



SOUTH-WEST UNIVERSITY "NEOFIT RILSKI"

Faculty of Pedagogy

Department of "Management of Education and Special Pedagogy"

Information package ECTS

**PROFESSIONAL DIRECTION: 1.1. THEORY AND MANAGEMENT OF
EDUCATION**

SPECIALTY „EDUCATIONAL MANAGEMENT"

EDUCATIONAL AND QUALIFICATION LEVEL: MASTER

PROFESSIONAL QUALIFICATION: EDUCATION MANAGER

The Master's program is intended for graduates of the educational and qualification degree "Bachelor"/ "Master" in the professional field 1.2. "Pedagogy", 1.3. "Pedagogy of education in ...", other Bachelor's programs and acquired professional qualification "Teacher".

EDUCATIONAL GOALS OF THE SPECIALTY

The student in the Master's program "Educational Management" is preparing for a potential manager in the field of education, who can carry out organizational and managerial activities in the field of education, to perform tasks for the effective management of various types of educational organizations, municipal, state and private educational institutions (schools, educational centers, academies, clubs, vocational training centers, organizational structures for continuing education, project teams, etc.), as well as to be a manager of his class. He is preparing to be a leader who can create an organization for the provision of educational services in accordance with his bachelor's specialty and to improve and develop them in accordance with modern trends in the development of the theory and practice of educational management and the changing social environment.

In accordance with Art. 9, para. 2 of the Regulation on the State Requirements for Acquiring Higher Education at the Educational and Qualification Degrees "Bachelor", "Master" and "Specialist" (Republic of Bulgaria), training in the Master's program provides:

- In-depth scientific, theoretical and specialized training of an interdisciplinary nature, combining knowledge and skills from the field of educational sciences, management theory and the legislative foundations of education;
- Mastering the basics of scientific research and applied science, including skills for research and analysis of sources of information and independent orientation in the possible and useful applications of the theory and practice of modern management;
- Development of adaptation capabilities in the face of social, economic and technological changes.

Specifically, the master's program creates conditions for the formation of knowledge about:

- The essence and specificity of educational management and administration;
- The economics of education and school finance;
- Educational policy and law, school legislation and administration;
- Organizational culture, organizational behavior and human resource management;

- Strategic and innovative management in education, planning and organizational design of the functioning and development of educational systems and institutions;
- Monitoring and quality management in education;
- Educational marketing and public relations of educational institutions;
- Information and communication technologies in the management of educational systems and maintaining the quality of education.

The skills embedded in the individual curricula are for:

- Operational management, organizational development and organizational changes;
- Control, analysis and diagnostics of educational and management systems;
- Operational and strategic planning and management of organizational development;
- Interpersonal communication, stimulation, motivation, support, consulting and training of staff;
- Communication and document management;
- Negotiation, image creation and public presentation.

QUALIFICATION AND CAREER DEVELOPMENT

The student who has completed the educational qualification degree "Master" in Educational Management is prepared to:

- initiate, organize, coordinate educational activities and projects;
- lead human communities, support and stimulate the pedagogical and social initiative and creativity of the members of these teams;
- support through management decisions the professional and career development of the staff of the institution for which he is responsible;
- manage financial, material and information resources and establish modern criteria for the development and control of the quality and effectiveness of the processes that take place in the educational organization;
- manage himself, teams and program groups, delegate authority, and create models of a new organizational culture in the educational organization;
- determine the mission, goals and strategies for the development of educational institutions, demonstrates entrepreneurship and makes sound management decisions;
- motivate, stimulate, evaluate and control to achieve the goals of educational organizations, affirm democratic values in management, and create a favorable psychological and moral atmosphere in educational communities.

Students who complete the Master's program "Educational Management" are prepared to occupy management positions in the field of education.

