



University of Technology, Jamaica
Faculty of Education & Liberal Studies
 School of Technical & Vocational Education

Study Plan & Module Selection Guide



B.Ed/TVET Business & Computer Studies Specialization
Administrative Management & Technology (AMT)
 Option ~ 4 Years

Student Name:

Student ID#:

Start Date:

Completion Date:

Contact No:

Email Address:

Academic Advisor:

MODULE	M/Code	Credit	Required	Exempted	Total Credits	Pre-requisites
YEAR 4 - SEMESTER 1						
Labour & Employee Relations	MAN4034	3				
Human Resource Management	MAN4017	3				MAN2016
Special Methods & Practice	EDU4011	3				ICT for Edu. 1 & 2 / EDU3009
Special Topics in Business Ed.	EDU4003	2				
Professionalism for Educators	EDU1020	1			12	
YEAR 4 - SEMESTER 2						
Teaching Practice 2 (12 Weeks)	EDU3004	6				
Integrative Study	EDU4005	3			9	
Listings - Module Options 1 - 2						
			SM 1	SM 2		
Auditing op. 1 & 2	ACC3005	3		•		ACC2003 / ACC3001
Caribbean Econ. Growth & Dev. op.1	ECO4001	3	•			
Electronic Accounting op.1	ACC4008	4	•			
Financial Accounting 2 op. 2	ACC3001	3	•			
Intermediate Economics op. 2	ECO3018	3		•		
Modules done in all semesters * Total Credits 136/138						

Please do not Destroy

Kindly retain this study plan for the duration of your study

Revised July 2019

MODULE	M/Code	Credits	Required	Exempted	Total Credits	Pre-requisites
YEAR 1 - SEMESTER 1						
Community Service Programme	CSP1001	1				
Info. & Comm. Tech for Edu 1	INT1008	3				
Bus. Sys. & Office Procedures	OST2001	4				
Foundations of Education	EDU1005	3				
Intro. to Microeconomics	ECO1012	3				
Becoming a Teacher	EDU1019	2				
Intro. to Financial Accounting	ACC1003	3			19	
YEAR 1 - SEMESTER 2						
College Mathematics 1A *	MAT1044	4				
Document Processing	OST1001	3				
Academic Writing 1 *	COM1020	3				English Prof. Test/
Adult Psychology for Teachers	PSY1003	3				
Computing Essentials for Edu.	CMP1028	3				
Classroom & Behaviour Mgmt.	EDU2004	3			19	
YEAR 2 - SEMESTER 1						
Academic Writing 2 *	COM2014	3				COM1020
Learning Theories & Practice	EDU1004	3				
Management Principles	MAN2016	3				
Office Administration	OST2002	3				OST2001
Assessment In Education	EDU3005	3				
Financial Accounting 1	ACC2003	3				ACC1003
Desktop Publishing	INT3004	3			21	

MODULE	M/CODE	Credits	Required	Exempted	Total Credits	Pre-requisites
YEAR 2 - SEMESTER 2						
Curriculum Planning & Dev.	EDU 4002	3				
Legal Environment of Business	LAW2013	3				
Production & Operations Mgmt.	MAN2006	3				
Info. & Comm. Tech for Edu 2	EDU2013	3				
Science & Technology	SCT2001	2				
Intro. Macroeconomics	ECO1005	3				ECO1012
University Elective		3			20	
YEAR 3 - SEMESTER 1						
Instructional Methods & Practice	EDU3009	4				
Company Law	LAW3002	3				
Entrepreneurship	ENT3001	3				
Research Methodologies	RES3001	3				
Reading in the Content Area	COM3012	2				COM1020
Module Option 1 P.4		3/4			18/19	
YEAR 3 - SEMESTER 2						
Introduction to Counselling	EDU4004	3				
Work Experience	EDU4024	3				
Bus. Processing Outsourcing Fund.	BPO3001	3				
Records & Information Mgmt.	ADM3006	3				OST2002
Customer Service	BUS3005	3				
Module Option 2 P.4		3/4			18/19	