

**Programme Advising**  
**B.Ed. EDUCATIONAL LEADERSHIP AND MANAGEMENT**  
**(SPECIAL)**  
**Academic Year 2017/18**

**PROGRAMME DELIVERY DEPARTMENT: B.ED. EDUCATIONAL LEADERSHIP AND MANAGEMENT**

**PROGRAMME ADVISING FOR THE ACADEMIC YEAR 2017/18**

**ADVICE: For the working adult we recommend a maximum of 3 courses each Semester and no more than 2 courses in the Summer**

**NEW STUDENTS: *Beginning the programme in 2017/18***

As a Year 1 student you may register for a **maximum of 3 courses** during Semesters 1 and 2, and **2 courses** in Summer. As an adult learner with competing responsibilities for your time it is very important during your first year working in this online environment that you **adhere to this requirement**. Once you have successfully completed your first year in this programme you will be in a better position to determine if you can take on increased credit hours. Your Level 1 courses are very important to prepare you for your Levels 2 and 3 courses. It is important therefore that you make your first year a success.

**TIPS:**

- As a new student you may wish to read through this entire document to get an overview, but you should then return and focus on the **YEAR 1 Section** of this document that will guide you as a new student.
- **A summary of the courses you should take in your FIRST YEAR is provided at the END of the YEAR 1 /LEVEL 1 SECTION.**
- **Refer to your Offer/Acceptance Letter from Admissions to determine if you are required to take ELPT and IYMS. These are prerequisites for two Level 1 courses.**
- **PLEASE SELECT YOUR COURSES IN THE SEMESTER/SEQUENCE IN WHICH THEY ARE OFFERED – this is because the contents of courses are linked across the levels so taking them out of sequence will be problematic for you.**

**YEAR 1/LEVEL 1**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>SEMESTER</b>			<b>PRE-REQUISITE</b>	<b>IMPORTANT INFORMATION TO GUIDE COURSE SELECTIONS/ REGISTRATION</b>
EDLM1002	Foundations of Reflective Practice	1				<p><b>ALL students are required to take EDLM1002 in Semester 1.</b></p> <p><u>This core course is required as a foundation for all other courses in this programme.</u></p>
FOUN1001	English for Academic Purposes	1	2		ELPT – English Language Proficiency Test	<p><b>For those students requiring ELPT in order to take FOUN1001, you will need to prepare yourself to take it at the first available test period to be announced (November, 2014).</b></p> <p><b>TIPS:</b></p> <ul style="list-style-type: none"> <li>• <b>New Students</b> are required to complete the ELPT and FOUN 1001 before registering for their Level 2</li> </ul>

						<p>courses in the next Academic Year.</p> <ul style="list-style-type: none"> <li>• <b>Returning students</b> are required to pass this course before registering for their Level 3 courses.</li> </ul> <p><b>Assessment:</b> 40% coursework and 60% face-to-face examination</p>
FOUN1301	Law, Governance, Economy and Society		2		None	<p><b>TIP:</b></p> <ul style="list-style-type: none"> <li>• New Students as well as returning students who require this course should register for it in Semester 2</li> </ul> <p><b>Assessment: 30% coursework and 70% face to face final examination</b></p>
FOUN1210	Science, Medicine and Technology in Society	1	2			<p><b>TIP:</b></p> <ul style="list-style-type: none"> <li>• <b>New students</b> may take this course in the first semester of their second year.</li> </ul> <p><b>Assessment:</b> 40% coursework and 60% face-to-face examination</p>
EDLM1000	Theory and Practice in Educational Leadership and Management		2			<p><b>Assessment:</b> 100% Coursework</p>
ACCT1006	Introduction to Accounting	1			None	<p>ACCT1006 is a <b>pre-requisite</b> for the Level 2 core course, EDLM2003.</p> <p><b>TIP:</b></p>

					Year 2 students must pass this course to meet the pre-requisite requirement for EDLM2003 being offered in Semester 2. Assessment: 100% Coursework.
ECON1003	Mathematics for Social Sciences	1		IYMS1001 – Improving Your Math Skills	<p><b>ECON1003 can only be taken IF YOU HAVE PASSED IYMS.</b></p> <p>NEW Students should take this course in the next Academic Year. This course is best taken in semester 1 of your 2<sup>nd</sup> year [at which time you will be allowed a Maximum of 4 courses].</p> <p><b>TIP:</b></p> <ul style="list-style-type: none"> <li>• If your offer letter indicates that you are to take IYMS and you have not yet done so, we recommend you do this by Semester 2 of this Academic Year.</li> <li>• IYMS is the <b>prerequisite</b> for ECON1003. You must therefore pass IYMS before you can register for ECON1003 in semester 1 of the next Academic Year.</li> </ul> <p>Assessment: 40% coursework and 60% face-to-face examination.</p>
SOCI1006	Developing Practical Research Skills		2		New students as well as returning students who require this course should register for it in Semester 2

