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	3264	Course Number	3264
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(四進)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	課堂講授、分組討論、心得分享、教學媒體的應用	Teaching Materials	1. Lecture 2. Panel discussion 3. Impression sharing 4. Application of teaching media
成績評量方式	上課參與/出席10%、分組討論10%、平時作業10%、期中考試30%、期末報告40%	Grading	1. Class participation and attendance 10% 2. Panel discussion 10% 3. Assignments 10% 4. Midterm presentation 30% 5. Final presentation 40%
教師網頁			
教學內容	教保行政攸關幼兒教保品質，當前幼托機構在法令與主管機關雙軌體制下，有待整合，本課程在探討托育機構教保行政之理念，並配合實務工作體驗，瞭解幼稚園與托兒所行政運作方式，規劃機構各項行政制度，執行行政管理與評估，以建立學生具備教保行政管理能力，培育幼托機構主管人才。	Syllabus	The main purpose of this course is to study the concept of administration in child care organizations. Students can understand administration system design, execution and evaluation by practical work. It helps students gaining abilities of management in day care organization.

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