

## **SCHOOL OF CONTINUING AND DISTANCE EDUCATION**

### **MASTER OF ARTS IN DISTANCE EDUCATION AND E-LEARNING - (DEEL)**

#### **BACKGROUND**

The demand for tertiary education has been increasing in recent years throughout Africa. As part of efforts for responding to the growing demand for tertiary education in Ghana, the Government has seen the need to promote alternative modes of delivery including studying at a distance. Distance education does not only meet the learning styles of career men and women but it also helps to widen access to education for qualified applicants who may otherwise not gain admission to the various educational institutions of higher learning due to limited space.

The Distance Education policy of the Ministry of Education seeks to:

- increase access to and participation in education of all types and at all levels for all.
- facilitate progression through the education system.
- improve people's capacity to cope with rapid changes in knowledge and skills and thereby improve upon their contribution to the economy and society.
- increase equality and democratization of education.
- make education cost-effective and affordable.

The policy to use distance education to meet the increasing demand for higher education has resulted in rapid growth of distance education and e-learning programmes in both public and private institutions. For instance, available records show that the University of Education, Winneba which started the first distance education programme in the country in 1996 with 196 students now has over 28,000 students while the University of Cape Coast which started with 709 students in 2001 currently enrolls about 35,000 students. Having started in 2004 with only 30 students, the Kwame Nkrumah University of Science and Technology today has over 6,000 students enrolled in various programmes by distance.

Due to its inability to admit the large number of qualified applicants its main campus and/or Accra City Campus, the University of Ghana joined the other public universities to introduce the distance education mode of delivery in the first semester of 2007 with only 906 students November 2007. As evidenced by the rapidly increasing student population, the University of Ghana's Distance Education programme has become very popular with a total enrollment of 7,404 at the beginning of the 2011/2012 academic year,

Considering the growing nature of Distance Education as an alternative and complementary means of attaining a tertiary education in the country, there is the need to design a programme that will develop the human resource and qualified professionals in the field of distance education delivery and management.

The proposed Master of Arts in Distance Education and E-Learning will give prospective students the theoretical knowledge and practical skills they need to lead the distance education enterprise within educational, business, government, and non-profit organizations. The programme will generally seek to educate leaders and managers of distance education and e-

learning. Depending on the prior experience of the applicant the proposed Master of Distance Education and E-learning programme will serve a number of careers at middle or high-level positions.

With the right combination of subject matter expertise and online teaching experience, holders of the proposed Masters degree would have career options such as distance education/e-learning specialist; school technology specialist; instructional designer/trainer; multimedia developer; and preparation to undertake a doctoral degree. The products of this programme, having acquired practical skills based on sound educational theory to create effective learning experiences across a variety of contexts, will likely seek employment in business/industry, government, and educational settings.

## **OBJECTIVES**

By the end of the programme graduates should be able to:

- develop a mission and vision for the implementation of distance education and e-learning within an educational institution or any other organization
- serve as leaders, managers and team members within a distance education programme or any training organization
- set strategic goals and business plans for distance education within an organization
- analyze an organizational distance education technology plan
- manage the implementation of appropriate technology and learning platforms for the delivery of distance education delivery
- design, implement, and assess the necessary support services for a distance education programme
- build competencies in the following areas within the distance education field:
  - organizational and management processes
  - leadership and change management
  - information technology
  - business development, strategic action planning, problem solving, ethics, and social responsibility

## **ADMISSION REQUIREMENTS**

In line with the University's requirements, applicants must have obtained a good first degree, at least a Second Class Lower Division from the University of Ghana or any other reputable university. Applicants will be required to pass an entrance examination and an interview as well.

## **DURATION**

The MA in Distance Education and E-Learning will be run for two semesters as a mixed system: face-to-face with e-learning activities using technology.

## MODE OF DELIVERY

The programme will be offered as non-dissertation option and initially delivered in a multi-mode structure whereby online components of the courses replace some of the regularly scheduled class meetings. For example, a Monday-Wednesday-Friday class might meet one day a week throughout the semester, with the remaining instruction and activities taking place online. Then, modules will be developed in preparation to migrate into Distance Education and full e-learning in due course.

