



**THE UNIVERSITY  
OF THE  
WEST INDIES  
GLOBAL CAMPUS**

**Programme Advising  
BEd Educational Leadership and Management  
SPECIAL (REVISED)**

**ACADEMIC YEAR  
2023/2024**



**Online Programme Delivery Department (OPDD)**

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# IMPORTANT INFORMATION TO GUIDE COURSE SELECTION & REGISTRATION

Kindly review this document at the start of each semester  
for any adjustments to the schedule.



## New Students

Students who enrolled as of Academic Year 2019/2020 must follow the prescribed course of study and sequence given for their programme.

## Continuing Students

Students are required to successfully, complete all courses in Year 1 before they can proceed to undertake courses in Year 2. Please continue to follow the prescribed course of study given.

## Advice For Managing Course Load

Most students carry between 1 – 3 courses per semester. **For the working adult**, we recommend that you **do not attempt more than three (3) courses** per semester and two (2) courses in summer.

Plan wisely to suit your particular situation so you may perform at your full potential. Do not jeopardize your long-term goals by being unrealistic about what you can handle.

## IMPORTANT NOTE for New Students

Orientation is the first step to achieving academic and personal success at the UWI Open Campus. It supports you by assisting with your transition to the online environment. It will equip you with the needed navigational skills to function successfully online and provide pertinent information about the available services, go to persons and responsibilities as an online student. It is imperative that you attend the online sessions offered by the Programme Delivery Department (PDD) as well as the session offered at your local site office.

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The **BEd Educational Leadership & Management (EDLM)** provides learners with an introduction to the core content, knowledge and skills in the field of educational leadership and management. The programme offers learners the opportunity to focus on core courses that are complemented by a choice of elective courses to meet the individual needs of educational leaders and managers at different levels of the education system. The courses are designed to enhance leadership and management skills, knowledge, and competencies to meet the new requirements advocated through educational reform for the Caribbean. The programme is delivered online using the Open Campus “Learning Exchange” environment (Moodle/Learning Management System).

The **BEd Educational Leadership & Management (EDLM)** is a 90-credit undergraduate programme. The duration of the programme is 3 years full-time and five years part-time. In order to qualify for the award of the BEd EDLM students must attain the credits at the respective levels as shown in the Table below.

Awards	Level 1	Level 2	Level 3	Total Credits
Degree	30 credits	30 credits	30 credits	90 credits

**BEd Educational Leadership & Management (EDLM)** operates under a semester system.

- Semester 1 and 2 each, have thirteen (13) weeks of instruction plus an examination period.
- Summer session has seven (7) weeks of instruction plus the examination period.



Remember to check the programme-advising document before the start of registration and during the semester for any updates or additional information.

### Pre-requisites for Matriculation into the BEd Educational Leadership & Management (Special) Programme

- **Mathematics Requirements:** For entry to the Undergraduate programmes, an approved qualification in Mathematics is required. The minimum Mathematics requirement is a pass at CSEC or the equivalent. Candidates who do not meet this requirement must successfully complete the approved remedial Mathematics course MATH 0900 (Mathematics), which is offered in semesters 1,2 and summer.

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- **English Language Requirements:** The English Language Proficiency Test (ELPT) is used to assess whether applicants to the Undergraduate programmes possess a satisfactory level of writing and reading proficiency in English for university academic purposes. ELPT is a prerequisite for FOUN1001: English for Academic Purposes. For those persons requiring ELPT, please check your site office for more details.
- **Technology Requirement:** Students will need to have access to a computer with Internet access.
- **Programme Specific Requirements:** Currently, to take this professional, work-based programme the candidate must be employed in an education-related institution – a ministry of education, an institution at the early childhood, primary, secondary or tertiary level – in one of the Caribbean countries serviced by the UWI to ground their courses in practice and to conduct their field experience and Practicum. The UWI Open Campus Country Site (OCCS) facilitates examinations for courses assessed through a traditional face-to-face examination. In keeping with the work-based approach to this programme, new entrants:

1. Must have a minimum of one year of working experience in an educational institution; and
2. Must be employed in an educational institution – public or private, ministry of education - for the duration of the programme. Proof of employment is required.

**These are essential requirements as the instructional design of the programme and course assessments will be integrated with the work place experience.**

Applicants should also meet normal or lower matriculation AND have an acceptable pass in the CXC-CSEC (General Proficiency) Mathematics or its equivalent.

