Syllabus For: IT 412 (3 credits)  
Administration of Instructional Technology  
Spring 1999

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CATALOG COURSE DESCRIPTION

Examines the duties and responsibilities of the technology administrator to include: evaluation, inventory and maintenance of software and hardware, planning, budgeting and strategies for faculty and staff training development. Prerequisite: Junior or Senior status or permission of the instructor.  
(Spring)

TEXT

Assignments from the WWW

COURSE OBJECTIVES

1. To investigate the role of the technology administrator.
2. To develop insight and knowledge about the technology planning and budgeting process.
3. To develop knowledge and skills relating to personnel training and development.
4. To explore issues and processes relating to evaluation, inventory and maintenance of instructional technology.

METHOD OF INSTRUCTION

Instruction will be accomplished by reading assignments, discussion and participation in class projects.

REQUIRED ASSIGNMENTS

Develop an inventory of equipment

1. Complete an inventory of all the hardware and software in the satellite stations including make, serial number, software loaded, room number, building, computer name, etc..
2. Access will be used by the students to complete the database

Conduct assessment of faculty

An assessment of faculty use of technology on the VCSU campus has been done each February for the past 3 years. This assessment will be completed and results will be placed into appropriate software.

Assist with Technology Training with Student

Students in Business 180 receive training in Scanning, Video and Audio Capture. Students will assist with a minimum of an hour in each of the three areas.
Planning for Completion of Objectives

One of the Objectives of the Title III Grant is to work with a group of business individual who will provide feedback concerning the portfolios. How would you complete this objective?

Join the AECT Listserv

Be prepared to discuss the topics during weekly class meetings.

OTHER PROJECTS THAT MEET COURSE OBJECTIVES

Current Literature Review

Each student must read and review eight articles relating to the administration of instructional technology. The articles must be from sources published within the past 12 months. The review should list the title of the article, the source (magazine or newspaper name, or Internet address), the author, and the page numbers (in the case of magazine or newspaper articles) or the Internet address on the WWW. These should be feature articles, not sideline news. At least two of the articles must be from electronic information sources and at least two hard copy sources. For each review, describe the content of the article and state your personal reaction to it.

OR

Problem Solving

The portfolios need to be created so they open in PowerPoint Viewer immediately after being placed in a CD player. This is accomplished through software such as Install Shield. Research how this can be done, recommend the software to be used and begin the process.

Timeline

- Weekly planning and discussion sessions
- Equipment database planned
- Assessment prepared

January

- Assessment distributed and collected
- Plan for access to businesses created

February

- Results of assessment entered
- Plan for access to businesses implemented

March

- Database completed

GRADING SYSTEM

Projects completed 100 %