

Programme Advising

B.Ed. EDUCATIONAL LEADERSHIP AND MANAGEMENT (MAJOR)

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:

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 must 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.**
- **Examine your Offer Letter from Admissions to determine if you are required to take the 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 content of courses is linked across the levels so taking them out of sequence will be problematic for you.

LEVEL 1

COURSE CODE	COURSE NAME	SEMESTER		PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTIONS/ REGISTRATION
EDLM1002	Foundations of Reflective Practice	1		None	<p>ALL students are required to take EDLM1002 in Semester 1. This core course is required as a foundation for all other courses in this programme.</p> <p>If there are failures among new students, this course can be repeated during the summer</p>
FOUN1001	English for Academic Purposes	1	2	ELPT – English Language Proficiency Test	<p>Students required to sit the ELPT in order to take FOUN1001, will need to prepare themselves to take it at the first available test period to be announced.</p> <p>NB: Examine your Offer Letter to determine if you are required to take ELPT and IYMS. These are prerequisites for two Level 1 courses.</p> <p>TIPS:</p> <ul style="list-style-type: none"> ● New Students are required to complete the ELPT and FOUN 1001 before registering for their Level 2 courses in the next academic year. ● Returning students are required to pass this course before registering for their Level 3 courses in summer.

						Assessment: 40% coursework and 60% face-to-face examination.
FOUN1301	Law, Governance, Economy and Society	1	2	Summer	None	TIP: <ul style="list-style-type: none"> • New Students as well as returning students who require this course should register for it in semester 2 Assessment: 30% coursework and 70% face to face final examination
FOUN1210	Science, Medicine and Technology in Society	1	2		None	TIP:. <ul style="list-style-type: none"> • New students should take this course in the first semester of their second year. Assessment: 40% coursework and 60% face-to-face examination
EDLM1000	Theory and Practice in Educational Leadership and Management		2		None	TIP: <ul style="list-style-type: none"> • New students as well as returning students who require this course should register for it in Semester 1 Assessment: 100% Coursework
ACCT1006	Introduction to Accounting	1			None	TIP: <ul style="list-style-type: none"> • 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	2		IYMS1001 – Improving Your Math Skills	<p>ECON1003 can only be taken IF YOU HAVE PASSED IYMS.</p> <p>NEW Students should take this course in the next academic year. This course is best taken in semester 1 of your 2nd year [at which time you will be allowed a Maximum of 4 courses].</p> <p>TIPS:</p> <ul style="list-style-type: none"> • If your offer letter indicates that you are to take IYMS and you have not yet done so, we recommend you do so by Semester 2 of this academic year. • IYMS is the prerequisite for ECON1003. You must therefore pass IYMS before you can register for ECON1003 in semester 1 of the next academic year. <p>Assessment: 40% coursework and 60% face-to-face examination.</p>
SOCI1006	Developing Practical Research Skills		2		None	<p>New students as well as returning students who require this course should register for it in semester 2</p> <p>Assessment: 100% Coursework</p>
EDLM1001	Responding to Diversity through Educational Policy and Practice			Summer	None	<p>New students as well as returning students who require this course should register for it in Summer</p> <p>Assessment: 100% Coursework</p>

PSYC1004	Introduction to Social Psychology			Summer	None	New students as well as returning students who require this course should register for it in summer. Assessment: 100% Coursework
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YEAR 1/LEVEL 1:

SUMMARY OF COURSES

SEMETER 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 (**Students must first 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 completed 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.
- 3.

LEVEL 2

COURSE CODE	COURSE NAME	SEMESTER	PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTIONS/ REGISTRATION
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EDLM2003	Financial and Operational Management in Education		2		ACCT1006	Assessment: 100% Coursework
EDLM2000	Instructional Leadership and Curriculum Management I			Summer	None	Assessment: 100% Coursework
EDLM2001	Human Resource Management for Educational Leaders and Managers			Summer	None	Assessment: 100% Coursework
EDLM2008	Reflective Practice in Action I		2		EDLM1002	<p>Students are required to pass this course before proceeding to Level 3 courses.</p> <p>This is a compulsory/core course – 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>TIP: If you choose to take only one Level 2 course in Semester 2, this course should be your course of choice.</p> <p>Assessment: 100% Coursework</p>
EDLM2004	Learning Communities in Educational			Summer	None	

	Leadership and Management					Assessment: 100% Coursework
LEVEL 2						
ELECTIVES						
Level 2 Electives - Any FIVE (5) of the following:						
EDLM2005	Gender and Educational Leadership		2		None	Assessment: 100% Coursework
MGMT2006	Management Information Systems I	1	2		None	Assessment: 40% Coursework, 60% Exam
MGMT2021	Business Law	1		Summer	None	Assessment: 40% Coursework, 60% Exam
EDLM2006	Social Psychology and Educational Leadership in Practice		2		PSYC1004	Assessment: 100% Coursework
EDLM2007	Education Marketing and Public Relations		2		None	Assessment: 100% Coursework

MGMT2008	Organizational Behaviour	1		Summer	PSYC1004	Assessment: 40% Coursework, 60% Exam
MGMT2023	Financial Management I	1	2		ACCT1006, ECON1003	Assessment: 40% Coursework, 60% Exam
EDLM2002	Strategic Planning and Leadership in Education	1			None	Assessment: 100% Coursework
EDTK2030	Information and Communication Technology in Education	1			None	Assessment: 100% Coursework
OESH2005	Occupational Safety and Health Management	1			None	Assessment: 100% Coursework
LEVEL 3						
<p>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 no more than 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.</p>						
EDLM3000	Instructional Leadership and Curriculum Management II			Summer	None	Assessment: 100% Coursework

EDLM3001	Change Management and Organizational Development in Education	1			EDLM2001	Assessment: 100% Coursework
EDLM3003	Education Policy – International and Caribbean Perspectives			Summer	None	Assessment: 100% Coursework
EDLM3004	Practicum	1	2		None	For Final Year Students only. (This is a year-long course and carries 6 credits)
EDLM3007	Reflective Practice in Action II	1			EDLM2008	Assessment: 100% Coursework (Final year students must take this course together with the practicum (EDLM3004)).
LEVEL 3 ELECTIVES:						
Choose Any four (4) of the following:						
EDLM3002	Principles and Practices of law and Ethics in Educational Leadership and Management		2		None	Assessment: 100% Coursework
EDLM3005	Contemporary Issues in Educational Leadership and Management			Summer	None	Assessment: 100% Coursework

EDLM3006	Diversity Leadership and Management in Education		2	Summer	None	Assessment: 100% Coursework
MGMT3024	Business Communications		2		FOUN1001	Assessment: 100% Coursework
MGMT3104	Principles and Practices of Corporate Governance	1			None	Assessment: 100% Coursework
MGMT3011	Management Information System II		2		MGMT2006	Assessment: 40% Coursework, 60% Exam

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.)

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 if you require any further clarification or have any queries. Wishing you all the best on your academic journey.