CURRICULUM FRAMEWORK

FIRST SEMESTER		SECOND SEMESTER	
Required courses	ECTS	Required courses	ECTS
1. Fundamentals of Management	5.0	7. Educational Marketing and Public Relations	3.0
2. Educational Management	5.0	8. Economics of Education and Financial Management	4.0
3. School Legislation, Administration and Records	5.0	9. Strategic and Innovation Management in Education	2.0
4. Organizational Culture, Organizational Behavior and Leadership	5.0	10. Classroom Management	2.0
5. Elective Course from the first group	5.0	11. Elective Course from the third group	2.0
6. Elective Course from the second group	5.0	12. Elective Course from the fourth group	2.0
		13. Completion of the Master's Programme	15.0
Elective courses (Choose one from each of the two proposed groups)		Elective courses (Choose one from each of the two proposed groups)	
First group (theory and practice of education)		Third group (theory and practice of education)	
Inclusive education	5.0	Diagnostics and Analysis of the School Organization	2.0
Management of Pre-school Institutions	5.0	Control in Education	2.0
Management of Vocational Training	5.0	Continuing Education (Lifelong Learning)	2.0
Human Resource Management in Education	5.0	European Educational Policies and Structures	2.0
Second group (organizational practicum)		Fourth group (organizational practicum)	
Practicum: Conflict Management	5.0	Practicum: Information Systems and Technologies in Educational Management	2.0
Practicum: Negotiations and Meetings in the School Organization	5.0	Practicum: Project Management	2.0
Practicum: Communication Skills and Teamwork	5.0	Practicum: Non-governmental Organizations and Private Institutions in Education	2.0
Total:	30	Total:	30
Total 60 credits per curriculum (30 credits per semester)			

COURSE ANNOTATIONS

FUNDAMENTALS OF MANAGEMENT

ECTS: 5.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Prof. Dr. Milena Filipova, Department of Business Management and Marketing, Faculty of Economics

Email: mfilipova@swu.bg

The study discipline provides an initial orientation in the areas of theory and practice of management, which will be the subject of a more detailed examination in the other study disciplines from the curriculum of the specialty

The realization of these goals takes place through familiarization with the essence of management, the evolution in management schools and the main directions; formation of basic knowledge about the external environment, the algorithm and the construction of the strategy, goals and mission of the organization; acquisition of skills about the essence and construction of organizational structures in educational organizations; acquisition of knowledge and skills about the methods and stages of decision-making.

Course content: Essence of management; Strategic management; Strategic planning; Methods of strategic analysis; Diversification strategy; Competitive strategy; Organizational structures; Decision-making; Human resources policy; Motivation and motivational process; Conflict management; Leadership and power; Management styles; Corporate culture.

EDUCATIONAL MANAGEMENT

ECTS: 5.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. Prof. Dr. Miroslav Terziyski, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Email: miroslav.t@swu.bg

The course aims to introduce students to the basic concepts, theoretical statements and practical dimensions of management in the field of education. It helps to build a professional management culture, critical thinking and personal position on key problems and contemporary trends in the development of educational institutions and the system as a whole.

It provides an interdisciplinary view of educational management, combining knowledge from pedagogy, sociology, psychology, law and economics. It emphasizes the understanding of organizational structures in education, the principles of effective management and the application of modern management technologies.

Among the main emphases are:

- acquiring knowledge about the essence and specifics of educational management;
- analyzing management functions and approaches at different levels of the educational system;
- understanding and applying different models for managing the quality of education;

- developing skills for self-assessment, external evaluation and strategic planning;
- forming competencies for recognizing and adapting different leadership and management styles;
- applying knowledge and skills in the development and adaptation of curricula and programs to the specifics of the institution and the expected educational outcomes.

The course creates a foundation for building contemporary educational leaders capable of managing effectively and sustainably in a dynamic environment focused on quality, innovation, and inclusion.

SCHOOL LEGISLATION, ADMINISTRATION AND RECORDS

ECTS: 5.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. Prof. Dr. Miroslav Terziyski, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Email: miroslav.t@swu.bg

The aim of the course is to familiarize students of the master's program with the regulatory framework regulating the functioning of the system of preschool and school education in Bulgaria, with the administrative processes in educational institutions and with the requirements for creating, storing and managing school documentation.

The course emphasizes understanding the legal foundations of education, including the Constitution, laws, by-laws and internal institutional rules. Students acquire the knowledge and skills necessary for the effective implementation of legislation in management practice, as well as for ensuring legal certainty and administrative transparency in the activities of the educational institution.

The main emphases of the discipline include:

- familiarization with the regulatory framework regulating the activities of schools and kindergartens;
- analysis of the powers, responsibilities and interactions between participants in the educational process;
- formation of skills for effective administrative management and organizational planning;
- mastering the principles and requirements for keeping school documentation - diaries, protocols, plans, orders, reports, correspondence, etc.;
- application of electronic documentation and use of information systems in education;
- development of the ability to make management decisions in accordance with legal norms and ethical standards in education.

The course combines theoretical knowledge with practical skills necessary for responsible and effective management of an educational institution in a modern legal and administrative environment.

