**Home Economics Education, Administration and Supervision**

**Course Code: Maj/H.Eco-301**

**Credit hrs. 3(3+0)**

**Checklist of Course Content**

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| **Course Content** | **Sources of Course Material** |
| **Theory:** |  |
| **1. Education:** Concepts and Aims of education.  Brief review of history and development of education.  Early Muslim Education,  British Education in the sub-continents.  Brief review of major Educational policies of Pakistan. | **Book: Foundation of Education, Part II, Chapters 3 Historical & Philosophical Foundations & Chapter 6 Philosophical roots of Education**  <https://puspitarahayuari.files.wordpress.com/2014/12/allan_c-_ornstein__daniel_u-_levine_foundations_of_education_student_text___tenth_edition____2007.pdf>  **Concepts and Aims of Education**  1.<https://www.academia.edu/25724141/DEFINITION_OF_EDUCATION_TRADITION_AND_MODERN_CONCEPT_OF_EDUCATION_AIMS_OF_EDUCATION_DEFINITION_OF_EDUCATION>  2. <http://www.vkmaheshwari.com/WP/?p=2675>  **Historical development of Education**  <http://fcc-educ110.weebly.com/uploads/2/3/6/3/23636704/historical_foundations_of_education_presentation_transcript.pdf>  **Educational policies of Pakistan**  <https://www.slideshare.net/zulfazoufishan/different-education-policies-of-pakistan>  **Video Lectures:**  **1. Definition & aims of Education; Education in Sub-Continent, videos 001-009**  [**https://www.youtube.com/watch?v=ijyt4cE0qvA**](https://www.youtube.com/watch?v=ijyt4cE0qvA)  **2. Ideology and Aims of education in Islamic perspectives, videos 001-002**  <https://www.youtube.com/watch?v=KJSdPKHsOBI> |
| **2. Administration:** Administrative process, Decision making, Planning, coordinating, Influencing evaluation,. Roles and Responsibilities of college administration staff selection, Organizing work planning revision of curriculum, defining lines of authority, directing educational survey and studies. Encouraging profession growth, working effectively with non-academic staff | **Book: Administration and Management of Education**  <https://www.tripurauniv.ac.in/Content/pdf/Distance%20Education%20Notice/MA-Edu_IIndSem-EDCN802CEnglish_21072017.pdf>  **Administrative Processes**  <https://www.academia.edu/15380530/Administrative_Process>  **Educational Administration**  **Lesson 43 & 44**  <https://drive.google.com/file/d/1-R4jsEEC_RMJvn85irrcHpx8gRoVevew/view?usp=sharing>  **Video Lectures**  Educational Administration, lecture videos 253-263  <https://www.youtube.com/watch?v=LZvPf1MaDng&feature=emb_title>  **Decision Making, lecture videos 241-246**  <https://ocw.vu.edu.pk/Videos.aspx?cat=Humanities+Distribution&course=EDU602> |
| **3. Human Relation:** Significance of human relation in school administration, Communicational skills, Leadership, Techniques of effective contact and professional growth, Relationship of teachers to parents and the community in the school program. | **Book: Leadership & Management Development**  <https://www.dphu.org/uploads/attachements/books/books_5057_0.pdf>  **Human relations in school system**  <http://socm1.blogspot.com/2016/05/human-relations-in-school-system-and.html>  **Communicational skills**  <https://docs.google.com/document/d/1W3PO3M3pPtsvcnhplJJdJGRKn817akH0bjUYnPYY9ZY/edit?usp=sharing>  **Educational leadership**  1.<https://www.cambridgeinternational.org/Images/271192-educational-leadership.pdf>  2.<https://vulms.vu.edu.pk/Courses/EDU602/Downloads/Handouts%20EDU%20602.pdf>  **Designing Effective Professional development**  <https://education.wm.edu/centers/ttac/documents/packets/designingprofdev.pdf>  **Building parent teacher relationship**  <https://www.readingrockets.org/article/building-parent-teacher-relationships>  **Video lecture**  **Communication, lecture videos 145-156**  [**https://www.youtube.com/watch?v=otVaqLF0Kds&feature=emb\_title**](https://www.youtube.com/watch?v=otVaqLF0Kds&feature=emb_title)  **Leadership**  [**https://www.youtube.com/watch?v=iP4NsaiAxFY&feature=emb\_err\_woyt**](https://www.youtube.com/watch?v=iP4NsaiAxFY&feature=emb_err_woyt)  **Leadership styles, video lectures 076-072**  [**https://www.youtube.com/watch?v=TLcIiG9Xr6**](https://www.youtube.com/watch?v=TLcIiG9Xr6)**k**    **Building relationship between parents and teachers**  <https://www.youtube.com/watch?v=kin2OdchKMQ> |
| **4. Supervision:** Concepts and nature of supervision, Aims and objectives of supervision, Bases of needs for supervision (social, psychological, professional, philosophical etc); Major functions of supervision (coordination, Leadership, professional growth etc). Planning according to the nature of the program, Knowledge of students, Staff and community, Pedagogical skills. Evaluation of supervision, Major purposes of evaluation of supervision, Basic principles in evaluation of supervision, Types of evaluation in supervision. | **Book: Successful School Leadership**  <http://www.educationdevelopmenttrust.com/EducationDevelopmentTrust/files/a3/a359e571-7033-41c7-8fe7-9ba60730082e.pdf>  **Supervision: Lesson 45**  <https://vulms.vu.edu.pk/Courses/EDU602/Downloads/Handouts%20EDU%20602.pdf>  **Goals and objectives of Supervision**  <http://www.skcp.ca/forms/supervision%20Plan-goals%20&%20objectives%20SAMPLE.pdf>  **Video Lectures**  **Supervision, Lecture videos 265-268**  [**https://www.youtube.com/watch?v=FTMu5R2hr5c**](https://www.youtube.com/watch?v=FTMu5R2hr5c) |
| **5. Organization of Department of Home Economics:** Planning and equipping the building of all department, Managing the budget, Handling problems of purchasing, inventory and maintenance organizing and managing the Home Economics office Planning guidance services for the welfare of all students. | **Book: Educational facilities Manual**  <http://geocities.ws/depedoroquieta/2010%20Educational%20Facilites%20Manual.pdf>  **Educational resources**  <https://files.eric.ed.gov/fulltext/ED578024.pdf> |