## REQUIREMENTS FOR GRADUATION

Students will be required to make a minimum of 39 credits to graduate. The breakdown is as follows:

- Coursework - 30 – 36 credits
- Special topics - 6 (3 credits per semester)
- Seminar presentation - 3 credits
- **Total - 39 –45 credits**

## STRUCTURE OF PROGRAMME

Course Code	Course Title	Credits
<b><u>First Semester</u></b>		
<b>Core Courses</b>		
DEEL 601	Foundations of Distance Education and E-learning	<b>3</b>
DEEL 603	Leadership in Distance Education and E-learning	<b>3</b>
DEEL 605	Distance Education, Globalization, and Development	<b>3</b>
DEEL 607	Practitioner research in Distance Education and E-learning	<b>3</b>
DEEL 609	Academic Writing for Graduate Students	<b>2</b>
DEEL 611	Library and Intellectual Property Issues in DEEL	<b>1</b>
DEEL 613	Special Topics in Distance Education	<b>3</b>

<b><i>Electives (Students are to choose 1 elective)</i></b>		
DEEL 615	Synchronous and Asynchronous Learning Systems in DEEL	<b>3</b>
DEEL 617	Distance Education Systems and E-learning	<b>3</b>
DEEL 619	Training and Learning with Multimedia	<b>3</b>
<b>Second Semester</b>		
<b>Core Courses</b>		
DEEL 610	Seminar Presentation	<b>3</b>
DEEL 602	Online Teaching and Learning	<b>3</b>
DEEL 604	Instructional Design and Development	<b>3</b>
DEEL 608	Learner Support in Distance Education	<b>3</b>
DEEL 612	Costs and Economics of Distance Education and E-learning	<b>3</b>
DEEL 614	Special Topics in Instructional Technology	<b>3</b>
<b><i>Electives (Students are to choose 1 elective)</i></b>		
DEEL 616	Training at a Distance	<b>3</b>
DEEL 618	Internet Multimedia Applications	<b>3</b>
DEEL 622	The Business of Distance Education and E-learning	<b>3</b>

### ***DESCRIPTION OF COURSES***

- DEEL 601 Foundations of Distance Education and E-learning  
The course will give students an overview of the knowledge, skills and attitudes that are required by a competent practitioner of distance education. Critical concepts, theories, history and current trends in distance education and e-learning will be critically examined. Other topics to be discussed include characteristics of a distance learner, challenges faced by distance learners, advantages and disadvantages of learning at a distance, distance education and women; and use of technologies in distance education.

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- DEEL 602 Online Teaching and Learning

The course will explore the online teaching and learning dynamic, including its theoretical foundation and best practices. The themes that shape the online teaching/learning relationship will be addressed through individual and collaborative projects. Philosophical frameworks; instructional, social and cognitive presence; interaction, collaboration and participation; community and engagement; and administration and management of online learning will all be studied.

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- DEEL 603 Leadership in Distance Education and E-learning

Students will be introduced to the organization, management and administration of distance education systems. Topics will include management theory, organizational behavior, leadership roles, human resource management, employee relations, impact of information technology, faculty/staff development, inter-institutional collaboration, planning, policy and change. Both education and training environments, as well as the knowledge and skills necessary to function effectively in organizational setting will be explored.

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- DEEL 604 Instructional Design and Course Development

The course aims at equipping students with skills for instructional design and course development. An examination of the instructional design process, its history and place in course development efforts, and the use of instructional design components in practice will be treated. Emphasis will be on the nature of learning and the requirements for effective instruction. The theoretical underpinnings of learning will be explored and applied to the design of a prototype classroom. Management issues surrounding course and curriculum development efforts will be discussed and a comprehensive curriculum management plan developed.

- DEEL 605 Distance Education, Globalization and Development

Students will study international perspectives on distance education, highlighting the experiences of developing countries with regard to the role of the state, international organizations, telecommunication infrastructure, transnational corporations, and the commercialization of education. Case studies involving the use of Distance Education to promote higher education, teacher education, school networks, mobile learning, alternative routes to schooling, non-formal education, and vocational education and training will be examined.

