

SYLLABUS

Basic data case			
Academic Unit:	Faculty of Tourism and Environment		
Course Title:	Event management		
level:	Bachelor		
Course Status:	Mandatory		
Year of study:	III		
Number of hours per week:	4		
Credits - ECTS:	5		
Time / location:			
The teacher of the course:			
Contact details:			
Course Description			
	<i>The module is designed for students to attain knowledge to manage meetings, events, organize them and to plan.</i>		
Objectives of the course			
	<i>The main objective of this module is that through this module students learn about the basic concept of management of important events, providing basic knowledge and experience for career advancement within the industry, including special events, meetings, exhibitions, entertainment, sports and fund management.</i>		
Learning outcomes:			
	<p><i>Upon successful completion of this module, students will be able to:</i></p> <ul style="list-style-type: none"> - <i>know how to manage the different events,</i> - <i>know the risks in events, protocol events, social events management, entertainment during events, financing and sponsorisimin of events, negotiations and contracts for the event,</i> - <i>designs and decors apply to events, and their monitoring,</i> - <i>demonstrate management activities for various events.</i> 		
Burdened student contribution in (which is therefore must correspond with results Chat student caching)			
activity	hour	Day / week	Overall
Lectures and exercises	4	15	60
Practical work			
Contacts with teacher / consultations	1	5	5
Field exercises			

Kollokfiume, seminars			
Homework			
Self learning time student (at the library or at home)	3	15	45
Final preparation for the exam	3	6	18
Time spent on evaluation (tests, quiz, final exam)	2		2
Projects, presentations, etc.			
Total			130

Teaching Metodology:	<i>Lectures and exercises combined with case studies and class discussion</i>
Assessment methods:	<i>Essay prepared and presentation 30% Estimated final exam with 70% of the grade. The exam consists of questions with possible answers, open questions, and a case study.</i>
Literature	
Basic literature:	1. <i>Event Management- 05 edition, by Lynn VanDer Wagen and Brenda Carlos</i>
Additional literature:	1. <i>Planing Successful Meetings and Events, by: Ann J. Boehme,</i> 2. <i>Successful Event Management, 2nd edition by Anton Shone and Bryan Parry,</i>

Designed learning plan:	
Week	Turn lecture to be held
Week One:	<i>Event Management</i>
Week two:	<i>Logical Framework Management Event</i>
Week Three:	<i>Human resource Management</i>
Week Four:	<i>Start of Event</i>
Week Five:	<i>Integrated management</i>
Week Six:	<i>Development Event</i>
Week Seven:	<i>Cost and budget</i>
Week Eight:	<i>Evaluation of Event</i>
Week Nine:	<i>Quality Development</i>
Week Ten:	<i>Management Communication</i>
Week Eleven:	<i>Risk Management</i>
Week Twelve:	<i>Event Monitoring progress</i>
Week Thirteen:	<i>Management and Closing Event</i>
Week Fourteen:	<i>Completion of an Event</i>
Week Fifteen:	<i>Presentation and Evaluation Event</i>

Academic policies and rules of conduct:

Regular attendance, to maintain the peace and active engagement in dialogue during lectures and exercises is obligatory.