

朝陽科技大學 092學年度第1學期教學大綱
Research in Child Care Service 幼兒托育服務行政專題研究

當期課號	7731	Course Number	7731
授課教師	陳漢強	Instructor	CHEN,HAN CHIANG
中文課名	幼兒托育服務行政專題研究	Course Name	Research in Child Care Service
開課單位	幼兒保育系碩士在職專班二A	Department	
修習別	必修	Required/Elective	Required
學分數	2	Credits	2
課程目標	行政管理是推動組織目標的主要動力，更是幼教機構健全化所不可或缺的工作。本課程在瞭解幼教機構行政管理之基本理念，配合實務工作探討，認識園所人事管理、事務管理、總務管理、教保管理、安全衛生管理等內容，以養成學生教保行政管理能力，培育幼教機構管理人才。	Objectives	Administration and management is the mechanism to achieve organization goals, and an indispensable job in early child education related enterprises. The main objectives of this course is to study the concepts of administration management in early child education related enterprises, and to learn personnel management, clerical management, general affairs management, education and care management, and safety and hygiene management. It helps students gain abilities of management in day care organizations.
教材	1.講授 2.討論 3.報告	Teaching Materials	Lecture,discussion,paper
成績評量方式	1.上課發問及討論 40% 2.研究報告 30% 3.期末成績 30%	Grading	discussion 40% paper 30% examination 30%
教師網頁	-		
教學內容	1.行政、領導與管理 2.校本管理 3.目標管理 4.品質管理 5.六個標準差管理 6.危機管理 7.弔詭管理 8.願景管理、知識管理	Syllabus	Special topics seminar on childcare and early childhood education administration. Research on selected topics in fields of kindergarten and nursery school leadership. objective management, school-based management, ISO, TQM , SWOT, juridical person and nonprofit sector management.

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