**Course:** EL 5541 Computer Applications in Educational Administration  
Wednesday 4:30 to 7:15  
OCC – Technology Building 104 A

**Prerequisites:** Principal and School Business Administrator Candidates: elective  
for Supervisor Candidates

**Enrollment Limits:** 20

**Required:** Principal and School Business Administrator Candidates: elective  
for Supervisor Candidates

**Course Description:** Investigate the use of computer hardware, software,  
communications and network services in educational administration.

**Professor:** Edward Glickman, Ed.D.  
Email: eglickma@kean.edu or eglickm1@mac.com  
Web page: http://www.kean.edu/~eglickma  
(732) 255-0400, ext. 2953  
(732) 928-2594 (Home)

**Recommended Reference Manual:**

**Text/Resources:** 2007 Microsoft Office either Mac or Windows  
**Software:**  
Microsoft Office for Mac (2008) or Windows (2007)

**Office Hours:** Ocean Country College INST 201  
Mon: 3:00 – 5:00  
Tues: 2:25 – 4:25  
Wed: 2:25 – 4:25  
Thurs: Field Study  
Fri: Field Study

In order to insure full class participation, a student with a disability condition requiring  
special accommodations (e.g. tape recorder, special adaptive equipment, special note  
taking or test taking procedures) is strongly encouraged to contact the professor at the  
beginning for the course.
I. Course Objectives:

Students will achieve growth towards becoming informed, dynamic professionals by developing proficiency in knowledge, skill application and value development, as evidenced by demonstration of the ability to:

A. Use a personal computer to perform assigned tasks. (Knowledge/Skills)

B. Utilize the following Office applications: word-processing, database and spreadsheet applications to perform assigned tasks. (Knowledge/Skills)

C. Develop and present a PowerPoint Presentation. (Knowledge/Skills)

D. Use the Internet for administrative applications (Knowledge/Skills)

E. Demonstrate leadership skills in technology implementation in schools (Knowledge/Skills/Values)

II. Course Content:

A. Computer Use

1. Macintosh/Windows Basics
   a. Desktop
   b. Files
   c. Drag and Click
   d. Save and Delete

2. Office Basics
   a. Getting Started
   b. Getting Help
   c. Creating, opening, closing and saving files
   d. Dialog Box Options
   e. Toolbars
   f. Templates and Wizards
   g. Editing and correcting

B. Office Applications

1. Word/Pages’0808
   a. Memos
   b. Letters
c. Reports  
d. Newsletters

2. Spreadsheets/Numbers’08  
e. Grade Calculations  
f. Salary Guides  
g. Testing Report  
h. Budget Development and Tracking  
i. Charts and Graphs  
j. Teacher Schedules

3. Database  
a. Class Lists  
b. Personnel Lists  
c. Sorting and Reporting  
d. Mail Merge

C. PowerPoint/Keynote’08  
1. Developing Presentations  
a. Design  
b. Layout  
c. Graphics  
d. Animation  
e. Transitions

2. Preparing and assembling Presentations  
a. Eye/Brain  
b. Energy  
c. Placement  
d. Question and answer

D. The Internet  

1. E-mail  
a. Constructing  
b. Sending and Receiving  
c. Group mail  
d. Attachments  
e. Junk mail

2. The Internet  
a. Access  
b. Search Engines  
c. Administrative Web Sites  
d. WANS and LANS  
e. Safety
E. Web Development
   1. Dreamweaver/iWeb
      a. Page Design
      b. Framesets
      c. Style Sheets
      d. Site Definition

F. Electronic Portfolios/Digital Story Telling
   1. Defining the Portfolio
   2. Working Portfolio
   3. Reflective Portfolio
   4. Portfolio as a Resource

G. Technology Leadership
   1. Technology Standards for Administrators
   2. Nets*A
   3. School Leadership
   4. Standards and your Portfolio

H. Inspiration
   1. Concept mapping
   2. Storyboards

III. Methods of Instruction:
   A. Hands-on guided practice
   B. Completion of various in-class projects
   C. Lecture/Demonstrations
   D. Discussions

IV. Methods of Evaluation:
   A. Participation in class discussion (Knowledge/Values)
   B. Completion of assigned computer projects in and out of class
      (Knowledge/Skills)
   C. Completion and delivery of one PowerPoint presentation (Knowledge/Skills)
   D. Criteria (Indicates maximum values for each category)
      Projects 60 points
      Electronic Portfolio 20 points
      Class Participation 10 Points
      Attendance 10 Points
E. Grade Point Values
   A  = 92 - 100  B+ = 85 – 80  C = 73 – 68
   A- = 91 – 86  B = 79 – 74  D = 67 - 62

Attendance is expected at all class sessions. Students are responsible for informing me in advance of the reason for your absence. In cases of emergency please call or use e-mail.

