acquaintances. Clarification and application of the business outlook. Non-verbal communication in business communication. International non-verbal communication. Relationships such as "manager - employee." Relationships "servant - leader." Business etiquette for employees. Relationships with colleagues. Team Building. Emotions and relationships. Relationships with partners and customers. Speech etiquette. Types of speech culture in business communication. "Road" label.

Teaching and assessment:

Teaching is in the form of lectures and seminars. At the beginning of each lecture a short introduction is provided to ease the transition from one topic to another. New topics are discussed with students to achieve continuity of training and help students draw their own conclusions.

INTRODUCTION TO PROJECT MANAGEMENT

ECTS credits: 6.0

Hours per week: 3l + 1s

Form of assessment: on-going control and exam

Type of exam: written

Semester: 3

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The training program includes general problems of development projects applying for EU programs. Students to gain knowledge of effective project development and management process of their creation and implementation. Main tasks: Understanding the nature, character, composition and role of the development projects of the organization. Acquisition of knowledge and skills to develop projects. Understanding the organization of the project, its monitoring and control, reporting and evaluation.

Course contents:

Nature of project management. Definition of project. Purpose of the project. Types of projects. Identification of the project. Identifying the problems. Analysis of the problems. Recruitment and selection of projects. Components of the evaluation process. Modeling projects. Basic and components of the project. Name field and priorities. Geographical range and performance. Creating a project team. Organizational and project planning. Determination of activities. Preparation of schedules. Resource Management Project. Types of resources. Allocation of resources. Risks of the project. Preparation of project proposal. Application form, nature and elements. Method logical framework. Financing of the project. Sources of funding. Compilation project budget. Types of budgets. Budget management. Assessment of the proposal. Definition of the evaluation. Criteria for evaluation. Evaluation mechanism. Principles of the selection process. Monitoring and control of the project. Management of the project. Reporting to the project. Strategy for completion or continuation of the project after its finalization. Evaluation of the project. Definition of the evaluation. Types of assessments. Analysis of the project.

Teaching and assessment

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

MANAGEMENT OF PROJECT TEAMS

ECTS credits: 4.5

Form of assessment: on-going control and exam

Semester: 3

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The lectures of "Project management team" has been developed in line with the overall objectives of the subject "Business Management". Structurally covers basic theoretical and methodological and practical knowledge on approaches to organization and project management skills and teamwork. The aim of the course is to broaden the knowledge of students graduate on issues related to team work in project management and on this basis to contribute to the acquisition of complex multifunctional training without duplicating the key issues covered in other subjects and mainly "Fundamentals of Management" and "Strategic Management". The main tasks to be solved in the implementation of the curriculum are: to expand the expertise of students - graduate students from the Master's degree course in "Business" for the project and the organizational structure to ensure the management process. To form skills for teamwork, as in making management decisions and their implementation.

Course contents:

Characterization and stability of the management process. Project and organizational structure to ensure the management process. Need, nature, scope and organization of the project. Structured approach to project management. Recruitment and selection of projects. Organizational structure of the project. The human factor in the organization. The need for security, the main motive for personal and social activity. The human factor and organizational development. Strategic situation and strategic improvisation. The concept of strategic deception as a means to influence management. Expectation as a tool of influence in the organization. Management teams. Need for teams. Types of teams. Choosing between the working group and team. Team excellence. Teams and leaders. Team management activities. Teams change-perfection. Team work and problem situations in management. The role of the senior management. Approaches to design teams. Criteria for evaluating the effectiveness of the teams. Models for the design and provision of team effectiveness. Teams and choice of organizational governance structure. Behavior and strategy of the manager and the management team.

Teaching and assessment:

Teaching is in the form of lectures and seminars. At the beginning of each lecture a short introduction is provided to ease the transition from one topic to another. New topics are discussed with students to achieve continuity of training and help students draw their own conclusions.

Hours per week: 31 + 0s

Type of exam: written

PROJECT FINANCING AND TECHNIQUES

ECTS credits: 6.0

Form of assessment: on-going control and exam

Semester: 3

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The training course on "Project financing and techniques" is designed for the students, who study in "Business administration" major with specialization in "Project management". It is prepared as specialized study on financing through elaboration and implementation of project proposals. The course is consisted of basic topics on the process of elaboration of a project proposal, project implementation and financial management, as well as specific issues connected with the project financing under the programs of the European Union. The course is aimed at providing the students with thorough knowledge in the scope of elaboration of project proposals and project financial management, by learning and discussing the basic approaches and techniques for successful application and management of national and international projects, as well as their applicability in the current practice. By completing the training course on "Project financing and techniques" the students should: (i) acquire basic knowledge and skills for elaboration of project proposals, seeking national and international financing, with special emphasis on the programs of the European Union; (ii) learn the essence and characteristics of the project financial management; (iii) get knowledge of specifics, problems and techniques for project financing under the programs of the European Union; (iv) know and apply the existing techniques for optimization of project financial management.

