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	6370	Course Number	6370
授課教師	王基豐	Instructor	JEE,FENG WANG
中文課名	教保行政	Course Name	Administration in Child Care Organization
開課單位	幼兒保育系(二進)四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		Teaching Materials	
成績評量方式	1.出席率 20% 2.作業 20% 3.期中考 30% 4.期末考 30%	Grading	1.Attendance 20% 2.Home Work 20% 3.Midterm Exam 30% 4.Final Exam 30%
教師網頁	http://gd.ctas.tcc.edu.tw/page1.htm		
教學內容	1.使學生瞭解教保行政之內涵 2.使學生學會教保機構的經營與管理方法.	Syllabus	1.To learn the conception of Administration in Nursery & Kindergarten. 2.To gain the methods for Management in Nursery & Kindergarten.

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