						<b>Assessment:</b> 100% Coursework
EDLM1001	Responding to Diversity through Educational Policy and Practice			<b>Summer</b>		New students as well as returning students who require this course should register for it in Semester 2  <b>Assessment:</b> 100% Coursework
PSYC1004	Introduction to Social Psychology			<b>Summer</b>		New students as well as returning students who require this course should register for it in Summer.  <b>Assessment:</b> 100% Coursework

**YEAR 1/LEVEL 1:**

**SUMMARY OF COURSES**

**SEMESTER 1: Students are allowed to take a maximum of 3 courses for credit in Semester 1**

1. EDLM1002 (**MUST BE TAKEN**)
2. FOUN 1001 OR FOUN1210 (**You must pass ELPT to take FOUN1001**)
3. ACCT1006

NB: The ELPT exam & the IYMS course may be taken during semesters 1 or 2. You should aim to pass these before you return in Year 2.

**SEMETER 2: Students are allowed to take a maximum of 3 courses for credit in Semester 2**

1. FOUN 1001 OR FOUN1301
2. EDLM1000
3. SOCI1006

**SUMMER: Students are allowed to take a maximum of 2 courses for credit in Summer**

1. PSYC1004

2. EDLM1001

**Note:** Your successful completion of the **FOUN1001** and **EDLM1002** is essential if you are to proceed to Level 2 courses in the next Academic Year.

**NOTES FOR CONTINUING STUDENTS**

- You should go on to Level II courses **ONLY** if you have completed **ALL** your Level I courses.
- Students proceeding to Level III must complete all Level II courses as some Level II courses are pre-requisites for the Level III courses.
- Year 3 students are allowed to register for a maximum of 4 courses during the Semesters 1 and 2, and 2 courses in Summer. However, if you failed courses in your first year it is strongly recommended that you reduce the number of courses you register for this year to accommodate a more manageable workload.

**OUTSTANDING LEVEL 1 COURSES:**

Students who need to repeat Level 1 courses must make the Level 1 course/s their priority when selecting courses this Academic Year. For registration of the foundation courses you should check the Level 1 schedule in the Year 1 Section above.

- FOUN1001
- FOUN1301
- FOUN1210

If you have successfully completed all your Level 1 courses as well as the Level 2 courses offered in the last academic year, you are now ready to complete the remaining Level 2 courses. If you complete all your Level II courses this academic year, you will be able to move on to the Level 3 courses scheduled for summer 2016.

**SUMMER: Level 3 Courses:**

- EDLM3000
- EDLM3003
- EDLM3007

However, if you failed any Level 2 courses in 2014/15 or the previous year, you are required to first register for those courses this academic year **before moving to Level 3 courses**

If you have failed both Levels 1 and 2 courses you must place priority on successfully completing those courses before taking new courses.

**NOTE:** Students who failed **EDLM2008** must take this course in Semester 2. **NB: Students without EDLM2008 may not be allowed to take Level 2 courses in Semester 2 and will not be eligible to move on to Level 3 core courses in Summer.**

**NB: You have the option to take a maximum of 4 courses in semester 2.**

### **MANAGING YOUR COURSE LOAD/MAINTAINING YOUR GPA**

1. In keeping with the work-based practical features of the programme, you are advised to register for a manageable number of courses, depending on your unique circumstance – We recommend 3 courses for the working adult learner, but will allow a maximum of 4 courses each semester and 2 courses in summer for students in their third year of the programme who are not repeating courses.
2. Monitor your semester GPA. If you are below a GPA of 2.0 do not attempt more than 3 courses. **Why? Because your Level 2 courses count towards the type of degree you are awarded.** Only students with a minimum GPA of 1.0 will be awarded a Pass degree. It is very important therefore that you consider the amount of time you have daily to spend on your studies. Remember that each time you fail a course it pulls your GPA down. Low grades also negatively affect your GPA.