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COURSE CODE	COURSE NAME	SEMESTER	PRE-REQUISITES & TIPS
<b>YEAR/LEVEL 1</b>			
<b>FOUN1001</b>	English for Academic Purposes	1, 2, Summer	<p><b>ELPT – English Language Proficiency*</b></p> <p>* If your Offer Letter from Admissions indicates that you are required to take the ELPT then you must first pass this Pre-requisite test before you are allowed to do FOUN1001. Students requiring ELPT, the earliest offer is: <b>TBA</b></p> <p><b>TIP:</b> If you already passed the ELPT you should register for FOUN1001 in Semester 1. To move on to Level 2 courses students must successfully pass this course.</p> <p>FOUN1001 is designed to expose you to expository writing – expected of you as a student of the University of the West Indies. Throughout the course, you will learn multiple strategies related to formal academia. Much emphasis is placed on producing written pieces, which exemplify sound grammatical forms and clarity of expression</p> <p><b>With effect from Academic year 2019-2020, all newly admitted students to the University of the West Indies will be required to register for the required Foundation Course in Academic Literacies (unless otherwise exempted) as part of their Level One undergraduate degree programme. Part-time students will be required to register for this course during the first year of their registration.</b></p> <p><b>Assessment: 100% Coursework</b></p>
<b>EDLM1002</b>	Foundations of Reflective Practice	1	<p><b>None: ALL students are required to take EDLM1002 in Semester 1.</b> This core course is required as a foundation for all other courses in this programme. This course introduces you to reflective practice as a core principle to facilitate learning and practice throughout your programme of study. As learners you will be introduced to the perquisites of reflective practice. This includes exposure to the knowledge, skills and disposition associated with (a) the processes and stages of reflection (b) the principles and approaches that promote autonomous learning and (c) the development of critical thinking skills</p> <p><b>Assessment: 100% Course Work</b></p>

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COURSE CODE	COURSE NAME	SEMESTER	PRE-REQUISITES & TIPS
FOUN1301	Law, Governance, Economy and Society	1, 2, Summer	<p><b>None:</b></p> <p>Law is part of everyday life and ignorance of it cannot be used as an excuse for breaking it. The course introduces you to: basic concepts in law, the types of law, the court system, individuals' fundamental rights, the death penalty, the Caribbean Court of Justice, etc.</p> <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: 100% coursework</b></p>
FOUN1210	Science, Medicine and Technology in Society	1, 2, Summer	<p><b>None:</b></p> <p>The aim of the course is 'to sensitize and equip the student to engage in an informed manner in public discourse on matters pertaining to the impact of science, medicine and technology on society.'</p> <p><b>TIP:New students</b> should take this course in the first semester of their second year.</p> <p><b>Assessment: 100% coursework</b></p>
EDLM1000	Theory and Practice in Educational Leadership and Management	2	<p><b>None:</b> The aim of this course is to develop understanding of the main tenets of leadership and management theories including Transformational and Instructional Leadership and Transactional Management, as a basis for reflection on practice, and reflection in practice, through interaction in the educational setting.</p> <p><b>TIP:</b></p> <ul style="list-style-type: none"> <li>• <b>New students as well as returning students who require this course should register for it in Semester 2</b></li> </ul> <p><b>Assessment: 100% Coursework</b></p>

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COURSE CODE	COURSE NAME	SEMESTER	PRE-REQUISITES & TIPS
ACCT1006	Introduction to Accounting	1	<p><b>None:</b></p> <p><b>This course is the prerequisite for EDLM2003 and MGMT2023</b> This course is an introductory course designed to develop understanding of accounting principles and to provide learners with an appreciation for the use of accounting information in business decision-making</p> <p><b>Assessment: 100% Coursework.</b></p>
ECON1003	Mathematics for Social Sciences	1,2	<p><b>MATH 0900 Mathematics or O'level Math are prerequisites for this course.</b></p> <p><b>This course is a prerequisite for MGMT2023</b></p> <p>This Course is designed to build on students' understanding of elementary mathematics and to expose them to some of the mathematical concepts that will be used in the study of various models in economics and management sciences.</p> <p><b>Assessment: 100% coursework</b></p>
SOCI1006	Developing Practical Research Skills	Summer	<p><b>None:</b></p> <p>This course presents reflective practice as a foundation for action research. Focus is on encouraging the learner as a reflective practitioner and an active seeker and user of knowledge to promote a research culture that supports building one's own "theory-for-use" in all areas of endeavour.</p> <p><b>Assessment: 100% Coursework</b></p>
EDLM1001	Responding to Diversity through Educational Policy and Practice	Summer	<p><b>None:</b></p> <p>This course introduces participants to current debates on the structures of inequality in society and their impact on educational processes and outcomes. Participants will also explore the extent to which Caribbean states are meeting their commitment to fulfil the right to quality education for all citizens and the extent to which educational policies and practices facilitate this commitment.</p> <p><b>Assessment: 100% Coursework</b></p>
PSYC1004	Introduction to Social Psychology	Summer	<p><b>None:</b></p> <p><b>This course is the prerequisite for the elective course EDLM2006 &amp; MGMT2008.</b>This course is designed to introduce learners to the discipline of social psychology as the scientific study of how people think about human behaviour, influence and relate to one another. We will also examine the scope of social psychology as well as the methodology and research methods used by social psychologists. This course combines the analysis of social and psychological perspectives in studying human behaviour.</p> <p><b>Assessment: 100% Coursework</b></p>

