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| <b>Level:</b> Master   |                 |                               |        |
| <b>Course title:</b> Management in education   |                 |                               |        |
| <b>Status:</b> elective  |                 |                               |        |
| <b>ECTS:</b> 9   |                 |                               |        |
| <b>Requirements:</b>   |                 |                               |        |
| <b>Learning objectives</b><br>To gain knowledge in the field of organizational, planning, financial, human resources, quality and innovation management in educational institutions.   |                 |                               |        |
| <b>Learning outcomes</b><br>Student should be able to understand all elements, processes and subject roles in educational institutions, as well as principles and ways of management in social activities in sense of contemporary management and marketing. Student should be able to contribute to innovations and development, team work and culture of quality development.  |                 |                               |        |
| <b>Syllabus</b><br><i>Theoretical instruction</i><br><b>Strategy and Planning:</b> Overview of international education systems; Impact of the Bologna Declaration on the education systems in Europe; Strategy of education institutions; Marketing of education institutions and education services; making of financial plans and budgets.<br><b>Management of the education process:</b> Organization of pedagogical process; Organization of education institutions; Personnel issues in education institutions; Achieving excellence in learning and teaching; International quality systems in education. <b>Student guiding principles:</b> Conflict resolution; Counselling, mentoring and coaching; Assessment; Working with gifted students; Organization of extracurricular activities. <b>Management of innovations and development:</b> Innovations in educational programs; Preparation of innovative curricula; Development of new teaching material; Conducting research; Development of teachers' skills.<br><b>Staff guidance policies:</b> Ethics and values in education; Principles of successful management of assistants; Building and running the team; Situation management and organization of one's personal time and priorities. |                 |                               |        |
| <b>Weekly teaching load</b>  |                 |                               | Other: |
| Lectures:<br>3   | Exercises:<br>1 | Other forms of<br>teaching: 1 |        |