ORGANIZATIONAL CULTURE, ORGANIZATIONAL BEHAVIOR AND LEADERSHIP

ECTS: 5.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. Prof. Dr. Miroslav Terziyski, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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The course aims to introduce students to the basic theoretical concepts and practical aspects related to organizational culture, organizational behavior and leadership in the educational environment. It supports the building of a management and team culture, the development of leadership potential and the formation of skills for effective interaction within the educational institution.

The course examines the interaction between individual and group behavior in an organizational context, as well as the influence of values, norms, motivation and communication on the functioning of the institution. It examines different models of leadership, approaches to building and managing teams, as well as ways to deal with organizational problems and resistance to change.

The main emphases of the discipline are:

- understanding the essence and characteristics of organizational culture and its importance for the development of the educational institution;
- analysis of individual and group behavior in an organizational context;
- study of motivational mechanisms, decision-making processes and the dynamics of interpersonal relationships;
- acquaintance with classical and contemporary theories of leadership and their application in educational practice;
- formation of leadership skills and building an effective personal leadership style;
- promotion of reflection, emotional intelligence and ethical behavior in management.

Through a combination of theoretical knowledge and practical activities, the discipline creates a foundation for effective management of the human factor in educational institutions and the development of a sustainable organizational culture oriented towards collaboration, innovation, and leadership.

EDUCATIONAL MARKETING AND PUBLIC RELATIONS

ECTS: 3.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

The discipline “Educational marketing and public relations” aims to form theoretical knowledge and practical skills in students regarding the management of marketing activities and the organization of marketing events in educational institutions. The emphasis is on mastering competencies regarding the marketing process in the educational sphere and the implementation of public relations by understanding them as a specific scientific discipline and applied field.

The aim of the discipline is to train management personnel, teachers, directors and other persons working or wishing to work in the field of educational management. In this regard, students are introduced to current trends in the development of educational marketing and the relations between educational institutions and the public by acquiring basic theoretical knowledge related to basic concepts, theories, principles and specifics. After completing the course, the students must have acquired skills in organizing, implementing and managing marketing processes using management approaches in conducting marketing research; implementing public relations; using effective PR techniques and media; developing a PR plan and strategy; organizing and implementing a PR campaign.

ECONOMICS OF EDUCATION AND FINANCIAL MANAGEMENT

ECTS: 4.0

Study load: 30 lectures + 30 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. Prof. Dr. Mariya Paskaleva, Department of Finance and Accounting, Faculty of Economics

E-mail: m.gergova@abv.bg; mariyapaskaleva@swu.bg

The course provides basic knowledge of economic and financial issues in education and modern models for implementing them. It includes basic techniques for analyzing economic processes (at the macro and micro levels) and the conditions for effective formation, distribution, and utilization of financial resources in the sector and its structures. By studying "Economics of Education and Financial Management," students will acquire the skills to develop financial and economic projects to improve the management processes in educational structures.

The realization of these objectives is achieved through the formation of basic knowledge in economics and finance in the context of the educational sector's market behavior; the acquisition of habits and skills for applying a systematic approach to analyzing economic relations and related financial mechanisms in their inseparable unity with pedagogical and other social phenomena; and raising the level of professional training of future educational personnel in economics and finance.

Course content: Economics and financial management of education in the context of general management theory; the economics of education as a science; the object, subject, and purpose of the economics of education; financial conditions for the operation of education; and labor wages in education.

STRATEGIC AND INNOVATIVE MANAGEMENT IN EDUCATION

ECTS: 2.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. Prof. Dr. Miroslav Terziyski, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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The training in the course "Strategic and Innovative Management in Education" traces the development, essence and features of strategic and innovative management. Emphasis is

placed on the development of the Strategy as the main planning document in school. The application of the competency approach as the most important innovation in modern education is also examined.

The main goal of this course is to familiarize students with:

- the basics of strategic management;
- the structure of the strategy;
- the importance of innovations in education;
- the competency approach as the most significant educational innovation.

CLASSROOM MANAGEMENT

ECTS: 2.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer:

The course "Classroom Management" is aimed at improving the professional competence of future educational specialists in the management of the learning environment. Its main goal is to form knowledge and skills for effective leadership of the classroom community by building a positive psychological climate, preventing destructive behavior and encouraging active participation of students.

The course covers key topics such as group dynamics, motivation, discipline, communication strategies, dealing with conflicts and creating an inclusive educational environment. Special attention is paid to the leadership role of the teacher, adaptive pedagogical approaches and models for supporting students with diverse educational needs.