**LEVEL II/YEAR II**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>SEMESTER</b>			<b>PRE-REQUISITE</b>	<b>IMPORTANT INFORMATION TO GUIDE COURSE SELECTIONS/ REGISTRATION</b>
EDLM2002	Strategic Planning and Leadership in Education	<b>1</b>				Assessment: 100% Continuous Assessment
EDTK2030	Information and Communication Technology in Education	<b>1</b>				Assessment: 100% Continuous Assessment
OESH2005	Occupational Safety and Health Management	<b>1</b>				Assessment: 100% Continuous Assessment
EDLM2003	Financial and Operational Management in Education		<b>2</b>		ACCT1006	Assessment: 100% Continuous Assessment
EDLM2000	Instructional Leadership and Curriculum Management I			<b>Summer</b>	None	Assessment: 100% Continuous Assessment

EDLM2001	Human Resource Management for Educational Leaders and Managers			<b>Summer</b>	None	Assessment: 100% Continuous Assessment
EDLM2008	Reflective Practice in Action I			<b>2</b>	EDLM1002	<p><b>Students are required to pass this course before proceeding to Level 3 courses.</b></p> <p>This is a <b>compulsory/core course</b> – all returning students who have not yet taken this course or who need to repeat are required to take this course in Semester 2.</p> <p><b>TIP:</b></p> <ul style="list-style-type: none"> <li><b>If you choose to take only one Level 2 course in Semester 2, this course should be your course of choice.</b></li> </ul> <p>Assessment: 100% Continuous Assessment</p>
EDLM2004	Learning Communities in Educational Leadership and Management			<b>Summer</b>		Assessment: 100% Continuous Assessment

**ELECTIVES**  
**Choose Any two (2) of the following:**

CODE	COURSE NAME	SEMESTER			PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTIONS/ REGISTRATION
EDLM2005	Gender and Educational Leadership		2		None	<b>Assessment:</b> 100% Continuous Assessment
MGMT2006	Management Information Systems I	1	2		None	
MGMT2021	Business Law	1		Summer	None	
EDLM2006	Social Psychology and Educational Leadership in Practice		2		PSYC1004	<b>Assessment:</b> 100% Continuous Assessment
EDLM2007	Education Marketing and Public Relations		2		None	<b>Assessment:</b> 100% Continuous Assessment
MGMT2008	Organizational Behaviour	1		Summer	PSYC1004	

MGMT2023	Financial Management I	1	2		ACCT1006, ECON1003	
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**LEVEL III/YEAR III**

**Only students who have successfully completed their Levels 1 and 2 courses will be allowed to move to Level 3 courses. CHOOSE THE COURSE IN THE ORDER/SEMESTER IN WHICH THEY ARE OFFERED.** We recommend 3 courses for the working adult learner, but will allow a maximum of 4 courses each semester and 2 courses in summer for students in their third year of the programme who are not repeating courses.

CODE	COURSE NAME	SEMESTER			PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTIONS/ REGISTRATION
EDLM3000	Instructional Leadership and Curriculum			Summer	EDLM2000	<b>Assessment:</b> 100% Continuous Assessment

	Management II					
EDLM3001	Change Management and Organizational Development in Education		2		EDLM2001	<b>Assessment:</b> 100% Continuous Assessment
EDLM3002	Principles and Practices of law and Ethics in Educational Leadership and Management		2		None	
EDLM3003	Education Policy – International and Caribbean Perspectives			<b>Summer</b>		<b>Assessment:</b> 100% Continuous Assessment
EDLM3004	Practicum	1	<b>2</b>			<b>For Final Year Students only.</b> (This is a year-long course and carries 6 credits)
EDLM3005	Contemporary Issues in Educational Leadership and Management			<b>Summer</b>		<b>Assessment:</b> 100% Continuous Assessment
EDLM3007	Reflective Practice in Action II	1			EDLM2008	<b>Assessment:</b> 100% Continuous Assessment <b>(Final year students must take this course together)</b>

with the practicum (EDLM3004).

**ELECTIVES:**

**CHOOSE ANY (2) OF THE FOLLOWING**

<b>CODE</b>	<b>COURSE NAME</b>	<b>SEMESTER</b>			<b>PREREQUISITES</b>	
EDLM3006	Diversity Leadership and Management in Education		2			<b>Assessment:</b> 100% Continuous Assessment
MGMT3024	Business Communications		2		FOUN1001	
MGMT3104	Principles and Practices of Corporate Governance*	1				<b>Assessment:</b> 100% Continuous Assessment
MGMT3011	Management Information Systems II		2		MGMT2006	

**N:B – STUDENTS MUST TAKE THE RESPONSIBILITY TO CHECK THE PROGRAMME ADVISING DOCUMENT BEFORE REGISTERING EVERY SEMESTER AS SOME COURSES MAY BE SHIFTED TO OTHER SEMESTERS FOR VARIOUS REASONS – (E.G. *TOO FEW STUDENTS HAVE OPTED TO TAKE A PARTICULAR COURSE AND AS A RESULT, IT MAY NOT BE ECONOMICAL FOR THE OPEN CAMPUS TO OFFER THE COURSE IN THE GIVEN SEMESTER.*)**