PGDip Management and Educational Leadership

ACADEMIC YEAR 2025/2026

For further information after careful review of this document, please contact the Programme Manager (PM).

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 2025/2026 must follow the prescribed course of study and sequence given for your programme.

Continuing Students

It is recommended that students continue to follow the prescribed course of study for the year/semester admitted.

Advice For Managing Course Load

For the working adult, we recommend a maximum of two courses per semester and (1) course in summer (Part-Time Status). University Regulations governing Full-Time status for Graduate Students: Full-time students may take employment for not more than twelve hours per week without losing their full-time status; otherwise they shall be registered as Part-Time students.

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

Induction Course: It is mandatory that all students participate in the Graduate Introduction to Online Learning course (OOL6001) and successfully complete this by the end of their first semester. You can review the information about this course on the Website. If you are re-entering the programme and have completed this course already, you will not need to redo the course once done within 5 years of your re-entry.

Technology Requirement: Students will need to have access to a computer with Internet access.

The **Postgraduate Diploma in Management and Educational Leadership** is geared towards assisting educational leaders to develop a sound understanding of educational organisations and prepare them to acquire foundational competencies in a variety of areas in management, in order to improve their managerial decision-making abilities. The programme is delivered online using the Open Campus "Learning Exchange" environment (Moodle/Learning Management System).

The **PGDip in Management and Educational Leadership** is a 21-credit graduate programme. The duration of the programme is approximately 12 months, varying depending on your course load each semester.

The PGDip programme operates under a semester system.
● Semester 1 and 2 each have thirteen (13) weeks of instruction and the Summer session has seven (7) weeks of instruction.

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

Postgraduate Diploma in Management and Educational Leadership				
COURSE CODE	**COURSE NAME**	**CREDITS**	**SEMESTER**	**PRE-REQUISITES & TIPS**
Y E A R 1				
OOL6001	Graduate Introduction to Online Learning	0	1	No prerequisite; should be completed in the first semester of the programme
MGMT6019	Critical and Analytical Communication Skills for Managers	3	1	None
MGMT6202	Management Essentials I	3	1	None
EDLM6000	Organization Management and Development in Schools	3	1, 2	None
MGMT6206	Management Essentials II	3	1, 2	No prerequisite; Should be taken after Management Essentials 1
EDLM6001	Strategic School Management	3	1, Summer	
Y E A R 2				
EDLM6002 or EDLM6003	Essential IT Skills for Educational Leaders OR Decision Making in School Management	3	2	Do only one of these electives
EDLM6004	Leadership for Effective Supervision and Curriculum Implementation	3	1	None