

## COURSE DESCRIPTION

**Code:** 5KAS/MANSS/19**Course title:** Management in social services**Field of study:****Guarantor:** prof. ThDr. Ján Šafin, PhD.**Lectured by:** Department of Christian anthropology a Social work**Semester:**  
WT, ST**Contact lessons:** Lecture, Seminar**Recommended course load (in lessons):****Weekly:** 2/2**Per course:** 26,26**Number of  
ECTS credits:** 4**Prerequisite(s):****Course assessment and completion:** Exam**Continuous assessment:****Final assessment:**

During the semester, the student processes, presents at the seminar and submits a seminar paper - preparation for the lesson. During the exam period, he performs a knowledge test and an oral exam. To get an A rating (excellent) he must get at least 92%, to get a B rating 84%, to a C rating at least 76%, to a D rating 65%, to an E rating at least 51%. A student who obtains less than 51% will be graded FX. The final evaluation is calculated as the average of the evaluation of the seminar work, knowledge test and oral answer.

**Course objective:**

The graduate of the course can:

- define and interpret in their own words the basic concepts of the subject area;
- describe procedures for support, management and assistance in the social field;
- describe the historical development and process of management also in the context of social services;
- to participate practically and pragmatically in the management of social service activities in society.

**Course content:**

Basic terminology, definition of Management and marketing in social services. Historical aspects of management. The essence and importance of management. Manager. Components of managerial functions. Organization, division, functions of organization and structure of organization. Goal management. Social organization. Decision making. Leading of people. Motivation. Communication. Control, etc.

**Textbooks and references:**

BĚLOHLÁVEK, F. 2005. Jak vést a motivovat lidi. Praha.

CEHELSKÁ, D. a T. HANGONI. 2014. Kompendium manažmentu pre sociálnych pracovníkov. Prešov. ISBN 978-80-555-1058-3.

HAMBÁLEK, V. 2010. Manažment v sociálnej práci. Bratislava. ISBN 978-80-89392-20-6.

HANGONI, T., IMRICHOVÁ, A. 2010. Manažment a jeho aplikácia v sociálnej práci. Gorlice.

MATOUŠEK, O. a kol. 2005. Sociální práce v praxi. Praha.

REHÁK, R. 2003. Manažment v sociálnej práci. Trnava.

**Language of instruction:****Guarantor's signature and the date of course description's last  
modification:** 01.09.2020