Educational Administration (ADMN)

Courses

**ADMN 5003 Fundamentals of School Administration: 3 semester hours.**
A study of educational administration, basic concepts of administrative theory and practice, and the relationship of administrative practice to school organization and control.

**ADMN 5013 Educational Administration: Theory, Practice and Research: 3 semester hours.**
The analysis and study of theory, practice, and research as they relate and interrelate to effective educational management. This course includes an in-depth study of contemporary research and practice in educational administration.

**ADMN 5023 Public School Law: 3 semester hours.**
An examination and study of legal principles as they apply to public education.
Prerequisites: ADMN 5103 [Link](http://catalog.pvamu.edu/search/?P=ADMN%205103).

**ADMN 5033 School Business Management: 3 semester hours.**
Management techniques for the school administrator in the areas of preparing and managing the school budget, in-school accounts, and the financial auditing process.

**ADMN 5043 The School Principalship: 3 semester hours.**
Problems in elementary and secondary school administration with emphasis on the organization, administration, and supervision of curricular and extracurricular programs, and the management of school personnel and students.
Prerequisites: ADMN 5003 [Link](http://catalog.pvamu.edu/search/?P=ADMN%205003).

**ADMN 5053 Administration of Special Programs: 3 semester hours.**
Administrative and management techniques for implementing special school programs in the areas of special education, reading, career education, vocational-technical education and pupil services.

**ADMN 5063 Problems in Education Administration: 3 semester hours.**
Study and analysis of contemporary issues related to the administrative function in an educational setting.

**ADMN 5073 Public School Curriculum Leadership: 3 semester hours.**
An examination of educational leadership as it relates to curriculum development and improvement. Consideration is given to the administrator’s role in identifying and implementing innovations in curriculum construction at all levels; furnishing leadership in coordinating educational offerings in elementary and secondary schools; diagnosing and prescribing learning activities for all students’ needs; planning and evaluating curriculum content and changes; and designating personalized programs in specific skill areas such as reading, math, etc.

**ADMN 5083 Special Topics in Educational Administration: 3 semester hours.**
The purpose of this course is to provide students an opportunity to research selected topics in an identified area of educational administration.

**ADMN 5093 Educational Statistics: 3 semester hours.**
Basic educational statistics course for master’s degree candidates in administration. Includes concepts and operations as applied to frequency distributions, graphing techniques, measurement of central tendency and variability, normal distribution curves, sampling theory and tests of significant differences between related and independent samples. Computer application packages and their utilization in classrooms and social agencies are also introduced.

**ADMN 5103 School Personnel Administration: 3 semester hours.**
The administration of school personnel services, including standards and procedures of the personnel office and the supervision and evaluation of personnel records and policies.

**ADMN 5113 Planning and Managing Educational Facilities: 3 semester hours.**
Educational facilities planning with emphasis on design, financing, and management.

**ADMN 5123 School Finance: 3 semester hours.**
Fiscal planning for educational excellence. Includes systems of needs assessment, budget preparation, and management. Federal, state, and local resources for financing education.

**ADMN 5133 School-Community Relations: 3 semester hours.**
A study of the relationships between the school and other elements of the community. Insight into the development of a comprehensive school-community relations program.

**ADMN 5163 Research: 3 semester hours.**
General orientation research course for master’s degree candidates in administration. The course considers the nature of research problems and techniques used by investigators in solving those problems. Study is made of types and methods of educational research, the collecting of data, analyzing and sharing of data with public. The student is expected to complete a research project or field study utilizing appropriate methods of educational research.
Prerequisites: ADMN 5093 [Link](http://catalog.pvamu.edu/search/?P=ADMN%205093) or CNSL 5093 [Link](http://catalog.pvamu.edu/search/?P=CNSL%205093).
ADMN 5173 Computer Applications for Administrators: 3 semester hours.
Application of computers and selected software to information management, scheduling, and other functions of administrators.

ADMN 5503 Mid-Management Internship: 3 semester hours.
Field-based and seminar experiences designed to provide on-site school-related activities, and the analysis of actual administrative situations and problems. Prerequisites: 18 semester hours of ADMN course work. Prerequisites: (ADMN 5163 or CNSL 5163) and (ADMN 5093 or CNSL 5093) and CNSL 5153 and ADMN 5003 and ADMN 5023 and ADMN 5033 and ADMN 5043 and ADMN 5073 and ADMN 5083 and SUPV 5113 and ADMN 5013 and ADMN 5533 and ADMN 5053 and ADMN 5103 and ADMN 5173.

ADMN 5513 Superintendency Internship: 3 semester hours.
Field-based and seminar experiences designed to provide on-site school-system related activities, and the analysis of actual administrative situations and problems.

ADMN 5533 Decision Making: 3 semester hours.
This course was designed for candidates of school administration, whether a practitioner or a graduate student preparing to enter school administration. A panoramic view of the complex field rather than an in depth analysis of each major dimension of administration will be presented through the use of decision-making models. Special emphasis will be placed on professional competencies in leadership, decision-making, planning and management techniques, the structure of public education, the administration hierarchy and team, and the operational problems in public schools. The social and political dimensions of the art of administration will be described. The learning experiences in this course will be derived from a survey of topics designed to stimulate and provide students insights into their affective and cognitive domains that are related to the field of education. Students should find these experiences as insightful mechanisms for the development of more effective learning.

ADMN 5993 Independent Study: 3 semester hours.
Readings, research, and/or field work on selected topics. Prerequisite: consent of advisor.