朝陽科技大學 092學年度第2學期教學大綱
Administration in Child Care Organization 教保行政

當期課號	1948	Course Number	1948
授課教師	林鴻璋	Instructor	HONG,CHANG LIN
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	1.講授 2.討論 3.報告	Teaching Materials	
成績評量方式	1.期中考 2.期末考 3.研究報告 4.課堂反應	Grading	
教師網頁			
教學內容	1.行政與管理 2.董事會與財團法人 3.教保活動管理、稅務與財物管理、事物管理 4.人事管理、環境管理、公文與文書管理 5.安全、衛生、營養及社區關係 6.法令與評鑑	Syllabus	Adminidfration of early6 childhood education and care is designed for inservuce Kingdergasten and nursery schoold teachers. Focus on early childhood educational administration and management. External and interner administration, budget development, finanical management, administrative personnal, teachers' orgauization, instructional support management, health and nutrition management, pre-school education low, community participation.

尊重智慧財產權，請勿非法影印。