

## Course Outline

### 1. GENERAL

<b>SCHOOL</b>	School of Social Sciences and Humanities		
<b>DEPARTMENT</b>	Department of Primary Education		
<b>LEVEL OF STUDIES</b>	7 <sup>th</sup>		
<b>COURSE CODE</b>	BY4	<b>SEMESTER</b>	2 <sup>nd</sup>
<b>COURSE TITLE</b>	ICT APPLICATIONS IN EDUCATIONAL MANAGEMENT		
<b>INDEPENDENT TEACHING ACTIVITIES</b> <i>In case credits are separately awarded to components of the course e.g. Lectures, Laboratory Exercises, etc. If the credits are uniformly awarded for the whole course, Indicate the weekly teaching hours and the total of credits</i>		<b>WEEKLY TEACHING HOURS</b>	<b>CREDITS</b> 7.5
<i>Add rows if needed. The teaching organization and the teaching methods applied are thoroughly described in 4.</i>			
<b>COURSE TYPE</b> <i>General Background, Special Background, Specialization</i>	SPECIAL		
<b>PREREQUISITE COURSES:</b>	NO		
<b>LANGUAGE OF INSTRUCTION AND EXAMINATIONS:</b>	GREEK-ENGLISH		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS</b>	YES		
<b>COURSE WEBSITE (URL)</b>	<a href="http://edumal.eled.uowm.gr/">http://edumal.eled.uowm.gr/</a>		

### 2. LEARNING OUTCOMES

#### Learning outcomes

*The course learning outcomes, specific knowledge, skills and competences of an appropriate level, which the students will acquire with the successful completion of the course are described.*

*Consult Appendix A*

- *Description of the level of learning outcomes for each studies cycle, according to the Qualifications Framework of the European Higher Education Area*
- *Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and Appendix B*
- *Guidelines for writing Learning Outcomes*

With the course completion students are expected to:

- Get acquainted with modern trends, challenges and solutions that ICT brings to the educational reality and management.
- Understand the meaning of the learning organization and be able to use ICT for organizationally approaching school settings as such.
- Understand the meaning of the Management Information System so that they can plan and implement corresponding solutions.
- Design tools and procedures for recording educational data as well as engage in educational decisions.
- Utilize the possibilities offered by the internet in general, but also by the Panhellenic School Network; especially in the educational management, as this is analyzed in partial fields
- Acquire human resources management skills at multiple levels
- Get acquainted with the ways of gaining access to sources with constant update in issues of research and technology in the field of educational management with the use of ICT.

### **General Competences**

*Taking into consideration the general competences that the degree-holder must acquire (as these appear in the Diploma Appendix and appear below), which of the following does the course aim at?*

*Search for, analysis and synthesis of data and information, with the use of the necessary technology*

*Adapting to new situations*

*Decision-making*

*Working independently*

*Team work*

*Working in an international environment*

*Working in an interdisciplinary environment*

*Production of new research ideas*

*Project planning and management*

*Respect for difference and multiculturalism*

*Respect for the natural environment*

*Exhibiting social, professional and moral responsibility and sensitivity to gender issues*

*Criticism and self-criticism*

*Production of free, creative and inductive thinking*

- Search for, analysis and synthesis of data and information, with the use of the necessary technology relevant to educational management and administration
- Adapting to new situations
- Decision-making
- Working independently
- Team work
- Working in an international environment
- Working in an interdisciplinary environment
- Production of new research ideas
- Respect for difference and multiculturalism
- Respect for the natural environment
- Exhibiting social, professional and moral responsibility and sensitivity to gender issues
- Criticism and self-criticism
- Production of free, creative and inductive thinking

### **3. SYLLABUS**

The course "ICT applications in Educational Management" studies the relationship between ICT and the management of educational units, but also of educational systems in general. Management at this

level exhibits several similarities, but also significant differences from the same term in the business and financial world. The complexity lies in the combination of administrative and educational scientific knowledge, but also in the multiple levels of administration that exist in the educational system (from the level of the overall educational policy to that of the classroom management). The aim of the course is the theoretical and practical training of postgraduate students, through the study of scientific theory and good practices from the international arena.