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COURSE CODE	COURSE NAME	SEMESTER	PRE-REQUISITES & TIPS
<b>YEAR/LEVEL 2</b>			
<b>EDLM2003</b>	Financial and Operational Management in Education	2	<p><b>ACCT1006 is the prerequisite for this course.</b></p> <p>This course is designed to develop an understanding of the changing role of the educational leader and manager regarding financial and operations management in the education sector. The course introduces principles and practices that promote effective financial and operational management and includes hands-on experience with the financial planning process and the practical problems encountered in the daily operation of educational institutions.</p> <p><b>Assessment: 100% Coursework</b></p>
<b>EDLM2002</b>	Strategic Planning for Educational Leaders and Managers	1	<p><b>None:</b></p> <p>This course is designed to develop an understanding of the interrelationship between strategic planning and the alignment of the leadership role with the strategic goals and direction of the educational institution. It introduces the strategic planning process, and promotes reflective practice in the critical evaluation of the institutional vision, mission and policies.</p> <p><b>Assessment: 100% Coursework</b></p>
<b>EDTK2030</b>	Information and Communication Technology in Education	1	<p><b>None:</b></p> <p>This course is designed to introduce learners to current research and practice in the use of Information and Communication Technologies (ICT) in education and the use of ICT tools to explore, analyze, exchange and present information and foster collaborative learning in the context of improving the teaching and learning experience.</p> <p><b>Assessment: 100% Coursework</b></p>
<b>EDLM2000</b>	Instructional Leadership and Curriculum Management I	1	<p><b>None:</b></p> <p><b>This course is the pre-requisite for EDLM3000</b></p> <p>This course introduces perspectives on the role of the educational leader in the creation of a learning culture in the educational institution to promote continuous improvement of teaching and learning and guide effective instructional practice within the context of a national education policy.</p> <p><b>Assessment: 100% Coursework</b></p>

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<b>OESH2005*</b> <b>This course has a compulsory text</b>	Occupational Safety and Health Management	1	<p><b>None:</b></p> <p>This course introduces the principles of the safety improvement process, outlines associated health and safety hazards and discusses the responsibilities of the manager and support staff in the promotion of health and safety in buildings, grounds and use of equipment. Emphasis is placed on industry best practice as opposed to regulatory compliance only</p> <p><i>*Alli, Benjamin. Fundamental Principles of Occupational Health and Safety, 2nd Edition. Geneva: ILO, 2001. [Available online]</i></p> <p><b>Assessment: 100% Coursework</b></p>
<b>EDLM2001</b>	Human Resource Management for Educational Leaders and Managers	Summer	<p><b>None:</b></p> <p><b>This course is a pre-requisite for EDLM3001</b></p> <p>This course provides learners with a broad overview of human resource management in educational organizations as a means to help fulfil the institution's mission and meet the expectations of individuals participating in the day to day activities of the learning community. Through this course, learners will gather broad theoretical and practical insights into human resource management processes and practices.</p> <p><b>Assessment: 100% Coursework</b></p>
<b>EDLM2008</b>	Reflective Practice in Action I	2	<p><b>EDLM1002 is the prerequisite for this course</b></p> <p>This course is offered during the second year of the programme and builds on the content and skills introduced in Foundations of Reflective Practice. Emphasis in this course is on strengthening practical skills as a reflective practitioner through different framing perspectives, including philosophical, developmental and problem frames.</p> <p><b>YOU WILL NEED TO PASS THIS COURSE BEFORE MOVING TO LEVEL 3</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>Assessment: 100% Coursework</b></p>