V. Topic Sequence and Assignments (TENTATIVE)

January 20
   Course Overview
   ISLLC Standards (Interstate School Leaders Licensure Consortium)
   ISTE (International Society for Technology in Education)
   NETS*A (National Educational Technology Standards)
   Individual Survey
   Macintosh/Windows basic essentials
   Microsoft Office - Overview

   Assignments:
   Letterhead

January 27
   Microsoft Word/Pages
   Working with text
   Developing your portfolio

   Assignments:
   Report to the Superintendent

February 3
   Microsoft Word
   Document formatting
   Bullets and numbered lists
   Adding graphics

   Assignments:
   Newsletter

February 10
   More Word/Pages
   Creating tables

   Assignment:
   Quarterly summary of teacher attendance
   Teacher schedules
**February 17**
Using Power Point/Keynote presentations
Creating Presentations
Working with text
Drawing objects

**Assignments:**
Develop a parent presentation

**February 24**
More Power Point/Keynote
Charts and Tables
Animation
Transition effects

**Assignments:**
BOE Presentation – Enrollment Projections

**March 3**
Microsoft Excel/Numbers
Spreadsheet basics
Creating a new workbook

**Assignments:**
Working with your grade book
Purchase order

**March 10**
Microsoft Excel/Numbers
Formatting

**Assignments:**
Create a line item budget
Develop 12-step salary guide for school administrators

**March 17**
Spring Break

**March 24**
Microsoft Excel/Numbers
Formulas and functions

**Assignment:**
Calculate a line item budget

**March 31**
Charts and Graphs

**Assignment:**
Create budget presentation for parents
Summarize student grades and prepare a report to parents
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>April 7</strong></td>
<td>Using Access/Excel - Database techniques</td>
</tr>
<tr>
<td><strong>Assignment:</strong></td>
<td>Develop a database of technology hardware used for instruction</td>
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<td></td>
<td>Create a class list</td>
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<td></td>
<td>Mail merge</td>
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<tr>
<td><strong>April 14</strong></td>
<td>Excel</td>
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<td></td>
<td>Paired-sample test</td>
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<td>Independent-sample test</td>
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<td>Scattergram &amp; Correlation</td>
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<tr>
<td><strong>Assignment:</strong></td>
<td>Statistical analysis</td>
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<td><strong>April 21</strong></td>
<td>Google Sites</td>
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<tr>
<td><strong>Assignment:</strong></td>
<td>Develop School Web Page</td>
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<tr>
<td><strong>April 28</strong></td>
<td>Developing School Web Page – Google Sites</td>
</tr>
<tr>
<td><strong>Assignment:</strong></td>
<td>Your school</td>
</tr>
<tr>
<td><strong>May 5</strong></td>
<td>Portfolios Completed</td>
</tr>
</tbody>
</table>
VI. Bibliography/Supplemental Resources


**VII. Web Sites**

Apple Learning Interchange  
http://edcommunity.apple.com/ali

American Association of School Administrators

Association for Supervision and Curriculum Development

Barrett, H., Electronic Portfolio Development  
http://electronicportfolios.com

Barrett, H., E-Portfolios for Learning  
http://electronicportfolios.org/blog/index.html

Educational Research Service

Education Week

Ask ERIC

Filamentality  
http://keithstanger.com/filamentality.html

International Society for Technology in Education  
http://www.iste.org

National Association of Elementary School Principals

National Association of Secondary School Principals

National Education Technology Standards  
http://www.iste.org/Template.cfm?Section=NETS

National School Boards Association

New Jersey Association for Educational Technology  
http://www.njaet.org

New Jersey Association of School Business Officials

New Jersey Association for Supervision and Curriculum Development
New Jersey Department of Education

New Jersey School Administrators Association

New Jersey on Line

New Jersey Principals and Supervisors Association

North Central Regional Educational Laboratory - en Gauge
http://www.ncrel.org/engauge

T.H.E. Journal Magazine

U.S. Department of Education