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	2294	Course Number	2294
授課教師	陳聰浪	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B	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	講述法與討論法	Teaching Materials	Presentation and discussion
成績評量方式	課堂討論30%; 考試40%; 報告30%	Grading	class discussion 30%; examination 40%; reports 30%
教師網頁			
教學內容	1.教保行政的基本概念 2.幼教機構的規劃與設置 3.幼教機構環境規劃 4.幼教機構行政組織 5.幼教機構人事管理 6.幼教機構教務行政 7.幼教機構保育行政 8.幼教機構總務行政 9.幼保人員培育與進修 10.幼教機構與社區關係 11.幼教機構相關法規 12.幼教機構評鑑	Syllabus	1.Introduction to child care administration 2.Plan and establish the infant school 3.environment planning of infant school 4.Organizational system and management 5.Human resoures management 6.Studies affairs administration 7.Child care administration 8.General affairs administration 9.Teacher education and development 10.Community relationship 11.Child care laws 12.Educational evaluation

尊重智慧財產權，請勿非法影印。