The discipline combines theoretical knowledge with practical techniques necessary for sustainable and effective classroom management in modern educational conditions.

INCLUSIVE EDUCATION

ECTS: 5.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. Prof. Svetoslava Saeva, PhD

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Course summary:

The lecture course "Inclusive education" aims to provide up-to-date information on the processes that are directly related to the integration of various target groups in the general education environment. Due to the dynamics in modern society, the topics are related to a number of issues that relate to the regulatory and management framework.

Course description:

The teaching content of the lecture course is divided into three modules. First module – General theoretical issues. Second module – Main areas of integration. Third module – Implementation of good integration practices. The seminar classes consolidate and build on the knowledge on the topics covered in the lectures.

Technology of teaching and assessment:

Lectures are mainly devoted to the characteristics and application of various approaches and methods for integration. Seminar exercises include techniques for the application of effective approaches for integration.

It is planned to conduct ongoing assessment within the semester, as well as a semester exam.

MANAGEMENT OF PRE-SCHOOL INSTITUTIONS

ECTS: 5.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. prof. Dr. Blaga Dzhorova, Department of Preschool and Primary School Pedagogy, Faculty of Pedagogy

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Studying the course "Management of Preschool Institutions" by master's students, included in the curriculum of the master's program, is an opportunity to acquire up-to-date competencies in the field of organization and management of the preschool institution - kindergarten. The scientific basis of this activity by the director and the pedagogical council of the kindergarten implies the consideration of: the structure of the preschool institution and the specifics of management; regulatory documents regulating the management processes in the preschool institution - kindergarten; the specifics of the development of documents necessary for the organization and management of each preschool institution; the control activities of the principal; the types of partnerships of the preschool institution with the family, governmental and non-governmental institutions.

Along with the fundamental knowledge of management as a scientific field, the course also includes important aspects related to the specifics of the self-government of the preschool institution, the factors and conditions for effective management, the main functions of the structural units in the institution, as well as their diverse activities. The course is in subject-matter connection with disciplines such as: Human Resources Management in Education, Control Activities in Education, School Legislation, Administration and Documentation, School Documentation and Information Security.

MANAGEMENT OF VOCATIONAL TRAINING

ECTS: 5.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. prof. Dr. Diana Mitova, Department of Technological Training and Vocational Education, Faculty of Engineering

E-mail: didimitova2006@swu.bg

The course "Management of Vocational Training" aims to provide students with knowledge about the vocational education and training system in Bulgaria, its specificity, structure, content and organization. In parallel with fundamental knowledge of basic laws and regulatory documents of the vocational education and training system, important aspects related to mastering effective approaches to organizing, preparing and conducting vocational training are also covered. The program provides information about the institutions that ensure

the quality of vocational education and training and the system for managing the quality of vocational training. The emphasis is on the interdisciplinary nature of teaching and training, through mastering effective models of group communication, the ability to motivate adult learners, facilitation, leadership, mentoring, etc. The knowledge gained will support the study of other disciplines included in the curriculum of the specialty.

HUMAN RESOURCE MANAGEMENT IN EDUCATION

ECTS: 5.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Prof. Dr. Milena Filipova, Department of Business Management and Marketing, Faculty of Economics

E-mail: mfilipova@swu.bg

The course is aimed at mastering the theoretical foundations and modern practical models for working with personnel in educational organizations - school organizations, kindergartens, educational centers, etc. Conditions are created not only for mastering concepts, but also for discussions on how, through modern management mechanisms, the status of the modern teacher and the effectiveness of his work can be increased.

It examines the basic principles, functions and strategies for effective management of human resources in educational institutions. Emphasis is placed on planning, selection, professional development, assessment and motivation of pedagogical and non-pedagogical personnel.

PRACTICUM: CONFLICT MANAGEMENT

ECTS: 5.0

Study load: 30 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturers:

Assoc. Prof. Dr. Miroslav Terziyski, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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Assist. Dr. Irena Stambolieva, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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The course aims to familiarize students with the nature of conflicts in educational and organizational environments, the causes of their occurrence and effective approaches to their management and resolution. Emphasis is placed on the types of conflicts, communication styles, mediation and negotiation techniques, as well as the role of leadership and emotional intelligence in the process of managing tension and stressful situations.

The course develops practical skills in conflict prevention, analysis of conflict dynamics and application of appropriate strategies for creating a constructive and supportive environment within educational institutions. Students will develop competencies related to building a culture of dialogue, respect and cooperation.