Course contents:

Project financing. Project cycle. Identification and analysis of the problems. Identification of the project objectives. Generation of ideas. Logical framework. Planning of the project activities. Project budgeting. Project expenditures. Application form and procedure

Teaching and assessment

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

FINANCIAL ANALYSIS OF PROJECTS

ECTS credits: 6.0

Form of assessment: on-going control and exam

Semester: 3

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

Lectures on the course "Financial Analysis of Projects" has been developed in accordance with the general objectives of the subject "Project Management". The aim of the course "Financial Analysis of Projects" is to give students a thorough knowledge and skills to perform financial analysis and project evaluation. The main tasks to be solved in the implementation of the curriculum are: 1. Understanding the nature of the financial analysis of projects. 2. Acquiring knowledge and skills in financial analysis, evaluation and project selection.

Course contents:

Need, purpose, and key aspects of developing and managing projects. Nature and basic characteristics of the financial analysis of projects. Stages and key areas of financial analysis of projects. Basic financial concepts. Time value of money. Compounded and discounted cash flows. Annuities. Criteria and methods of financial analysis and project evaluation. Static methods for financial analysis of projects. Dynamic methods of financial analysis of projects. Choice between alternative projects. Methods for selecting between two or more projects. Essence of the risk in developing and managing projects. Approaches and methods of analysis and risk assessment.

Teaching and assessment:

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of

Hours per week: 3l + 1s

Type of exam: written

Hours per week: 3l + 1s

Type of exam: written

which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

REGIONAL AND INTERNATIONAL PROJECT MANAGEMENT

ECTS credits: 4.5

Form of assessment: on-going control and exam

Semester: 3

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Hours per week: 21 + 1s

Type of exam: written

Annotation:

This course aims to introduce project management methods for regional and international projects in a way which links to the life cycle of a typical project from the early project identification and definition stages, through project execution and control, to issues of implementation and post-project learning. The course will introduce a range of practical techniques which are used for the planning, scheduling and controlling of projects. Attention is also given to people management aspects of this process especially to communication, team working and the role of the project manager. Project management is an expanding field which offers exciting and challenging career opportunities. It is an essential capability for modern organisations of all kinds. For those of you considering a career in project management, this course provides a clear and comprehensive introduction to this area. Project management knowledge and skills are highly valued within organisations, even for staff who do not wish to specialize in this area. This course introduces you to project management concepts and techniques which will be of use to you in many management roles as organisations increasingly need to manage complex and novel changes. The course integrates the theory of project management with practical examples, as well as giving you the opportunity to link the theory to your own experience, so enabling you to use the knowledge you have gained on this course in your future career.

Course contents:

Introduction. Definition. Administration. Success Factors. Example Projects. Strategy, goals and principles of regional and international project management. Project structure and success. Main characteristics and specific of regional and international projects. Project selection and justification. Supported purpose/importance. Interdependencies, uniqueness. Resource requirements and tradeoffs. Projects in Companies. General Management. Finance and controlling. Information Management and technology. Human resources. Project start. Project planning I: Project ideas, project goals, task, contracts. Project phases, PM concepts and models. Functions of regional and international projects. Structuring, scheduling, resource allocation. Integration of a project structure. The project team. Roles and missions within the project team. Basics for building a team. Project management consequences. Identifying the significant steps. Regional strategies. Monitoring and information systems. Project control. Risk management. Project auditing. Determination of sources of financing. Implementation the results of a project and assessment of their impact. Budget of a project. Equipment and materials. General costs. Composition of a complex plan. Formal requirements. Summary of a project. The logframe matrix of a project. Indicators of achievement. Means of verification. Assumptions and risks.

Teaching and assessment

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.

PROJECT FINANCING OF THE ENTREPRENEURIAL BUSINESS

ECTS credits: 3.0

Form of assessment: on-going control and exam

Semester: 3

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Hours per week: 21 + 0s

Type of exam: written

Annotation:

The course includes general problems of project financing of the entrepreneurial small business. Students to acquire necessary knowledge for the financing of entrepreneurial businesses through various projects. Main tasks: 1. Understanding the nature of project funding and institutional conditions necessary for its successful

implementation. 2. Understanding the preparation of various projects and the preparation of the financial framework. 3. Understanding the problems of organization and management of the project finance business.

