

Table 7

Administrative Use of Electronic Technology and Local Composite Index

Platforms, ownership, and use	Local Composite Index							
	0-.2000		.2001-.4000		.4001-.6000		.6001-.8000	
	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>
<u>Type of computer platform(s) used for administrative purposes</u>								
Apple/Macintosh	0	0	7	5.0	5	13.9	3	10.0
IBM or IBM compatible	2	100	109	78.4	23	63.9	22	73.3
Both Apple/Macintosh and IBM/IBM compatible	0	0	19	13.7	9	25.0	5	16.7
None	0	0	0	0.0	0	0.0	0	0.0
<u>Home computer ownership</u>								
Yes	1	50	101	72.7	31	86.1	26	86.7
No	1	50	33	23.7	4	11.1	4	13.3
<u>Home computer use</u>								
Yes	1	50	105	75.5	29	80.6	26	86.7
No	1	50	28	20.1	5	13.9	4	13.3
<u>Laptop use</u>								
Yes	1	50	44	31.7	18	50.0	20	66.7
No	1	50	90	64.7	15	41.7	10	33.3

Table 7 (Continued)

Administrative Use of Electronic Technology and Local Composite Index

Level of comfort with each skill (1-Very uncomfortable to 4-Very comfortable)	Local Composite Index											
	0-.2000			.2001-.4000			.4001-.6000			.6001-.8000		
	<u>n</u>	<u>M</u>	<u>SD</u>	<u>n</u>	<u>M</u>	<u>SD</u>	<u>n</u>	<u>M</u>	<u>SD</u>	<u>n</u>	<u>M</u>	<u>SD</u>
Use a computer to accomplish a word processing task.	2	3.0	1.41	135	3.27	0.84	36	3.69	0.58	30	3.80	0.48
Use a computer spreadsheet to manipulate information.	2	3.5	0.71	135	2.47	0.95	35	2.69	0.83	30	2.63	1.16
Create your own database.	2	2.5	2.12	134	2.36	0.99	36	2.67	0.86	30	2.73	1.11
Use commands necessary to activate a printer to secure a hard copy.	2	2.5	2.12	136	3.37	0.86	36	3.83	0.38	30	3.77	0.63
Create graphs and charts.	2	2.5	2.12	135	2.53	0.96	36	2.75	0.84	30	2.80	0.96
Use a program for budgeting and cost projections.	2	3.5	0.71	131	2.36	0.92	36	2.61	0.84	30	2.60	1.10
Create a master schedule using a computer program.	2	4.0	0.0	133	2.85	1.05	33	3.09	0.91	28	2.93	1.05
Use a modem.	2	2.5	2.12	134	2.95	0.98	33	3.36	0.70	30	3.37	0.96
Use a digital camera.	2	3.5	0.71	121	2.12	1.0	33	2.52	0.97	29	2.55	1.09
Send an electronic fax.	2	4.0	0.0	138	3.33	0.94	36	3.53	0.70	30	3.50	0.78
Retrieve information from the student database.	2	3.5	0.71	134	3.40	0.78	36	3.67	0.53	30	3.53	0.86

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Level of comfort with each skill (1-Very uncomfortable to 4-Very comfortable)	Local Composite Index											
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	<u>n</u>	<u>M</u>	<u>SD</u>	<u>n</u>	<u>M</u>	<u>SD</u>	<u>n</u>	<u>M</u>	<u>SD</u>	<u>n</u>	<u>M</u>	<u>SD</u>
Function as a member of an electronic mail network.	2	3.5	0.71	135	3.12	0.89	36	3.56	0.69	30	3.57	0.82
Use a search engine to create an Internet search.	2	4.0	0.0	127	2.86	1.03	34	3.29	0.87	30	3.23	0.97
Create and present an electronic slide show using a television monitor or LCD panel.	2	3.5	0.71	128	2.31	1.04	35	2.46	0.92	30	2.67	1.12
Access information on a CD-ROM.	2	4.0	0.0	134	2.99	0.93	36	3.19	0.82	30	3.33	0.99
Practice the responsible use of technology (regarding copyrights and site licenses).	2	4.0	0.0	135	3.13	0.86	36	3.58	0.65	30	3.43	0.82
Use computers for administrative purposes.	2	3.5	0.71	136	3.43	0.64	36	3.69	0.58	30	3.63	0.56

Training	Local Composite Index							
	0-.2000		.2001-.4000		.4001-.6000		.6001-.8000	
	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>
Completion of a formal computer course								
Yes	1	50	97	69.8	32	88.9	24	80
No	1	50	42	30.2	4	11.1	6	20

Table 7 (Continued)

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Training	Local Composite Index							
	0-.2000		.2001-.4000		.4001-.6000		.6001-.8000	
	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>
Type of formal computer class or course								
Undergraduate	1	50	26	18.7	10	27.8	7	23.3
Graduate	0	0	22	15.8	8	22.2	15	50.0
Inservice training	2	100	90	64.7	30	83.3	18	60.0
Non-school computer classes	0	0	20	14.4	4	11.1	8	26.7
Computer-company representatives	0	0	21	15.4	6	16.7	5	16.7
Effects of computer use								
	0-.2000		.2001-.4000		.4001-.6000		.6001-.8000	
	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>	<u>n</u>	<u>%</u>
The use of computers for administrative purposes has:								
Freed me from routine paperwork.	1	50	46	33.1	20	55.6	15	50.0
Improved the quality and accuracy of my work.	1	50	86	61.9	29	80.6	25	83.3
Made very little difference	1	50	42	30.2	6	16.7	2	6.7
Consumed time I would have spent elsewhere.	0	0	26	18.7	4	11.1	0	0.0
Has computer use decreased the time you spend on paperwork?								
Yes	0	0	50	36.0	20	55.6	15	50
No	2	100	87	62.6	15	41.7	15	50
