

Specification of courses for the book of courses

Study program		Preschool teacher	
Module		/	
Type and level of studies		Basic vocational studies - 1st level study program (professional bachelor degree)	
Name of the subject		Pedagogic Documentation	
Teacher (for lectures)		/	
Teacher/associate (for practical classes)		Biljana Vujasin	
Teacher/associate (for other forms of teaching)		/	
Year of study when the component is delivered		1	
Semester/trimester when the component is delivered		2	
Number of ECTS	3	Status of the course (compulsory/optional)	optional
Condition	None		
Goal of the course	Familiarise students with: basic terminology and pedagogical and business documentation; The Law of preschool Education, Work Permission, etc., Teach students to lead pedagogic documentation and know how to use it in work.		
The outcome of the course	After a successful completion of the course, students will be able to: know the system of preschool education, and other forms of preschool facilities, programs and services; recognizes the importance of connecting the system of preschool education with the school system; understand the laws and regulations related to preschool education; know the legal provisions related to the preparatory preschool program; use basic terminology for pedagogic documentation; combine ways to gather and record child data; observe, document and estimate child behaviour.		
Course content			
Theory classes	/		
Practical classes (other forms of teaching, research work during the studies)	Preschool education system (General basics of preschool education, Law on preschool education). Code of Ethics related to the profession of educators. Methods of gathering data on children. Registration noted about child behaviour. Cooperation with family and the social environment- confidentiality of children's data. The concept of a workbook for educators. Professional staff in kindergarten. Creating portfolios. Professional improvement of educators. Portfolio and journal keeping of the educator's work.		
Bibliography			
1 Пасер, В., Вујасин, Б. (2013): <i>Дневник педагошке праксе</i> . Вршац. Висока школа струковних студија			
2 Правилник о општим основама предшколског програма (2006): (стр. 14-18; 50-58; 70-74.)			
3 Гојков, Г., Круљ, Р. Кундачина, М. (2009): <i>Лексикон педагошке методологије</i> . Вршац. ВШВ.			
4 Група аутора (2009): <i>Ментор и приправник – Водич за наставнике, васпитаче и струковне сараднике</i> .			
5 Закон о предшколском васпитању и образовању. Службени гласник РС, бр /2011.			
Number of active classes per week during a semester/trimester/ year			
Lectures	Practical classes	Research work during the course	Other classes
0	2		1
Teaching methods	Interpretation of texts into structure, explanation with rhetorical questioning, conflicting opinions, discussion on a pre-announced topics, doing seminar papers.		
Mode of delivery		face-to-face	
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	Points	Final exam	Points
In class activity	/	Written exam	50
Practical classes	30	Oral exam	/
Colloquium	/		
Seminar papers	20		
Language of instruction	Serbian/English		