

朝陽科技大學 092學年度第2學期教學大綱

Administration and Management of Programs for Young Children 幼稚園行政

當期課號	8608	Course Number	8608
授課教師	林以凱	Instructor	LIN, YI KAI
中文課名	幼稚園行政	Course Name	Administration and Management of Programs for Young Children
開課單位	師資培育中心(幼教學程進)二B	Department	
修習別	必修	Required/Elective	Required
學分數	2	Credits	2
課程目標	本課程除了介紹幼稚園在人事、環境、總務、教學、與保育等五大方面的行政工作內容外，並探討與幼稚園相關之法規及評鑑工作；本課程擬透過幼稚園活動之實務設計與運用，建立學生對幼稚園行政之全盤瞭解。	Objectives	This course provides the introduction of kindergarten administration, which includes human management, environment designing, financial management, instruction, and child caring. Also, the rule and evaluation of kindergarten are included. The purpose of this course is to help students understanding in the administration of kindergarten and related policies.
教材	講述法 小組討論法 分組報告法 專題演講□□□ □□□□ □	Teaching Materials	1. Lecture 2. Group Discussion 3. Speech
成績評量方式	課堂參與 20% 作業 20% 分組專題報告 30% 期末考 30%□	Grading	1. Participation 20% 2. Homework 20% 3. Group Report 30% 4. Final Exam 30%
教師網頁	-		
教學內容	一、幼稚教育機構類別及申請立案程序 二、幼稚園人事、環境、總務、教學、及保育行政 三、幼稚園相關法規 四、幼稚園評鑑 五、幼稚園與社區、家庭之關係 □□□	Syllabus	1. Introduction of Kindergarten Organization 2. Administration of Kindergarten 3. Rules of Kindergarten 4. Evaluation of Kindergarten 5. Relationship of Kindergarten, School, and Community

尊重智慧財產權，請勿非法影印。