- DEEL 607 Practitioner Research in Distance Education and E-learning

The aim of this course is to make students study quality assessment and quality assurance in distance education within the context of quality in education in general. Discussions will cover the diverse meanings of quality in different contexts, the multidimensional nature of the concept of quality, personal reflections on quality and the importance of quality as an emerging theme in the educational debate. Quality models will be applied to distance education and case studies will be used to reveal good practice in quality assessment and quality assurance in distance education today.

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- DEEL 608 Learner Support in Distance Education

Students will be introduced to the theories and concepts of support for learners in distance education and training. The various types of learner support including tutoring and teaching; advising and counseling; and library resources, and other administrative services will be examined. Assignments will include the designing of a learner support model for a particular context such as public or private educational institution.

- DEEL 609 Academic Writing for Graduate Students

The course is designed to help students develop the writing and critical thinking skills needed for effective academic writing. Emphasis will be on developing well-organized, well-supported and clear arguments; demonstrating the appropriate use of sources; and refining grammar and mechanics. Discussion will cover the writing process including planning, drafting, revising. Assessment will be based on completion of a final project that demonstrates advanced writing and critical thinking skills.

- DEEL 611 Library and Intellectual Property Issues in DEEL

The course gives an overview of the development and delivery of digital resources for distance education. Discussion will cover the intellectual property issues affecting the use of copyrighted works in distance education, developing and delivering library resources online to a faculty and student population, the future of digital information delivery and the impact of digital rights management (DRM) technologies and social networking.

- DEEL 612 Costs and Economics of Distance Education and E-learning

The course is designed to introduce students to the economics of distance education and e-learning in the larger context of the economics of education. Various methodological approaches including cost/benefit and cost/effectiveness analysis will be applied to the distance education context. Costing techniques and economic models will be explored and applied to different institutional forms and levels of distance education.

### **DEEL 613 Special Topics in Distance Education**

The course aims at making students undertake an independent study on special topics of current global and country-specific cases in distance education. Students will then present term papers on the special topics during the course of the semester.

### **DEEL 614 Special Topics in Instructional Technology**

This course is designed for students to develop advanced instructional multimedia skills using animation and other multimedia technologies for teaching and learning in the adult virtual school. Students will prepare a multi-media presentation (with pictures, images, animations, sound, as appropriate) on a project that meets the learning needs of diverse adult populations in the virtual learning environment.

### **DEEL 615 Synchronous and Asynchronous Learning Systems in DEEL**

The course will examine synchronous (real-time) and asynchronous (non-real-time) tools and technologies used in online education learning management systems. Topics will include synchronous functions such as text, chat, and audio/video conferencing and asynchronous functions such as e-mail, threaded Web discussions, blogs and wikis. Each communication model will be examined critically in both a research and applied context.

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- DEEL 616 Training at a Distance

The role of distance training in business, nonprofit and government organizations will be examined. A wide variety of issues, problems and solutions in Web-based training will be explored. Topics will also include the economics of distance training, distance technology in the business organization, synchronous versus asynchronous interactive tools, collaborative and problem-solving tools, authoring tools, in-sourcing versus outsourcing and the role of multimedia in distance training.

### **DEEL 617 Distance Education Systems and E-learning**

This course seeks to introduce students to frameworks for analyzing the nature of distance education from a functionalist, interpretive or emancipatory systems approach. Appropriate diagramming techniques will be used as a means to examine the organization and management of distance education systems.

### **DEEL 618 Internet Multimedia Applications**

Students will be introduced to multimedia applications. There will be a study of multimedia presentations as essential, strategic components of an organization's competitive Web presence. Established principles of software development, aesthetics of typography and layout, benchmarking and usability engineering will be used to analyze Web sites and write successful site development plans. Emphasis will be on basic Web page design techniques. Other topics will include standards for representing common media formats, compression algorithms, file format translation tools, hardware requirements and standards, system constraints, Java, CGI scripts and virtual reality.

### **DEEL 619 Training and Learning with Multimedia**

The course will examine of the use of digital media in a variety of educational settings to identify properties, strengths and weaknesses of multimedia in different learning contexts. Basic psychological processes of perception, understanding and learning will be introduced. Focus will be on multimedia and instructional design for online learning systems, such as Web-based training. Hands-on experience with several multimedia and online learning and information systems will be provided. Topics will also include groupware and collaborative learning technologies, intelligent systems, instructional simulations and virtual reality systems.

