

Course title: The Management of Educational Organisations

Course code: MDE0823

Type of course: compulsory

Level of course: MA

Year of study: 1st

Semester: 2nd

Number of ECTS credits allocated: 6

Name of the lecturer: Ştefan Colibaba

Course objective: This course of lectures aims to acquaint students with the most efficient ways of running educational institutions, and also help students develop basic abilities as managers in foreign language education.

Course contents: The lecturer will present and discuss issues related to curriculum development and the introduction of innovation, organising resources and information, communication in school (the individual: values, attitudes, professional satisfaction; the group: group behaviour, communication, conflict management and negotiation), recruiting and training personnel, promoting the organisation, the marketing offer, financial documents.

Recommended reading: Armstrong, M., 1991, *How to Be an Even Better Manager*, London: Kogan Page; Croft, C., 1996, *Time Management*, Boston: International Thomson Business Press; Robbins, S., 2000, *Organizational Behavior*, 9th ed., Prentice Hall; Rolheiser, C. and Joanne Quinn, 1997, *Managing the Process of Change*, New York: Soros Institute; White, Ron, Martin M., Stimson, M. and Hodge, R., 1991, *Management in English Language Teaching*. Cambridge: CUP

Teaching methods: lectures, interactive approaches

Assessment methods: (a) progress test (written); (b) final test (written)

Language of instruction: English