

# Educational Administration (ADMN)

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## Courses

***ADMN 5300 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 5301 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 5302 Public School Law and Human Resource Management: 3 semester hours.***

An examination and study of legal principles as they apply to public education.  
Prerequisites: ADMN 5310 or ADMN 5103.

***ADMN 5303 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 5304 The Role of the Principal: 3 semester hours.***

Problems in elementary and secondary school administration with emphasis on the organization, administration, and supervision of curricular and extra-curricular programs, and the management of school personnel and students.  
Prerequisites: ADMN 5300 or ADMN 5003.

***ADMN 5305 Management 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 5306 Problems in Education Administration: 3 semester hours.***

Study and analysis of contemporary issues related to the administrative function in an educational setting.

***ADMN 5307 School Curriculum and Instructional 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 5308 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 5309 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 5310 Human Resource Management: 3 semester hours.***

This course is designed to expand students' knowledge of human resources management and related issues within the framework of educational leadership. In this course, students will engage in discussions based on relevant projects, field experiences, and a variety of activities designed to stimulate and improve understanding and application in the area of human resources management. Additionally, students will analyze and synthesize documents and data used in the management of human resources as it relates to school and/or organization issues.

***ADMN 5311 Planning and Managing Educational Facilities: 3 semester hours.***

Educational facilities planning with emphasis on design, financing, and management.

***ADMN 5312 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 5313 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 5316 Research and Evaluation in Schools: 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 5309 or ADMN 5093) or (CNSL 5093 or CNSL 5309).

**ADMN 5317 Computer Applications for Administrators: 3 semester hours.**

Application of computers and selected software to information management, scheduling, and other functions of administrators.

**ADMN 5320 Leadership in a Multicultural Society: 3 semester hours.**

Leadership in a Multicultural Society addresses theories, research and practices for achieving and sustaining excellence in schools through leadership actions built around the participation of diverse communities and cultures. Emphasis is on how leadership intersects with socio-historical and socio-cultural theories that suggest the organization of schools and instruction is critical to student inclusion and outcomes. The course is based on the basic premise that a socially-just learning theory begins with using all of the resources and knowledge of families, communities, and cultures in formulating policy and practice.

**ADMN 5350 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 5316 or ADMN 5163) or (CNSL 5316 or CNSL 5163) and (ADMN 5309 or ADMN 5093) or (CNSL 5309 or CNSL 5093) and (CNSL 5153 or CNSL 5315) and (ADMN 5300 or ADMN 5003) and (ADMN 5023 or ADMN 5302) and (ADMN 5033 or ADMN 5303) and (ADMN 5304 or ADMN 5043) and (ADMN 5307 or ADMN 5073) and (ADMN 5308 or ADMN 5083) and (ADMN 5301 or ADMN 5013) and (SUPV 5311 or SUPV 5113) and (ADMN 5353 or ADMN 5533) and (ADMN 5305 or ADMN 5053) and (ADMN 5103 or ADMN 5310) and (ADMN 5317 or ADMN 5173).

**ADMN 5353 Data Driven Decision Making for Leaders: 3 semester hours.**

This course also examines the role of data in making effective instructional, financial, and administrative decisions in educational organizations. This is a significant issue in Educational Administration; specifically, in today's standards-based testing environment in K-16 education. This course will cover concepts, theories, models and foundations of data driven decisions making, along with understanding basic applications, and basic statistical concepts for educational organizations.

**ADMN 5399 Independent Study: 1-3 semester hour.**

Readings, research, and/or field work on selected topics. Prerequisite: consent of advisor.