- DEEL 622 The Business of Distance Education and E-learning

This course will examine the highly competitive global business environment for distance education and training. Topics will include the supply and demand of education services in emerging and existing markets, the competitive positioning of organizations and increasing reliance on collaborations. Emphasis will be on the skills distance education managers need in planning and developing cost-effective programmes, products and services that are targeted to specific markets.



## MASTER OF ARTS/MASTER OF PHILOSOPHY IN HIV AND AIDS MANAGEMENT

### *M.A/M.PHIL Programme*

#### *Entry requirements to the M.A Programme*

To be admitted to the M.A programme, a candidate must have obtained a good first degree (at least, a Second Class Lower Division) as pertains to graduate programmes at the University of Ghana. Applicants with some working experience will have an advantage. The M.A Programme which is a two-semester programme will be offered as a non-dissertation option.

The course modules will be written by collaborating Departments/Institutes/Schools and delivered at a distance through the print mode

#### *One-year (12-month) M. A. Degree – Non-Dissertation*

The programme will include course work, dissertation and seminar presentation.

##### *First Semester*

Course work	15 Credits
Special Topic	3
Seminar Presentation	3
Total Number of Credits	21

##### *Second Semester*

Course work	15 Credits
Special Topic	3
Total Number of Credit	<u>18</u>

Total Number of Credits 39

#### *M. A. – Dissertation*

The programme will include course work, Dissertation and seminar presentation.

##### *First Semester*

Course work	15 Credits
Seminar Presentation	3
Dissertation	12
Total Number of Credits	30

##### *Second Semester*

Course work	15 Credits
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Total Number of Credits 45

***1. M.A. Non-Dissertation Option***

<b>Course Code &amp; Title</b>	<b>Credits</b>
<b>Core</b>	
HIVM 601: Natural History and Biology of HIV and AIDS	3
HIVM 602: Impact of HIV and AIDS on Development	3
HIVM 603: Methodology of Educational Research	3
HIVM 604: HIV and AIDS Policy and Advocacy	3
HIVM 605: Prevention and Care for Persons Living with HIV and AIDS	3
HIVM 606: Socio-cultural Aspects of HIV and AIDS	3
HIVM 610: Seminar Presentation	3
HIVM 615: Special Topic (Youth and HIV and AIDS)	3
HIVM 616: Special Topic (Voluntary Confidential Testing (VCT) and Disclosure)	3
<b>TOTAL CREDITS = 21</b>	
<b>Electives (students may select any 5 = 15 CREDITS)</b>	3
HIVM 607: Therapeutic Management of HIV and AIDS	3
HIVM 608: Management of HIV and AIDS	3
HIVM 609: Community Mobilization and HIV and AIDS	3
HIVM 611: Ethical Issues in the Management of HIV and AIDS	3
HIVM 612: Planning, Monitoring and Evaluation of HIV and AIDS Programmes	3
HIVM 613: Management of HIV and AIDS Organisations	3
HIVM 614: Communication in HIV and AIDS Programmes	
<b>OVERALL = 39 CREDITS</b>	

## 2. M.A. Dissertation Option

Course Code & Title	Credits
<b>Core</b>	
<b>HIVM 600: Dissertation</b>	12
HIVM 601: Natural History and Biology of HIV and AIDS	3
HIVM 602: Impact of HIV and AIDS on Development	3
HIVM 603: Methodology of Educational Research	3
HIVM 604: HIV and AIDS Policy and Advocacy	3
HIVM 605: Prevention and Care for Persons Living with HIV and AIDS	3
HIVM 606: Socio-cultural Aspects of HIV and AIDS	3
HIVM 610: Seminar Presentation	3
<b>TOTAL CREDITS = 30</b>	
<b>Electives (students may select any 1 = 3 CREDITS)</b>	
HIVM 607: Therapeutic Management of HIV and AIDS	
HIVM 608: Management of HIV and AIDS	3
HIVM 609: Community Mobilization and HIV and AIDS	3
HIVM 611: Ethical Issues in the Management of HIV and AIDS	3
HIVM 612: Planning, Monitoring and Evaluation of HIV and AIDS Programmes	3
HIVM 613: Management of HIV and AIDS Organisations	
HIVM 614: Communication in HIV and AIDS Programmes	3
	3
<b>OVERALL = 45 CREDITS</b>	

## Two-year M.Phil Programme (Thesis Option)

The programme will include course work, thesis and seminar presentation. Entry to the M.Phil will be based on performance of students in the First Semester Examination.