The course studies various thematic units that refer to the different levels of administration. In detail:

- ICT and Education. Pedagogical approaches, modern forms of literacy, educational models, educational process design, applications, teacher training, learning profiles, goal recognition, skills' convergence.
- School as a learning organization and the role of ICT. Documentation of this reference and the ICT contribution in this direction. What and how does this organization learn?
- Management information systems. It covers the range from student population management at the classroom level to the administration strategic planning at the school unit-educational organization level, analyzing the concept of Panhellenic School Network and the corresponding life cycle.
- Decision making systems. The right decisions are based on the study of data and their correlation with predefined goals. Simultaneously, the decision-making process follows hierarchical structures. The ICT contribution to the systematic recording and utilization of data, but also to the support of the structures is being studied.
- The role of the internet. The internet is now used both to provide training and to support administrative structures. By studying these possibilities, the tools provided by the Panhellenic School Network will be explored. Areas such as communication, networking and visibility will be analyzed.
- Learning Analytics and Knowledge. It is a modern research field, which focuses on action patterns identification in order to utilize the systematic recording and interpretation of data for the effective management of the learning process, the strategic planning of learning and decision making in teaching approaches. The field is studied and correlations are made with the level of educational management, as well as with previous thematic units of the course.

#### 4. TEACHING AND LEARNING METHODS – EVALUATION

<b>DELIVERY</b> <i>Face-to-face, Distance learning etc.</i>	1. FACE-TO-FACE 2. DISTANCE LEARNING	
<b>USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY</b> <i>Use of ICT in teaching, laboratory education, communication with students</i>	ICT methods are key element of the course since they are going to be utilized in cooperative activities through online discussion, information exchange and structured activities that lead to essay completion.	
<b>TEACHING ORCHESTRATION</b> <i>The manner and methods of teaching are described in detail.</i> <i>Lectures, seminars, laboratory practice, fieldwork, study and analysis of literature, tutorials, practicum, clinical practice, art workshop, interactive teaching, educational visits, project elaboration, essay writing, artistic creativity, etc.</i>	<b>Activity</b>	<b>Semester Workload</b>
	Seminars	3
	Study of literature	50
	Team work activities	75
	Essay writing	25
	Essay presentation and discussion	6

<p>The student's study hours for each learning activity are given as well as the hours of nondirected study according to ECTS standards.</p>		
<p style="text-align: center;"><b>STUDENTS' EVALUATION</b></p> <p>Description of the evaluation procedure.</p> <p>Evaluation language of evaluation, evaluation methods, formative or conclusive, multiple choice questionnaires, short-answer questions, essay questions, problem solving, written work, essay/report, oral examination, public presentation, laboratory work, clinical examination of a patient, art interpretation, other(s).</p> <p>Specifically-defined evaluation criteria are given, and if and where they are accessible to students.</p>	<p>Students' evaluation is based on the length and quality of their participation in team work online activities as well as on the final essay.</p>	

## 5. RECOMMENDED LITERATURE

### **-Recommended literature:**

- Bernhardt, V. (2013). *Data analysis for continuous school improvement*. Larchmont, 3rd Ed, NY: Routledge.
- Dessler, G. (2005). *Human Resource Management*. 10th edition, Pearson Prentice Hall.
- Law, S., & Glover, D. (2000). *Educational leadership and learning: practice, policy, and research*. Buckingham: Open University Press.
- Law, N., Pelgrum, W.J., & Plomp, T. (2006). *Pedagogy and ICT use in schools around the world: Findings from the IEA Sites 2006 study*. Springer, CERC The University of Hong Kong.
- Selwood, I.D., Fung, A.C.W., & O'Mahony C. (2003). *Management of Education in the Information Age - The Role of ICT*. Boston: Kluwer.
- Dimitriadis, A. (2013). *Administration – Management of Information Systems*. Athens: New Technologies Publications (in Greek).
- Doukidis, G. (2011). *Innovation, strategy, development and information systems*. Athens: Sideris Publications (in Greek).
- Rigopoulos, G. (2009). *Management information systems and team decisions*. Athens: New Technologies Publications (in Greek).

### **-Relevant Scientific Journals**

- Computers & Education
- Computers in Human Behavior
- Education, Communication & Information
- Education & Information Technologies
- Educational Review
- International Journal of Educational Research
- International Journal of Leadership in Education
- Journal of Cases in Educational Leadership
- Journal of Educational Administration

- Journal of Educational Technology & Society
- Journal of Learning Analytics
- Journal of Technology and Teacher Education
- Leadership & Policy in Schools
- Management in Education
- Technology, Pedagogy and Education
- Themes in Science & Technology Education