PRACTICUM: NEGOTIATIONS AND MEETINGS IN SCHOOL ORGANIZATION

ECTS: 5.0

Study load: 30 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturers:

Assoc. Prof. Dr. Miroslav Terziyski, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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Assist. Dr. Irena Stambolieva, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

E-mail: ir.stambolieva@swu.bg

Students of educational management must be prepared for the education system as educational managers and partners of their subordinates, assistants, facilitators, consultants, trainers, coaching. These are the people who work in it, together with their knowledge, competence and work motivation. They carry out the activities of the organization, innovate it, develop the organization and themselves.

In modern organizations, the skills of managers to conduct negotiations, meetings and the relevant documentation are an important source of competitive advantages and support their abilities, knowledge, will to change the organization.

PRACTICUM: COMMUNICATION SKILLS AND TEAMWORK

ECTS: 5.0

Study load: 30 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturers: Prof. Dr. Svetlozar Vatsov, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

E-mail: sv.vacov@abv.bg

Assist. Dr. Irena Stambolieva, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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The ability to communicate effectively is one of the most important of all life skills. The ability to communicate successfully contributes to skillfully reading the communication situation and adapting behavior to achieve specific communication goals by analyzing the received messages and actively expressing one's own position while observing the rules of effective communication.

Through teams, a better organization of the work process is achieved and at the same time appropriate conditions are created for making effective management decisions. This, in turn, leads to an improvement in the quality of work in the organization, and hence to the realization of higher results.

The main objective of this course is to introduce you to:

- the basics of communication and the communication process;
- the characteristics of different types of communication;
- overcoming the main communication barriers and errors in communication;

- the organization of teamwork.

DIAGNOSTICS AND ANALYSIS OF THE SCHOOL ORGANIZATION

ECTS: 2.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. Prof. Dr. Yuliana Kovachka, Department of Social Pedagogy, Faculty of Pedagogy

E-mail: yuliana_k@swu.bg

The course "Diagnostics and Analysis of the School Organization" examines the main problem areas related to: the essence of organizational diagnostics, its specifics, functions and tasks; methods of the science of "organizational diagnostics"; specific methodologies and tools for studying the internal and external environment of the school organization.

The aim of the course is for students to master knowledge about the essence, features, approaches and techniques of organizational diagnostics of the school.

The tasks of the course are:

- Mastering competencies in organizational diagnostics methods and their application in real diagnostic research;
- Getting acquainted with organizational diagnostics models
- Mastering the main components of diagnostic research (goals, methods, stages of implementation, methods of organization, diagnostic tools, etc.;
- Developing skills for applying diagnostic methods and techniques for external and internal diagnostics of the school.
- Developing tools, programs and projects for implementing various types of organizational diagnostics.

CONTROL IN EDUCATION

ECTS: 2.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturers:

Assoc. Prof. Dr. Miroslav Terziyski, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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Assist. Dr. Irena Stambolieva, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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The course aims to introduce students of the Master's program "Educational Management" to the essence, functions and technology of control activities in the system of preschool and school education. Control is considered an indispensable element of management, associated with achieving compliance between goals and results and with the sustainable improvement of the quality of education.

The course develops knowledge about the types of control, its place in the management process and the main stages of planning and implementation. Students acquire practical skills

in designing and implementing control activities, analyzing deviations, formulating regulatory measures and making decisions based on control results. The training encourages a critical attitude to the role of control in developing an effective and high-quality educational environment.

CONTINUING EDUCATION (LIFELONG LEARNING)

ECTS: 2.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. Prof. Dr. Snezhana Popova, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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Through training in this discipline, the development of professional competence, adequate attitude and personal readiness of future managers in education is supported and directed to cope with the diverse professional tasks of continuing education, organized for different ages and by different institutions. The main idea is that training in this elective discipline for students should be tailored to the situations in which modern man finds himself in the modernizing world - typical, problematic, critical. In fulfilling their professional roles, managers in the field of education are faced with a wide variety of challenges every day and with the need to quickly, accurately and adequately deal with them. Therefore, the main goal of training in continuing education is not only the acquisition of certain knowledge and the formation of specific skills, but also the development of an adequate attitude and attitude towards the specifics of future professional activity.