### **Year 1:**

Course work	33 Credits
Seminar	3
Total Number of Credits	36

### **Year 2:**

Seminar II	3 Credits
Thesis	30
Total Number of Credit	33

Total Number of Credits 69

## 2. M.PHIL Programme - Thesis Option

Course Code & Title	Credits
<b>Year I:</b>	
<b>Core</b>	3
HIVM 601: Natural History and Biology of HIV and AIDS	3
HIVM 602: Impact of HIV and AIDS on Development	3
HIVM 603: Methodology of Educational Research	3
HIVM 604: HIV and AIDS Policy and Advocacy	3
HIVM 605: Prevention and Care for Persons Living with HIV and AIDS	3
HIVM 606: Socio-cultural Aspects of HIV and AIDS	3
HIVM 610: Seminar I	3
<b>Electives (students may select any 1 = 3 CREDITS)</b>	
HIVM 607: Therapeutic Management of HIV and AIDS	3
HIVM 608: Management of HIV and AIDS	3
HIVM 609: Community Mobilization and HIV and AIDS	3
HIVM 611: Ethical Issues in the Management of HIV and AIDS	3
HIVM 612: Planning, Monitoring and Evaluation of HIV and AIDS Programmes	3
HIVM 613: Management of HIV and AIDS Organisations	3
HIVM 614: Communication in HIV and AIDS Programmes	3
<b>YEAR II</b>	
<b>HIVM 620: Seminar II</b>	3
<b>HIVM 660: Thesis</b>	30

### *Course Code Course Discription*

HIVM 600:	Dissertation	12
HIVM 601:	Natural History and Biology of HIV and AIDS	3
HIVM 602:	Impact of HIV and AIDS on Development	3
HIVM 603:	Methodology of Educational Research	3
HIVM 604:	HIV and AIDS Policy and Advocacy	3
HIVM 605:	Prevention and Care for Persons Living with HIV and AIDS	3
HIVM 606:	Socio-cultural Aspects of HIV and AIDS	3
HIVM 607:	Therapeutic Management of HIV and AIDS	3
HIVM 608:	Management of HIV and AIDS	3
HIVM 609:	Community Mobilization and HIV and AIDS	3
HIVM 611:	Ethical Issues in the Management of HIV and AIDS	3
HIVM 612:	Planning, Monitoring and Evaluation of HIV and AIDS Programmes	3
HIVM 613:	Management of HIV and AIDS Organisations	3
HIVM 614:	Communication in HIV and AIDS Programmes	3

### ***Tutorial support***

Participants in the programme will be offered face-to-face tutorial support which will be held during the first and second semester vacations. Tutorial support will be offered at the University of Ghana, Legon.

## ***COURSE DESCRIPTIONS***

### **HIVM 600: Dissertation**

#### **HIVM 601: NATURAL HISTORY AND BIOLOGY OF HIV AND AIDS**

This course will deal with the various theories of the origins of the virus, its determinants and the historical spread of HIV with respect to the global, African and Ghanaian contexts. Surveillance and the compilation of data on HIV and challenges associated with compilation of data will be discussed. The course will discuss the diffusion, ecological systems, and social network theories as well as the spread of HIV in Ghana, focusing on regional and age-group variations in prevalence rates.

#### **HIVM 602: IMPACT OF HIV AND AIDS ON DEVELOPMENT**

This course will cover the definition of development, the relationship between HIV and AIDS and socio-economic variables. The course will also focus on the relationship between HIV and AIDS and economic growth. The course will also cover the mechanisms and channels through which these impacts are felt at the individual/household, enterprise/firm and the national levels. Policy options to mitigate the economic, social and political consequences of HIV and AIDS will be examined.

#### **HIVM 603: METHODOLOGY OF EDUCATIONAL RESEARCH**

The course is designed to provide basic knowledge of how to conduct research. Topics include the meaning of science; paradigms, quantitative, mixed method and qualitative research; research process, hypotheses formulation, research designs, sampling; measurement of scales, validity and reliability, data collection methods, parametric and non-parametric statistics, and research proposal and report writing.

