

**Programme Advising**  
**B.Ed. EDUCATIONAL LEADERSHIP AND  
MANAGEMENT (SPECIAL)**  
**Academic Year 2018/19**

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

**PROGRAMME ADVISING FOR THE ACADEMIC YEAR 2018/19**

**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 2018/19***

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 <b>foundation for all other courses</b> in this programme.</u></p>
FOUN1001	English for Academic Purposes	1	2		<p>ELPT – English Language Proficiency Test</p>	<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 courses in the next Academic Year.</li> <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> <p>Year 2 students must pass this course to meet the pre-requisite requirement for EDLM2003 being offered in Semester 2. Assessment: 100% Coursework.</p>
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>

						Assessment: 40% coursework and 60% face-to-face examination.
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			Summer		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			Summer		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 reduces your GPA score. Low grades also negatively affect your GPA.

**LEVEL 2**

<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	1				Assessment: 100% Continuous Assessment
EDLM2003	Financial and Operational Management in Education		2		ACCT1006	Assessment: 100% Continuous Assessment
EDLM2000	Instructional Leadership and Curriculum Management I			Summer	None	Assessment: 100% Continuous Assessment
EDLM2001	Human Resource Management for Educational Leaders and Managers			Summer	None	Assessment: 100% Continuous Assessment
EDLM2008	Reflective Practice in Action I				2	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>

						Assessment: 100% Continuous Assessment
EDLM2004	Learning Communities in Educational Leadership and Management			Summer		Assessment: 100% Continuous Assessment

**LEVEL 2 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	Assessment: 100% Continuous Assessment
MGMT2006	Management Information Systems I	1	2		None	Assessment: 40% Coursework, 60% Face to Face exam
MGMT2021	Business Law	1		Summer	None	Assessment: 40% Coursework, 60% Face to Face exam

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	<b>Assessment:</b> 40% Coursework, 60% Face to Face exam
MGMT2023	Financial Management I	1	2		ACCT1006, ECON1003	<b>Assessment:</b> 40% Coursework, 60% Face to Face exam

### LEVEL 3

**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 Management II			Summer	EDLM2000	Assessment: 100% Continuous Assessment
EDLM3001	Change Management and Organizational Development in Education		2		EDLM2001	Assessment: 100% Continuous Assessment
EDLM3002	Principles and Practices of law and Ethics in Educational Leadership and Management		2		None	Assessment: 100% Continuous Assessment
EDLM3003	Education Policy – International and Caribbean Perspectives			Summer		Assessment: 100% Continuous Assessment

EDLM3004	Practicum	1	2			<b>For Final Year Students only.</b> (This is a year-long course and carries 6 credits) <b>Assessment:</b> 100% Continuous Assessment
EDLM3005	Contemporary Issues in Educational Leadership and Management			Summer		<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 with the practicum (EDLM3004).</b>

**LEVEL 3 ELECTIVES:**

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

<b>CODE</b>	<b>COURSE NAME</b>	<b>SEMESTER</b>			<b>PREREQUISITES</b>	<b>IMPORTANT INFORMATION TO GUIDE COURSE SELECTIONS/ REGISTRATION</b>
EDLM3006	Diversity Leadership and Management in Education		2			<b>Assessment:</b> 100% Continuous Assessment

MGMT3024	Business Communications		2		FOUN1001	<b>Assessment:</b> 100% Continuous Assessment
MGMT3104	Principles and Practices of Corporate Governance*	1				<b>Assessment:</b> 100% Continuous Assessment
MGMT3011	Management Information Systems II		2		MGMT2006	<b>Assessment:</b> 40% Coursework, 60% exam

***Disclaimer:*** The Programme Delivery Department (PDD) reserves the right to revise this document during the Academic Year 2018/19. Students are kindly advised to consult the online document regularly during the academic year for any updates. Please be guided accordingly, as it is the students responsibility to ensure they register for the correct courses.

Contact your Programme Manager (PM), Mrs Colleen Robinson-Hunte: [colleen.robinson@open.uwi.edu](mailto:colleen.robinson@open.uwi.edu) if you require any further clarification or have any queries.