

## COURSE INFORMATION SHEET

<b>University:</b> Catholic University in Ružomberok	
<b>Faculty:</b> Faculty of Education	
<b>Course code:</b> KSPED/Sp-MD102C/22	<b>Course title:</b> Specifics of documentation in counseling facilities
<b>Type and range of planned learning activities and teaching methods:</b> <b>Form of instruction:</b> Seminar <b>Recommended study range:</b> <b>hours weekly:</b> 1 <b>hours per semester:</b> 13 <b>Teaching method:</b> on-site	
<b>Credits:</b> 2	<b>Working load:</b> 50 hours
<b>Recommended semester/trimester:</b> 2.	
<b>Level of study:</b> II.	
<b>Prerequisites:</b>	
<b>Requirements for passing the course:</b> Verification of the degree of acquisition of the relevant knowledge, skills and competences of the student is carried out on the basis of theoretical and practical examinations during the semester teaching of the subject. Prerequisites for successful completion of the course: 1. active participation in seminars, meeting the conditions of max. 2 excused absences, 2. completion of mid-term assignments; A grade of A requires at least 93%, a grade of B requires at least 85%, a grade of C requires at least 77%, a grade of D requires at least 69%, and a grade of E requires at least 60%. Course grade: A - 100%-93%, B - 92%-85%, C - 84%-77%, D - 76%-69%, E - 68%-60%, Fx - 59%-0%	
<b>Learning outcomes of the course:</b> After completing the course, the student will acquire the following knowledge, skills and competences: - Knows the organization and management of counselling facilities; - understands the meaning of the statutes, organizational regulations, work regulations of a counselling establishment; - knows how to apply different methods of evaluation in a counselling establishment; - knows and understands how to work with the ISCED 1 national curriculum for pupils with intellectual disabilities, intellectual and multiple disabilities; - knows and understands how to work with the ISCED 1 national curriculum for pupils with intellectual disabilities, intellectual and multiple disabilities, - knows how to provide documentation with individual processing of knowledge about a client with intellectual disabilities; - perceives the importance of further education for the improvement of own personal and professional competences.	
<b>Course contents:</b> Know the types of pedagogical documentation, its specifics with a focus on special-educational facilities, work plans of facilities, other documentation of facilities. Understand the methodology of creation and application of documentation according to the needs and specifics of special-	

educational establishments, know their statutes, organisational regulations, working regulations, personal statements and evaluation methods. Application of the methods of keeping documentation of special-educational establishments, knowledge of the forms, methods of handling them. Knowing and working with the state educational programme ISCED 1 for pupils with special educational needs.

**Recommended or required literature:**

Školský zákon č. 245/2008

Zákon č. 596/2003 Z.z. o štátnej správe v školstve a školskej samospráve v znení neskorších predpisov,

Vyhláška SR č.320/2008 Z.z o základnej škole v znení neskorších predpisov,

Vyhláška SR č. 322/2008 Z.z. o špeciálnych školách v znení neskorších predpisov,

Vyhláška č. 326/2008 Z.z o druhoch a náležitostiach vysvedčení a ostatných školských tlačív,

Zákon č. 503/2007 Z.z. o archívoch a registratúrach v znení neskorších predpisov a v znení zákona

č.216/2007,

Vyhláška Ministerstva vnútra SR 247/2007 Z.z., ktorou sa vykonávajú niektoré ustanovenia zákona o

archívoch a registratúrach,

Vyhláška MŠ SR č.9/2006 Z.z. o štruktúre a obsahu správ o VVČ, jej výsledkoch a podmienkach škôl a ŠZ, Metodický pokyn č.1/2009-R o hodnotení žiakov základnej školy.

**Language of instruction:**

Slovak

**Notes:**

**Course evaluation:**

Assessed students in total: 0

A	B	C	D	E	FX
0.0	0.0	0.0	0.0	0.0	0.0

**Name of lecturer(s):** PaedDr. Martina Magová, Ph.D.

**Last modification:** 27.08.2022

**Supervisor(s):**

People responsible for the delivery, development and quality of the study programme:

prof. Viktor Hladush, DrSc., PhDr. ThLic. Martin Taraj, PhD.