#### **HIVM 604: HIV AND AIDS POLICY AND ADVOCACY**

The course introduces students to the concept of policy, the development of policy and role of policy in the protection of individuals especially at the workplace. The various definitions and processes of advocacy and the relationship between advocacy and policy with regard to HIV and AIDS will also be examined.

#### **HIVM 605: PREVENTION AND CARE FOR PERSONS LIVING WITH HIV/AIDS (PLWHAs)**

The course will examine the theories and models which explain why it is difficult for individuals to change their sexual behaviour and therefore prevent the spread of HIV. Theories and models to be treated will include Health Belief Model (HBM), Theory of Reasoned Action, Social Cognitive Theory, Transtheoretical Model of Behavioural Change, AIDS Risk Reduction model.

Also, the course will treat topics such as Peer Education, Life-skill Training and Care for Person Living with HIV and AIDS within the formal and informal settings.

### **HIVM 606: SOCIO-CULTURAL ASPECTS OF HIV and AIDS**

The course will look at the behavioural, social and cultural theories explaining the spread of HIV and AIDS. Various topics such as susceptibility and vulnerability, prostitution, gender inequalities, migration, poverty and religion/rituals will be treated. The course will also cover HIV/AIDS-related stigma and discrimination.

### **HIVM 607: THERAPEUTIC MANAGEMENT OF HIV and AIDS**

The course will cover the relevance of therapeutic management of HIV and AIDS at the workplace. The principles of HIV and AIDS treatment and drug adherence will be examined. Other topics to be discussed are challenges of access to drugs, treatment of Opportunistic Infections (OIs), and policy on Anti-Retroviral Therapy (ARVs). Attention will be given to the history of herbal medicine in the treatment of Opportunistic Infections in Ghana, safety and adherence to ARVs, and nutrition and nutrition management.

### **HIVM 608: MANAGEMENT OF HIV AND AIDS**

The course will cover on the Management of HIV and AIDS in the formal and informal settings. Topics to be covered include strategic human resource management, training and course of Persons Living with HIV (PLWHS), the formal sector, care and for PLWHS in the formal and informal sector, Voluntary Counselling and Testing (VCT) in clinical and non-clinical settings and problems of testing in formal and informal settings.

### **HIVM 609: COMMUNITY MOBILISATION AND HIV AND AIDS**

This course attempts to provide an understanding of the different meanings attributed to community. Topics to be dealt with include Community Mobilisation, Strategies for Community Mobilisation, Techniques for Community Empowerment, and Advocacy, Edutainment, and Social Marketing Techniques.

### **HIVM 610: SEMINAR I & II**

Students will attend all seminars specified and make presentation on selected topics to an audience at the Institute of Continuing and Distance Education. A presentation will be made in years 1 and 2 which will be assessed for a total of 6 credits.

### **HIVM 611: ETHICAL ISSUES IN THE MANAGEMENT OF HIV AND AIDS**

The course will deal the utilitarian, deontological and communitarian aspects of ethics. Topics to be discussed will include moral theology and HIV and AIDS; ethics and treatment of HIV and AIDS; Law, ethics and reporting of HIV and AIDS; and ethics and equitable access to treatment and care for Person Living with HIV and AIDS.

### **HIVM 612: PLANNING, MONITORING AND EVALUATION OF HIV AND AIDS PROGRAMMES**

The course deals with the definitions, procedures and the different models (classical, naturalistic and critical) of programme planning (Cafferalla, Cervoro and Wilson, Houle, Knowles and Sork)

and how these could be applied to development of HIV and AIDS programmes. Grant proposal writing within the context of resource mobilisation will be examined. Study will explain monitoring and tie it to evaluation. The course will examine the various types of evaluation.

### **HIVM 613: MANAGEMENT OF HIV AND AIDS ORGANISATIONS**

The course deals with nature and mission of HIV and AIDS organisations. Open system theory and its implications for the management of HIV and AIDS organisations. Types of organisations and structures will be examined. Management and leadership styles within organisations will be discussed.

### **HIVM 660 THESIS**