

**Faculty of Philosophy / PRE-SCHOOL EDUCATION / Pedagogical management**

<b>Course:</b>	Pedagogical management			
<b>Course ID</b>	<b>Course status</b>	<b>Semester</b>	<b>ECTS credits</b>	<b>Lessons</b> (Lessons+Exercises+Laboratory)
4563	Mandatory	1	4	2+1+0
<b>Programs</b>	PRE-SCHOOL EDUCATION			
<b>Prerequisites</b>	There are no requirements for reporting and lecture attendance			
<b>Aims</b>	Introduction the basis of the theory of management as the prerequisite of successful relations at all levels of education. The subject is a sublimation of a wide range of scientific knowledge about economic solidity and cohesion of modern governance, as well as its qualitative and cultural nature which, in the formation of personality of managers in education, supposes an enhanced ability to achieve the objectives of learning how to study management, i.e. acquisition, arrangement and use of human, material and other technical resources.			
<b>Learning outcomes</b>	After passing this exam student will be able to: 1. Get familiar with the basics of management theories that are a prerequisite of successful relations at all levels of education, well run with human and physical resources in the sectors of indebtedness. 2. Sublimation of wide spectrum of scientific knowledge about the economic solidity and cohesion of modern governance, and its qualitative and cultural nature which, in the formation of the entire personality of a manager in education, presupposes an enhanced ability to achieve goals. 3. Learned how to study management, i.e. acquisition, deployment and use of human resources, material and other technical means, realizes set goals and tasks by plans and programs.			
<b>Lecturer / Teaching assistant</b>	Biljana Maslovarić, PhD Jelena Vukotić, MA			
<b>Methodology</b>	Lectures and debates. Preparation and delivery (in electronic form) of one essay on a given topic from one of the areas of subject. Studying for tests and final exam. Consultations.			
<b>Plan and program of work</b>				
Preparing week	Preparation and registration of the semester			
I week lectures	Management in Education (specificity)			
I week exercises	Management in Education (specificity)			
II week lectures	Introduction to pedagogic management, development of management theories, management processes			
II week exercises	Introduction to pedagogic management, development of management theories, management processes			
III week lectures	Educational system in Montenegro and other educational systems (characteristics)			
III week exercises	Educational system in Montenegro and other educational systems (characteristics)			
IV week lectures	School Governance and Management (classical and contemporary theories)			
IV week exercises	School Governance and Management (classical and contemporary theories)			
V week lectures	Team work in the school as a model of successful management			
V week exercises	Team work in the school as a model of successful management			
VI week lectures	First knowledge test			
VI week exercises	First knowledge test			
VII week lectures	Communication and conflicts			
VII week exercises	Communication and conflicts			
VIII week lectures	Changes at school (resistance and acceptance of changes)			
VIII week exercises	Changes at school (resistance and acceptance of changes)			
IX week lectures	Planning (types of plans) and making decisions at school			
IX week exercises	Planning (types of plans) and making decisions at school			
X week lectures	Staff policy and human relation at school (director of Institution as a pedagogical leader)			
X week exercises	Staff policy and human relation at school (director of Institution as a pedagogical leader)			
XI week lectures	Knowledge management and project management at school			
XI week exercises	Knowledge management and project management at school			

**ECTS catalog with learning outcomes**  
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XII week lectures	Legislation in educational system					
XII week exercises	Legislation in educational system					
XIII week lectures	Secoond knowledge test					
XIII week exercises	Secoond knowledge test					
XIV week lectures	Research, innovation and development of school as an organisation Managers at school: levels, roles, tasks, qualities, knowledge, leadership styles					
XIV week exercises	Research, innovation and development of school as an organisation Managers at school: levels, roles, tasks, qualities, knowledge, leadership styles					
XV week lectures	Final exam					
XV week exercises	Final exam					
<b>Student workload</b>	Weekly: 5 credits x 40/30 = 6 hours 40 minutes Structure of the load: 2 hours of teaching 2 hours of practise 2 hours of independent work including consultancies During the semester: Lectures and final exam: 6 hours 40 minutes x 16 = 106 hours 40 minutes Necessary preparations before the start of the semester (administration, registration, certification) 2 x (6 hours 40 minutes) = 13 hours 20 minutes Total hours for the course: 5x30 = 150 hours Additional work for the preparation of the remedial final exam, including the taking the remedial final exam from 0 to 30 hours (the remaining time of the first two items to the total load of the course) Structure of the load: 106 hours 40 minutes (teaching) + 13 hours 20 minutes (preparation) + 30 hours (additional work)					
<b>Per week</b>			<b>Per semester</b>			
<b>4 credits x 40/30=5 hours and 20 minuts</b> 2 sat(a) theoretical classes 0 sat(a) practical classes 1 excercises <b>2 hour(s) i 20 minuts</b> of independent work, including consultations			Classes and final exam: <b>5 hour(s) i 20 minuts x 16 =85 hour(s) i 20 minuts</b> Necessary preparation before the beginning of the semester (administration, registration, certification): <b>5 hour(s) i 20 minuts x 2 =10 hour(s) i 40 minuts</b> Total workload for the subject: <b>4 x 30=120 hour(s)</b> Additional work for exam preparation in the preparing exam period, including taking the remedial exam from 0 to 30 hours (remaining time from the first two items to the total load for the item) <b>24 hour(s) i 0 minuts</b> Workload structure: <b>85 hour(s) i 20 minuts (cources), 10 hour(s) i 40 minuts (preparation), 24 hour(s) i 0 minuts (additional work)</b>			
<b>Student obligations</b>			Students are required to attend classes, participate in debates and doing two tests. Students prepare an essay each and participate in debate after the presentation of essays			
<b>Consultations</b>						
<b>Literature</b>			Olivera Knežević-Folić, Milka Oljača (2011), Pedagogical Management, Association of Pedagogical Societies of Vojvodina, Novi Sad Svetlana Kostović, Milka Oljača (2012), Pedagogue and pedagogical dimensions of management, Faculty of Philosophy, Novi Sad Milkovich, G, J.Boudreau (1997), Human Resource Management, IRWIN Book team, Higher Education group, USA Isak Adžes (1992), Change Management, ASEE, Novi Sad J.R. Schermerhorn, J.Campling, D.Poople, R.Wiesner (2013), Management, Wiley&Sons Australia, Ltd. Morey, D. (2001), Knowledge Management, MIT Press. Bahra, N. (2001), Competitive Knowledge Management, St. Martin Press Von Hoffman, C (2001), Do We Know How to Do That? Understanding Knowledge Management, Harvard Business School Press Ministry of Education and Science, Book of Changes, Podgorica, 2001. Marković, B.: School organization and management, Užice, 2003.			
<b>Examination methods</b>			- Preparation and submission of essays in written and electronic form (5 + 5 points) + involvement in teaching and participation in debates (5 points) = 15 points - Two tests - 20 point, Final exam - 45 points. - Passing grade is obtained by collecting			
<b>Special remarks</b>						
<b>Comment</b>			The plan of implementation of the curriculum, students will get at the beginning of the semester			
<b>Grade:</b>	F	E	D	C	B	A
<b>Number of points</b>	less than 50 points	greater than or equal to 50 points and less than 60 points	greater than or equal to 60 points and less than 70 points	greater than or equal to 70 points and less than 80 points	greater than or equal to 80 points and less than 90 points	greater than or equal to 90 points