EUROPEAN EDUCATIONAL POLICIES AND STRUCTURES

ECTS: 2.0

Study load: 30 lectures + 15 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Assoc. Prof. Dr. Miroslav Terziyski, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

E-mail: miroslav.t@swu.bg

The course aims to introduce students to the main priorities, mechanisms and institutional frameworks of European educational policies. Emphasis is placed on strategic documents. The structure and functions of key European institutions in the field of education, the processes of harmonization and mobility, as well as the influence of European policies on national educational systems are discussed. Students develop analytical skills for interpreting and implementing European practices, programs and instruments in the context of the management and development of education. The course encourages critical thinking and understanding of the role of Europe as a factor for modernization and quality in education.

PRACTICUM: INFORMATION SYSTEMS AND TECHNOLOGIES IN EDUCATIONAL MANAGEMENT

ECTS: 2.0

Study load: 30 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturer: Chief Assistant Professor Dr. Radoslava Topalska, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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Abstract:

The modern stage of development of educational management is undoubtedly directly related to the development and capabilities of information and communication technologies and systems. Information systems and technologies are part of the modern educational vision and practice for educational management and offer real opportunities for improving the quality of the educational product and educational management at different levels. The emphasis in the training in the discipline is placed on acquiring skills for the design of the management environment in the education system through targeted, systematic and expedient use of information systems and communication technologies. After completing the course, students are expected to be able to effectively and creatively use modern educational information and communication technologies in the context of their upcoming work in educational institutions, in the design of the educational and management environment and in their overall professional realization as managers. After successfully completing the master's program, master's students will acquire: (1) Knowledge of modern trends in the field of application of information systems and communication technologies in educational management; (2) Skills and competencies for the application of modern information systems and technologies in the activities of the manager in education and the support of his professional activities; (3) Knowledge and skills for the application of various information systems and technologies in order to enrich the management and educational environment at different levels in education.

Course content:

Prospects for information systems for management in education - structure and functionalities, design and planning. State information registers in education. Register of student movements. Register of diplomas and certificates. National educational information infrastructure. Integrated information system of education - AdminPro. Unified system for management of vocational education. Security systems in education. Access control. Video surveillance systems. Regulatory assurance. Information systems for the implementation of the school - family relationship (teacher - parent - student). Electronic diary and electronic teacher's notebook - management capabilities and solutions. National educational portals. Cloud technologies. Cloud computing. Characteristics and capabilities for education management. Use of public clouds in education, disaster recovery of data. Application of Microsoft Office tools in education management. Opportunities and good practices. Problem areas of management related to information systems and technologies. Information security in educational institutions. Risks from the use of the Internet and social networks.

Teaching methods:

The application of modern teaching methods is based on the targeted application of information and communication technologies and various online resources and platforms, providing an opportunity to improve the intellectual and practical skills of students in the conditions of shared work. Solving specific problematic and practical tasks directly related to practice is an opportunity for the full development of the professional competence of future managers in education. Students' achievements are regularly diagnosed (tests, tests and practical tasks) and the results are organized in a portfolio, which is the basis for the formation of the current assessment. The training is organized in such a way as to realize a transition from standard

platforms for managing educational content to systems based on sharing and building a portfolio, using the capabilities of a specific environment for electronically supported learning.

PRACTICUM: NON-GOVERNMENTAL ORGANIZATIONS AND PRIVATE INSTITUTIONS IN EDUCATION

ECTS: 2.0

Study load: 30 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturers:

Assoc. Prof. Dr. Miroslav Terziyski, Department of Management of Education and Special Pedagogy, Faculty of Pedagogy

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The course is aimed at familiarizing students with the regulatory framework and practical aspects of the registration, functioning and management of non-governmental organizations and private educational institutions. Special emphasis is placed on the participation of NGOs in educational projects, the management of private institutions and the role of the school board as a form of non-governmental educational organization.

The practicum aims to develop in students the knowledge and practical skills for working in and with such structures, by encouraging critical thinking and an entrepreneurial approach in the field of education.

PRACTICUM: PROJECT MANAGEMENT

ECTS: 2.0

Study load: 30 seminars

Form of assessment: exam

Type of exam: written

Methodical Management: Department of Management of Management of Education and Special Pedagogy, Faculty of Pedagogy

Lecturers:

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The course aims to develop students' knowledge and practical skills in planning, organizing, implementing and evaluating projects in the educational field. Emphasis is placed on the main stages of the project cycle - from identifying problems and formulating goals to developing a project proposal, managing resources and monitoring implementation.

Students are introduced to project management methodologies, requirements of funding programs and techniques for teamwork and reporting results. The practical focus of the course prepares students for participation in the development and management of projects at local, national and European levels in the field of education.