Course contents:

Project finance business – nature and role. EU funding programs for entrepreneurial businesses. Project financing and programs for agriculture, tourism, cross-border cooperation, regional development, economic competitiveness and more. Project financing a new business. Project finance of growing business. Types of projects. Techniques and strategies for the establishment of the project and its management. The role of the team in the development and implementation of the project. Relations with the funding organization. Requirements for project development and drafting of the budget. Project budget. Content of the budget. Types of budgets. Check the feasibility of the project. Cost-Benefit Analysis. Staffing of the project. Project Manager. The role of the administrative assistant of the project. Group behavior. Detailed planning of the project. Determining the logical sequence of tasks. Preparation of schedule of tasks and project resources. Implementation, monitoring and control of the project. Preparation of project reports. Final phase of the project. Final Report. Negotiation preparation and implementation of the project. Consultants and contracts. Recruitment and selection of consultants

Teaching and assessment

Teaching is in the form of lectures. At the beginning of each lecture a short introduction is provided to ease the transition from one topic to another. New topics are discussed with students to achieve continuity of training and help students draw their own conclusions. In training priority is given to practical and independent work by students.

EU PROJECT MANAGEMENT

ECTS credits: 3.0

Form of assessment: on-going control and exam

Semester: 3

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

This course aims to introduce project management methods for EU projects in a way which links to the life cycle of a typical project from the early project identification and definition stages, through project execution and control, to issues of implementation and post-project learning. The course will introduce a range of practical techniques which are used for the planning, scheduling and controlling of projects. Attention is also given to people management aspects of this process especially to communication, team working and the role of the project manager. Project management is an expanding field which offers exciting and challenging career opportunities. It is an essential capability for modern organisations of all kinds. For those of you considering a career in project management, this course provides a clear and comprehensive introduction to this area. Project management knowledge and skills are highly valued within organisations, even for staff who do not wish to specialize in this area. This course introduces you to project management concepts and techniques which will be of use to you in many management roles as organisations increasingly need to manage complex and novel changes. The course integrates the theory of project management with practical examples, as well as giving you the opportunity to link the theory to your own experience, so enabling you to use the knowledge you have gained on this course in your future career.

Course contents:

Introduction. Definition. Administration. Success Factors. Example EU Projects. Strategy, goals and principles of EU project management. Project structure and success. Main characteristics and specific of EU projects. Project selection and justification. Supported purpose/importance. Interdependencies, uniqueness. Resource requirements and tradeoffs. Projects in Companies. General Management. Finance and controlling. Information Management and technology. Human resources. Project start. Project planning I: Project ideas, project goals, task, contracts. Project phases, PM concepts and models. Functions of regional and international projects. Structuring, scheduling, resource allocation. Integration of a project structure. The project team. Roles and missions within the project team. Basics for building a team. Project management consequences. Identifying the significant steps. Regional strategies. Monitoring and information systems. Project control. Risk management. Project auditing. Determination of sources of financing. Implementation the results of a project and assessment of their impact. Budget of a project. Equipment and materials. General costs. Composition of a complex plan. Formal requirements. Summary of a project. The logframe matrix of a project. Indicators of achievement. Means of verification. Assumptions and risks.

Teaching and assessment

Hours per week: 21 + 0s

Type of exam: written

Teaching is in the form of lectures. At the beginning of each lecture a short introduction is provided to ease the transition from one topic to another. New topics are discussed with students to achieve continuity of training and help students draw their own conclusions. In training priority is given to practical and independent work by students.

PUBLIC PROCUREMENT MANAGEMENT

ECTS credits: 4.5

Form of assessment: on-going control and exam

Semester: 4

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The course studies the principles, the conditions and the procedure for awarding public procurement in order to ensure efficiency in the spending of budgetary and other public funds related to the performance of activities of public importance. The procedures for concluding contracts, the subjects that are obliged to apply the law, the values of the contracts above which the rules of the Public Procurement Act should be applied, as well as the activities that can be the subject of public procurement contracts are studied. The types of procedures regulated by the Public Procurement Act, the violations that are allowed in the award of public procurements, as well as the appeal and the control in the process of their awarding are considered in detail. The main goal of the course is to form knowledge about the spending of budgetary and extra-budgetary funds by state institutions at central and local level, in compliance with the principles of transparency and accountability in the award, implementation and control of public procurement. The course forms knowledge about the means and mechanisms for ensuring free and fair competition, equality of economic entities in particular in public procurement and greater publicity in the actions of contracting authorities in the preparation, conduct, award and implementation of public procurement. In this regard, students will get acquainted with the theoretical concepts, normative principles and concepts used in the Public Procurement Act; with the types of procedures regulated by the the Public Procurement Act; the stages for concluding contracts, as well as with the procedure for the appeal and the control of the public procurement.