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EDLM2004	Learning Communities in Educational Leadership and Management	Summer	<p><b>None:</b></p> <p>This course is designed to provide you with the essentials of leading and managing learning communities. It focuses on techniques for facilitating consensus, participatory approaches to institution building, and community collaboration in learning communities.</p> <p><b>Assessment: 100% Coursework</b></p>
<p><b>Level 2 Electives</b></p> <p><b>Select any TWO (2) of the following:</b></p>			
MGMT2006	Management Information Systems I	1,2	<p><b>None:</b></p> <p><b>This course if the prerequisite for MGMT3011</b></p> <p>This course covers the following topics: nature and characteristics of MIS; defining information requirements; managerial roles; decision making and information systems; systems analysis and design; database and database management systems; office automation; decision support systems and the management of information technology and systems.</p> <p><b>Assessment: 100% Coursework</b></p>
EDLM2005	Gender and Educational Leadership	2	<p><b>None:</b></p> <p>The course will examine the concept of gender, and relate it to the socialization and expectations of male vs. female behaviour in different environmental settings. Theoretical propositions addressing gender and power differences in societies and the ways in which these differences lead to differential gender representation in leadership roles will be discussed</p> <p><b>Assessment: 100% Coursework</b></p>

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COURSE CODE	COURSE NAME	SEMESTER	PRE-REQUISITES & TIPS
MGMT2021	Business Law	1, Summer	<p><b>None:</b></p> <p>The course MGMT 2021 focuses primarily on contract law since contract law is the basis of commercial law. However, in order to situate commercial law in its broader context, this course also exposes students to elements of criminal law which deals with public wrongs as well as fundamental aspects of tort law that encompasses civil wrongs.</p> <p><b>Assessment: 100% Coursework</b></p>
EDLM2006	Social Psychology and Educational Leadership in Practice	2	<p><b>PSYC1004 is the prerequisite for this course.</b></p> <p>This course develops on the concepts covered in Introduction to Social Psychology and is designed to assist you with practical application of the core social psychological principles in the context of developing your personal leadership potential in the education setting.</p> <p><b>Assessment: 100% Coursework</b></p>
EDLM2007	Education Marketing and Public Relations	Summer	<p><b>None:</b></p> <p>This course is intended to provide learners with an understanding of the conceptual framework and analytical skills necessary for carrying out the functions and responsibilities of educational leaders and managers in the development and maintenance of effective marketing and public relations strategies, to meet the needs of educational institutions in a dynamic environment.</p> <p><b>Assessment: 100% Coursework</b></p>
MGMT2023	Financial Management I	1,2	<p><b>ACCT1006 and ECON1003 are the prerequisites for this course. This course is the prerequisite for MGMT3048.</b> This course is designed to help students to understand the environment in which financial decisions are made. Financial Management (MGMT 2023) is a foundation course in managerial finance that studies the major decisions made by the financial executive.</p> <p><b>Assessment: 100% Coursework</b></p>

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MGMT2008	Organizational Management	Summer	<p><b>PSYC1004 is the prerequisite for this course</b></p> <p>This course is designed for those of you who are preparing for managerial positions. While it will introduce you to many unfamiliar concepts, it will also formalise much of what you have already learnt by experience in the workplace and in managing your household affairs. By Organizational Behaviour(OB) we mean the study of the structure and functioning of organizations and the behaviour of individuals and groups within them.</p> <p><b>Assessment: 100% Coursework</b></p>
<b>YEAR/LEVEL 3</b>			
COURSE CODE	COURSE NAME	SEMESTER	PRE-REQUISITES & TIPS
EDLM3000	Instructional Leadership and Curriculum Management II	2	<p><b>EDLM2000 is the prerequisite for this course.</b></p> <p>This course builds on the concepts and theories introduced at Level I and focuses on the role of the instructional leader in promoting positive relationships with staff, creating a culture of collaboration and teamwork in the delivery of instruction, managing staff to support the curriculum, monitoring the curriculum and best practice/research to support curriculum management.</p> <p><b>Assessment: 100% Coursework</b></p>
EDLM3001	Change Management and Organizational Development in Education	1	<p><b>EDLM 2001 is the prerequisite for this course</b></p> <p>This course explores the practical approaches to change management and organizational development and applications of these approaches to the management of interactions in educational institutions.</p> <p><b>Assessment: 100% Coursework</b></p>
EDLM3003	Education Policy – International and Caribbean Perspectives	Summer	<p><b>None:</b></p> <p>This course is designed to develop an understanding of external and internal influences on educational policy development and implementation. The content emphasizes comparative understanding related to the context of international and Caribbean policy initiatives in education.</p> <p><b>Assessment: 100% Coursework</b></p>

