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	3250	Course Number	3250
授課教師	陳秀才	Instructor	CHEN,SHIOW TSAI
中文課名	教保行政	Course Name	Administration in Child Care Organization
開課單位	幼兒保育系(四進)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	1.教師口述 2.討論與分享 3.訪問幼兒機構	Teaching Materials	1.teachers' speech 2.discuse and share with students 3.visit early childhood schools
成績評量方式	1.出席 10% 2.上課互動 20% 3.作業 30% 4.測驗 40% 4.評量	Grading	1.presence 10% 2.daily interation with teacher or classmates 20% 3.homeworks 30% 4.test 40%
教師網頁			
教學內容	教保行政是一項從事幼教工作者 必須了解及將遇到的事情 身爲未來的保育人員 需能具備該方面的知識及體驗 因此 本課程之教學內容 將包含幼兒機構人事物各項的介紹 以及其運作的過程 例如托兒所幼稚園的籌設 人事組織 環境規劃 事務管理 教學安排 保育活動 與社關係 評鑑 及相關法規等	Syllabus	The early childhood education is emphasized by our society. The early childhood teachers need to know the knowledge and process about the administration in child care organization. In this course, we will talk about the situations and issues related with the adminstration in child care organization. For example, the estabishment of an early chilhood organization, environmental plan, teaching and child care activities,the relation between schools and communities, evaluation, and related laws.

尊重智慧財產權，請勿非法影印。