朝陽科技大學 091學年度第2學期教學大綱
Administration in Child Care Organization 教保行政

當期課號	2275	Course Number	2275
授課教師	蘇慧菁	Instructor	,
中文課名	教保行政	Course Name	Administration in Child Care Organization
開課單位	幼兒保育系(四日)三A	Department	
修習別	必修	Required/Elective	Required
學分數	3	Credits	3
課程目標	本課程在瞭解幼教機構行政管理之重要因素，探討與家長互動、溝通技巧、人事管理、行政管理、政府資源的應用以及相關的電腦資訊與軟體的應用等內容，以養成學生教保行政管理能力，培育幼教機構管理人才。	Objectives	The course will introduce students important factors related to the administration and organization of child care services, such as interaction with parents, communication skills, personnel management, administration, use of government resources, and use of computer information and software. It develops students' abilities in administration and organization of child care services and helps them become promising administrators.
教材	板書 讀書辦告與討論	Teaching Materials	
成績評量方式	出席10% 讀書報告20% 評鑑作業40% 團討報告30	Grading	
教師網頁	_		
教學內容	1.了解托育機構主管的職責2.了解執行托育機構實務的原則及方法 3.培養學生具備優秀托育機構主管的能力	Syllabus	Nursssery School & Day Care Center Management

尊重智慧財產權，請勿非法影印。