Course contents:

Nature of public procurement. Basic concepts. Elements and legal framework of public procurement. Contracting authorities. Types of assignors. Acts of the contracting authorities. Authorization. Objects of public procurement. Kinds. Exceptions from the objects of public procurement. Value of the public procurement. Value thresholds. Public procurement system. Public procurement bodies - functions and powers. Procurement. Management of the assignment process. Procurement procedures. Stages of the procedures. Documentation for participation. General rules for participation in procedures. Guarantees. Types, forms and amount of guarantees. Offers and applications for participation. Content, layout and submission of the offer / application. Commission for conducting the procedure. Purpose, composition, powers of the members. Completion of the procedure - possible options. Public procurement contract. Types of contracts. Conditions for conclusion, performance control. The system of appeals as the main regulator of relations and a form of current control in the process of public procurement. Public procurement control. Preliminary control. Administrative (follow-up) control.

Teaching and assessment

The teaching of the course is carried out in the form of lectures and seminars. The course ends with an exam. Priority in the training is given to the practical and independent work of the students. The knowledge, skills and competence are assessed during the seminars, during the implementation of the current control, and the results achieved by the set tasks and tests are of great importance.

RISK AND ASSESSMENT ANALYSIS IN THE PROJECT

ECTS credits: 3

Form of assessment: on-going control and exam

Semester: 4

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

Lectures on the course " Risk and assessment analysis in the project" has been developed in accordance with the general objectives of the subject "Project Management". The aim of the course "Analysis and Risk Assessment in Project Financing" is to give students a thorough knowledge of the general problems of analysis and risk assessment in project financing. The main tasks to be solved in the implementation of the curriculum are: 1.

Hours per week: 3l + 1s

Type of exam: written

Hours per week: 3l + 0s

Type of exam: written

Understanding the risk in project financing. 2. Acquiring knowledge and skills for analyzing and assessing risk in project financing.

Course contents:

Development of the theory of risk. Directions. Components of risk in project financing. Types of risk in project financing. Diversification of risks in project financing. Stages and scenarios of the manifestation of risk in project financing. Criteria for assessing risk in project financing. Indicators for risk assessment in project financing. Methods for risk assessment in project financing. Planning and organization of risk mitigation in project financing. Monitoring of risk.

Teaching and assessment

Teaching is in the form of lectures. At the beginning of each lecture a short introduction is provided to ease the transition from one topic to another. New topics are discussed with students to achieve continuity of training and help students draw their own conclusions. In training priority is given to practical and independent work by students.

AUDIT OF PROJECT

ECTS credits: 3.0

Form of assessment: on-going control and exam

Semester: 4

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

Course Description: The course "Auditing Project" in accordance with the objectives of the program "Business Management" introduces students to the objectives, principles and objectives of the audit and the specifics of its implementation in the audit of projects. It also introduces students to the legal framework and institutional organization of the implementation of this type of audit. The goal is for students to acquire knowledge for the purpose, approach and technology audit projects. The aim is to equip students with knowledge about the nature, purpose, approach and technology audit projects. Students acquire basic knowledge about basic concepts, technology and legal and institutional framework for auditing the project and its implementation in the country to meet and form a certain level of practical ideas about the application of techniques and methods of audit projects and knowledge of its areas of application.

Course contents:

Legal framework for taking audit engagement to audit projects. Understanding the project objectives and activities of the sponsors of the project and its contractors. Acquaintance with the financing of the project and the funding agency. Planning the audit and identify specific areas of the inspection and the materiality level. Performance Audit - selective testing and verification of the effectiveness, efficiency and economy. Analysis and evaluation of the implementation of activities to achieve the project objectives. Compliance audit to verify compliance of the project with national legislation and international treaties. Identifying risks in the project. Assessment of risk management in the implementation of the project objectives. Spot checks to establish the actual level of the project. Physical inspection. Financial audit for accuracy in all material respects the accounting information and financial reporting. Consultations and inquiries to the consultant and supervisor of the project and to the leadership of the. Recommendations for the management of the auditee. Findings: 1. The rights and financial framework of the project 2. Vazimootnosheniya to clients and beneficiaries, 3. Contracts Financial Memorandum / if any / 4. Izpalnenieto the project 5. Accounting services for the project 6. Control procedures paying 7. Risks related to the completion of the project. Audit report, notification and sent to different users.