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COURSE CODE	COURSE NAME	SEMESTER	PRE-REQUISITES & TIPS
EDLM3002	Principles and Practices of law and Ethics in Educational Leadership and Management	2	<p><b>None:</b></p> <p>This course is designed to provide learners with a broad overview of the legal authority under which educational institutions at different levels of the education system operate the scope of local school boards and the legal principles enshrined in Educational Acts and other formal rules governing day to day operations in schools and other institutions of learning. It is intended to relate the principles of law and ethics to the core content in the management and leadership courses in the programme of study.</p> <p><b>Assessment: 100% Coursework</b></p>
EDLM3005	Contemporary Issues in Educational Leadership and Management	Summer	<p><b>None:</b></p> <p>This course examines some contemporary issues in Educational Leadership and Management and is designed to sensitize educational leaders and managers about the many and varied social issues impacting their role and functions.</p> <p><b>Assessment: 100% Coursework</b></p>
EDLM3004	Practicum	1 & 2 Year Long	<p><b>SOCI1006, EDLM 1000,1002, 2008, 3007 are the prerequisites for this course.</b></p> <p>The practicum is conducted during the final year of the programme. It is a yearlong (starts in semester 1 and finishes in semester 2), final year work-based research and practice project on a topic of interest to the learner, chosen from within the field of study. The primary purpose of the practicum is the development of practical skills in a work-based setting and application of these skills to implement change or maintain practice. It is intended to consolidate for the learner, in practice, research skills in the planning and implementation of action research as a tool for developing a culture of research as a leader and manager in the workplace.</p> <p><b>For Final Year Students only.</b> (This is a year-long course and carries 6 credits)</p> <p><b>Assessment: 100% Coursework</b></p>

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EDLM3007	Reflective Practice in Action II	1	<p><b>EDLM2008 is the prerequisite for this course.</b>  <b>This course is the pre-requisite for EDLM3004</b></p> <p>Becoming a reflective practitioner requires development of cognitive processing skills and practical application over time to develop competency. This Level 3 course on reflective practice is an advanced course designed to build on those requisite skills as a reflective practitioner, which were started in year one of the programme and which are necessary for the lifelong learner. Offered during the final year of the programme, this course seeks to assist with further development of the critical thinking skills required of the reflective practitioner in conducting action research and in developing a research culture aimed at learners building —theory-for-use.</p> <p><b>Assessment: 100% Coursework</b></p>
<p><b>Level 3 Electives</b></p> <p><b>Select any TWO (2) of the following:</b></p>			
COURSE CODE	COURSE NAME	SEMESTER	PRE-REQUISITES & TIPS
EDLM3006	Diversity Leadership and Management in Education	Summer	<p><b>None:</b></p> <p>This course aims to develop learner capacity to exercise effective leadership and management of work related activities within the context of culturally diverse groups in educational settings.</p> <p><b>Assessment: 100% Coursework</b></p>
MGMT3024	Business Communications	2	<p><b>FOUN1001 is the prerequisite for this course</b></p> <p>This course is designed to expose learners to the various forms and techniques of written, oral and interpersonal communication in business and management. Emphasis is on practice and application in a variety of simulated and authentic institutional settings.</p> <p><b>Assessment: 100% Coursework</b></p>

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<b>MGMT3104</b>	Principles and Practices of Corporate Governance	1	<p><b>None:</b> This course is aimed at developing understanding of the policies, practices and theories that inform best practice in institutional governance and relationships between managers and their boards. Learners will also engage in evaluation of the scope and objectives of institutional governance in institutions within the legislative framework of the Caribbean region</p> <p><b>Assessment: 100% Coursework</b></p>
<b>MGMT3011</b>	Management Information System II	2	<p><b>MGMT2006 is the prerequisite for this course</b> The focus of this course is on the analysis and design of computer-based information systems. The course builds on students' current knowledge through exposing them more deeply to the methodologies, tools and techniques of systems analysis and to the Dia software diagramming tool used in the process.</p> <p><b>Assessment: 100% Coursework</b></p>
<b>MGMT3048</b>	Financial Management II	3	<p><b>MGMT2023 is the prerequisite for this course</b> This course is designed to develop the main skills needed by a senior financial officer with respect to short term financial operations (capital structure, financing options) and introduces some international finance issues and their effect on management decisions, which are applicable internationally. Learners will apply their learning through the use of real world examples aligned with the current trends and issues in the field of finance. The learner is expected to develop and apply skills in financial management with both expertise and diligence.</p> <p><b>Assessment: 100% Coursework</b></p>

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