

**FIELD : EDUCATION**

**SPECIALTY : EDUCATION MANAGEMENT AND ADMINISTRATION**

**1. OBJECTIVE OF TRAINING**

The student enrolled in HND cycle specialised in school administration introduces himself to the techniques and analysis of tools related to school governance in education should be able to build public policy analysis tools related to school governance.

**2. EXPECTED SKILLS**

**❖ Generic Skills**

- Understand the professional and economic environment and education ;
- Master the use of the computer ;
- Be apt in oral and written communication ;
- Be capable of team leadership.

**❖ Specific Skills**

- Know the meaning and differences between educational management and administration ;
- Communicate in a professional setting in French and English ;
- Master the basic computer tool ;
- Create and run a business ;
- Understand educational principles ;
- Use management and decision support tools ;
- To build instruments of analysis of educational facts in the field of school management ;
- Apply the principles of public policies in the field of education ;
- Analyses a school situation and draw the possible consequences.

**3. CAREER OPPORTUNITIES**

- Manager of an educational project ;
- Educational consultant ;
- Analysis of training needs in education ;
- School administrator or manager.

**4. PROGRAM DURATION**

For a period of two years, a set of theoretical and practical courses is administered to students with a view to obtaining a Higher National Diploma (HND) sanctioned by MINESUP.

## 5. CONDITION FOR ADMISSION

### Direct registration on file study :

- A hand written application addressed to the Director of ISTTI ;
- A complete registration form available on campus ;
- A photocopy of birth certificate ;
- A photocopy of A/L certificate ;
- Registration fees : 35,000 FCFA ;
- File study fees : free of charge ;
- Annual medical coverage: 5000 F CFA.

## 6. PEDAGOGICAL APPROACH

- Lectures ;
- Practical work and personal work ;
- Immersion courses in the professions accompanied by a teaching body and company executives.

## 7. EVALUATION TECHNIQUES

- Continuous monitoring for each lecture ;
- An exam session (oral or written) at the end of each semester organised according to the subjects registered for the semester ;
- Writing of an internship report defended in front of a jury at the end of the cycle ;
- National HND exam.

## 8. ORGANISATION OF TEACHINGS

### SEMESTER 1

Code	Courses titles	Number of credits
EMA111	Introduction to Educational Management	5
EMA112	Introduction to Educational Administration and planning	4
EMA113	Demographic data and statistics in Education	5
EMA114	Documentation and Record Keeping in Education	4
EMA115	Management of Assets in Education	4
EMA116	Introduction to Organisational Behaviour	5
EMA117	Bilingual training I	3
<b>Total</b>		<b>30</b>

### SEMESTER 2

Code	Courses titles	Number of credits
EMA121	Introduction to Foundations of Education	5
EMA122	Introduction to Entrepreneurship	4
EMA123	Developmental projects in Education	5
EMA124	Computer Application in Education	4
EMA125	Introduction to Economics of Education	5
EMA126	Tutorial Teaching	4
EMA127	Education for Sustainable Development	3
<b>Total</b>		<b>30</b>

**SEMESTER 3**

<b>Code</b>	<b>Courses titles</b>	<b>Number of credits</b>
<b>EMA231</b>	Introduction to Measurement and Evaluation in Education	4
<b>EMA232</b>	Finance and Accounting in Education	5
<b>EMA233</b>	Professional Projects in Education	4
<b>EMA234</b>	Educational Organisation and personnel Administration I	5
<b>EMA235</b>	Research Methodology	5
<b>EMA236</b>	Educational policy and Planning	4
<b>EMA237</b>	Bilingual training II / Law	3
<b>Total</b>		<b>30</b>

**SEMESTER 4**

<b>Code</b>	<b>Courses titles</b>	<b>Number of credits</b>
<b>EMA241</b>	Introduction to Human Resource Management in education	5
<b>EMA242</b>	Environmental Education	4
<b>EMA243</b>	School Mapping	4
<b>EMA244</b>	Supervision of Instruction	4
<b>EMA245</b>	Education Organisation & Personnel Admin II	4
<b>EMA246</b>	Professional Internship	6
<b>EMA247</b>	Civics Education and Ethics	3
<b>Total</b>		<b>30</b>