COMPUTER APPLICATIONS IN EDUCATIONAL ADMINISTRATION

Course Number: EL 5541
Semester Hours: Three
Prerequisites: None
Required: For all Principal and School Business Administrator Program Candidates

Catalog Description
Investigates use of computer hardware, software, communications and network services in educational administration.

N.B. In order to insure full class participation, any 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 of the course.
I. Goals:
1. To provide course participants with the knowledge and skills to utilize modern technology to help them to become effective and successful administrators and supervisors.
2. To provide practice in utilizing computer applications directly related to school and school district administration.

II. Course Objectives: As a result of the satisfactory completion of this course, participants will be able to demonstrate the ability to:

1. use a personal computer to perform assigned tasks.
2. utilize word-processing, database and spreadsheet applications to perform assigned tasks.
3. develop and deliver a PowerPoint Presentation.
4. use a personal computer to enhance administrative communications.
5. "Surf the Net."
6. develop an electronic portfolio
7. begin using SPSS for statistical analysis
8. incorporate technology into the curriculum

III. Recommended Text:

IV. Course Content - Topics to be covered will be taken from the following outline:

A. Computer Use

1. PC Basics
   a. Desktop
   b. Files
   c. Drag and Click
   d. Save and Delete

2. Office 2007 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 2007 Applications

1. Word
   a. Memos
   b. Letters
   c. Reports
   d. Newsletters

2. Spreadsheets
   a. Grade Calculations
   b. Salary Guides
   c. Testing Report
   d. Budget Development and Tracking
   e. Charts and Graphs
   f. Teacher Schedules

3. Database
   a. Class Lists
   b. Personnel Lists
   c. Sorting and Reporting
   d. Disaggregating test scores
4. PowerPoint
   a. Developing Presentations
      i. Design
      ii. Layout
      iii. Graphics
      iv. Animation
      v. Transitions
   b. Giving Presentations
      i. Eye/Brain
      ii. Energy
      iii. Placement
      iv. Question and answer

C. Statistics
   1. Basics
   2. Descriptive Statistics
   3. Hypothesis testing

D. The Internet
   1. E-mail
      a. Constructing
      b. Sending and Receiving
      c. Attachments
   2. The Internet
      a. Access
      b. Search Engines
      c. Administrative Web Sites
      d. WANS and LANS
   3. Webpage development

E. The Electronic Portfolio
   1. Hyperlinking
   2. Capturing digital images
   3. Educational Leadership Standards

F. Technology Leadership
   1. Assessment of Technology Skills
   2. Implementing Technology Into the Curriculum
   3. Technology Training
   4. The Cost of Technology
   5. NETS – Standards for Administrator
V. Research, Reporting, and Writing Requirements:

Course participants are required to develop an electronic portfolio that reflects their progress toward meeting the Educational Leadership Standards.

VI. Evaluation:

1. Simulation Projects- 70%
2. Portfolio - 20%
3. Class Participation - 10%

VII. Office Hours – EC205D

Tuesday
6:25-7:25 PM

Wednesday
2:25 TO 4:25 PM

Thursday
2:25 TO 4:25 PM

VIII. Bibliography


Cronk, B. C. How to Use SPSS: A Step-by-Step Guide to Analysis and Interpretation.


IX. Seminal Works


X. **Web Sites**

1. [www.aasa.org](http://www.aasa.org)  
   American Association of School Administrators

2. [www.ed.gov](http://www.ed.gov)  
   U.S. Department of Education

3. [ericir.syr.edu](http://ericir.syr.edu)  
   Ask ERIC

4. [www.ascd.org](http://www.ascd.org)  
   Association for Supervision and Curriculum Development

5. [www.ers.org](http://www.ers.org)  
   Educational Research Service

6. [www.naesp.org](http://www.naesp.org)  
   National Association of Elementary School Principals

7. [www.nassp.org](http://www.nassp.org)  
   National Association of Secondary School Principals

8. [www.nsba.org](http://www.nsba.org)  
   National School Boards Association

9. [www.njasa.net](http://www.njasa.net)  
   New Jersey School Administrators Association

10. [www.state.nj.us/education](http://www.state.nj.us/education)  
    New Jersey Department of Education

11. [www.edweek.org](http://www.edweek.org)  
    Education Week

12. [www.nj.com](http://www.nj.com)  
    New Jersey on Line

13. [www.njascd.org](http://www.njascd.org)  
    New Jersey Association for Supervision and Curriculum Development
14.  www.njpsa.org  New Jersey Principals and Supervisors Association
15.  www.njasbo.com  New Jersey Association of School Business Officials
17.  www.iste.org  International Society for Technology in Education
18.  www.ncrel.org  North Central Regional Technology Consortium
19.  www.kean.edu-edlead  Educational Leadership Department