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|  **UNIVERSITY OF NIŠ** |
| **Course Unit Descriptor** | **Faculty** | Pedagogical Faculty in Vranje |
| **GENERAL INFORMATION** |
| Study program  | Technical Education and Informatics |
| Study Module (if applicable) | / |
| Course title | Management in Education |
| Level of study | ☐Bachelor ☒ Master’s ☐ Doctoral |
| Type of course | ☐ Obligatory☒ Elective |
| Semester  | ☐ Autumn ☒Spring |
| Year of study  | Third |
| Number of ECTS allocated | 5 |
| Name of lecturer/lecturers | Mile Ilić |
| Teaching mode | ☒Lectures ☐Group tutorials ☐ Individual tutorials☐Laboratory work ☐ Project work ☐ Seminar☐Distance learning ☐ Blended learning ☐ Other |
| **PURPOSE AND OVERVIEW (max. 5 sentences)** |
| Learning about different aspects and elements of school system management. Enable students to analyze activities in educational institutions. Helps to create goals and visions to improve work in schools. Helps to create a strategy of achieving optimal development and action plans, to organize and develop the resources, to coordinate the activities of employees, and to evaluate and manage the work of employees. |
| **SYLLABUS (brief outline and summary of topics, max. 10 sentences)** |
| Conceptual definition of management; management functions - planning, organization and control.Educational policy, school administration.Human resource development.Long-term planning and organization, management strategies and functions.Management techniques and instruments - styles in school managementCounseling work of manager at school; Competences for managers at school.Communication between the school and the community. |
| **LANGUAGE OF INSTRUCTION** |
| ☒Serbian (complete course) ☐ English (complete course) ☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_ (complete course)☐Serbian with English mentoring ☐Serbian with other mentoring \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ASSESSMENT METHODS AND CRITERIA** |
| **Pre exam duties** | **Points** | **Final exam** | **points** |
| **Activity during lectures** | **10** | **Written examination** | **30** |
| **Practical teaching** | **10** | **Oral examination** | **20** |
| **Teaching colloquia** | **30** | **OVERALL SUM** | **100** |
| **\*Final examination mark is formed in accordance with the Institutional documents** |