Teaching and assessment

Teaching is in the form of lectures. At the beginning of each lecture a short introduction is provided to ease the transition from one topic to another. New topics are discussed with students to achieve continuity of training and help students draw their own conclusions. In training priority is given to practical and independent work by students.

MANAGEMENT OF INFRASTRUCTURE PROJECTS

ECTS credits: 4.5

Form of assessment: on-going control and exam

Semester: 4

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Hours per week: 3l + 0s

Type of exam: written

Hours per week: 3l + 1s

Type of exam: written

Annotation:

Lectures "Management of Infrastructure Projects" was developed in accordance with the general objectives of the subject "Project Management". Structurally covers key management issues various types of infrastructure associated with regional radvitie and others. The aim of the course is to provide students with detailed knowledge of different types of infrastructure management, to explore basic approaches of managing her main tasks that need to be addressed in the implementation of the curriculum are: Understanding the nature of various infrastructure projects; Understanding the nature and characteristics of the organization and management of the infrastructure.

Course contents:

Economic nature, content and scope of the infrastructure. Classification Infrastructure. Types of infrastructure. Methodological tools for research and analysis infrastructure. Management of infrastructure projects baza. Management core principles. Stages in the life cycle of an infrastructure project. Methods of logical framework. Planning first-phase infrastructure project management. Opening the main problem. Identification of key players. Definition of project objectives. Consider compromises and concessions. Determination of activities Programiranena infrastructure project, processes Identifitsirane. Main tasks and duties. Key assessments and tools. Criteria and standards for evaluation. Next steps of the infrastructure project. Formulation of the infrastructure project. Main tasks and responsibilities. Key assessments and obligations. Key assessments and tools. Criteria and standards for evaluation. Basic documents. Implementation, monitoring and evaluation and audit of infrastructure projects. Develop ToR. Objectives. Use of the terms of reference of the project cycle. Format and content of the ToR. Policy Commission for development. Strategies Development - Partnership assistance and transition to greater use of sector programs and budget support. The main problems associated with universal development related to the management of the project cycle. Harmonization of strategies and procedures of donors. Pre-accession funds. Structural Funds. Cohesion Fund. ISPA Program, Phare Programme INTERREG /I., II IIID /, Operational Programme "Regional Development", Operational Programme "Transport", Operational Programme "Environment".

Teaching and assessment:

Teaching is in the form of lectures and seminars. At the beginning of each lecture a short introduction is provided to ease the transition from one topic to another. New topics are discussed with students to achieve continuity of training and help students draw their own conclusions.

COMMUNICATION IN PROJECT MANAGEMENT

ECTS credits: 4.5

Form of assessment: on-going control and exam

Semester: 4

Methodological guidance:

Department of Management and Marketing

Faculty of Economics

Annotation:

The training course on "Communication in Project Management" is designed for students of a master's degree in specialty "Project Management". The aim of the course is: To present the students with current issues of communication in the management of projects, go through the natural stages of development, budgeting, management and evaluation of projects; To learn a wide range of knowledge and skills in carrying contacts with individuals and institutions in the development and implementation of various projects. The aim is to form knowledge skills and abilities for personal and business contacts, professional efficiency and successful career.

Course contents:

Communications For Gathering Of Information And Identification Of Projects. Communications Between Stakeholders Of The Project. Communications In The Process Of Involving The Society In The Project. Communications With The Institutional The Environment Of Project. Relations And Communications Among Members In Forming A Team For Implementation Of The Project. Mutual Relations And Conduct Of Team Members Through The Stages Of Its Developmen. Formal And Informal Relations Between Members. Nonverbal Communications. Principles Of Communication. Rules For Teamwork. Interaction And Communication In The Performance Of Project Activities. Implement And Maintain Public Relations. Press Conference, Mass Media. Conflict Management In Negotiations. Features Intercultural Communications In Project Management. Successful Rules Of Conduct In Teams At Work

Teaching and assessment

The training course takes the form of lectures and seminars. Topics of seminars further discuss the material taught during lectures. During the seminars students deal with solved tests, assignments, case studies, the aim of which is to stimulate the logical thinking and making of conclusions and decisions. Doing a writing task is part

Hours per week: 3l + 1s

Type of exam: written

of the semester. The requirements for the semester are regular attendance, completion of assigned tasks and meeting the minimum criteria for current control. The course ends with an exam.