



Central International University-CIU

Master's Degree in General Education Management & Administration, MA.Ed. GEM

A) Course Information:

- **Course Name:** General Education Management & Administration, MA.Ed. GEM
- **Duration:** 3 Semesters (18 months), 6 months per semester.
- **Total Credits:** 180

B) Module Information:

Semester 1 Modules

Module Code	Module Name	Study Hours	Credits
GEM101	Foundations of Education Management	60	20
GEM102	Educational Leadership	45	15
GEM103	Organizational Behavior in Education	45	15

Semester 2 Modules

Module Code	Module Name	Study Hours	Credits
GEM201	Curriculum Development	60	20
GEM202	Financial Management in Education	45	15
GEM203	Educational Policy and Planning	45	15

Semester 3 Modules (Electives)

Module Code	Module Name	Study Hours	Credits
GEM301	Human Resource Management	60	20
GEM302	Technology in Education	45	15
GEM303	Comparative Education	45	15

Dissertation

Module Code	Module Name	Study Hours	Credits
GEM304	Dissertation	90	30

C) Main Aims and Objectives of the course (Alternative Energy Development, M.Sc. AED):

1. Develop expertise in alternative energy technologies.
2. Foster critical thinking and problem-solving skills.
3. Promote sustainable energy practices.
4. Enhance research and innovation in the field of alternative energy.
5. Train professionals for leadership roles in the alternative energy sector.
6. Provide a comprehensive understanding of energy policy and regulations.
7. Encourage interdisciplinary collaboration in energy research.
8. Equip students with practical skills for implementing alternative energy solutions.
9. Cultivate a global perspective on alternative energy challenges and opportunities.
10. Contribute to the development of eco-friendly and economically viable energy solutions.

D) Syllabus Outline:

Semester 1:

GEM101: Foundations of Education Management

- Introduction to Educational Management
- Historical Foundations of Education
- Legal Aspects in Education

GEM102: Educational Leadership

- Leadership Theories in Education
- Decision-Making in Education
- Leadership Ethics and Values

GEM103: Organizational Behavior in Education

- Understanding Organizational Culture
- Communication in Educational Organizations
- Conflict Resolution in Education

Semester 2:

GEM201: Curriculum Development

- Curriculum Models and Theories
- Assessment and Evaluation
- Technology Integration in Curriculum

GEM202: Financial Management in Education

- Budgeting and Resource Allocation
- Grant Writing and Fundraising
- Financial Reporting in Education

GEM203: Educational Policy and Planning

- Policy Analysis in Education
- Planning and Implementation Strategies
- Stakeholder Engagement in Policy

Semester 3 (Electives):

GEM301: Human Resource Management

- Staff Recruitment and Retention
- Professional Development
- Performance Appraisal in Education

GEM302: Technology in Education

- E-learning Platforms
- Integration of EdTech in Teaching
- Data Security in Educational Technology

GEM303: Comparative Education

- Comparative Analysis of Educational Systems
- Cross-Cultural Perspectives in Education
- Global Trends in Education

Dissertation:

GEM304: Dissertation

- Proposal Development
- Literature Review
- Data Collection and Analysis
- Conclusion and Recommendations

E) Practicals:

Practical sessions will be incorporated into modules that require hands-on experience, such as Technology in Education and Human Resource Management. These may include:

- Classroom management simulations
- Educational technology application exercises
- Case studies on HR challenges in educational settings

F) Industrial Attachment:

During the 3-month industrial attachment in the final semester, students will be required to:

- Apply theoretical knowledge in real-world educational management scenarios.
- Assist in day-to-day administrative tasks in an educational institution.
- Conduct a project related to educational leadership or administration.
- Reflect on the practical implications of their coursework.

G) Research Topics:

Research topics for the final semester will be based on the student's specialization and may include:

- “Impact of Leadership Styles on Student Achievement”
- “Assessing the Effectiveness of Educational Policies”
- “Integration of Technology in Classroom Instruction”

H) Benefits of Pursuing the Course:

1. Enhanced Leadership Skills
2. In-depth Knowledge of Education Management
3. Improved Decision-Making Abilities
4. Global Perspective on Education
5. Research and Analytical Skills Development
6. Practical Application of Educational Theories
7. Networking Opportunities in the Education Sector
8. Career Advancement in Educational Leadership
9. Contribution to Educational Policy Development
10. Preparation for Doctoral Studies in Education

I) Entrepreneurship Benefits:

1. Opportunities to Establish Education Consultancies
2. Development of Educational Technology Start-ups
3. Educational Leadership Training and Consultation Services
4. Curriculum Development and Implementation Services
5. Educational Policy Analysis and Consultation

J) Inventions and Discoveries:

Using the knowledge gained, learners can contribute to:

- Innovative curriculum designs
- Effective educational technology solutions
- Efficient organizational structures for educational institutions
- Sustainable financial models for schools

K) Potential Employers:

- Local: Ministry of Education, School Districts, Educational Consultancies
- International: UNESCO, International Schools, Educational NGOs

L) Recommended Books and Materials:

(Note: Specific books may vary based on the course focus and edition availability.)

Foundations of Education Management

- "Educational Administration: Theory, Research, and Practice" by Wayne Hoy and Cecil Miskel

Educational Leadership

- "Leadership in Education" by Gary Ivory

Curriculum Development

- "Curriculum: Foundations, Principles, and Issues" by Allan C. Ornstein

Financial Management in Education

- "Managing School Districts for High Performance" by Stacey M. Childress

Educational Policy and Planning

- "Educational Policy and the Politics of Change" by Joan Dean

Dissertation:

- "Doing Your Education Research Project" by Neil Burton
- "The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation" by Carol M. Roberts

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