

朝陽科技大學 093學年度第1學期教學大綱
Research in Child Care Service 幼兒托育服務行政專題研究

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| 當期課號 | 7732 | Course Number | 7732 |
| 授課教師 | 陳秀才 | Instructor | CHEN,SHIOW TSAI |
| 中文課名 | 幼兒托育服務行政專題研究 | Course Name | Research in Child Care Service |
| 開課單位 | 幼兒保育系碩士在職專班二A | Department | |
| 修習別 | 必修 | Required/Elective | Required |
| 學分數 | 2 | Credits | 2 |
| 課程目標 | 行政管理是推動組織目標的主要動力，更是幼教機構健全化所不可或缺的工作。本課程在瞭解幼教機構行政管理之基本理念，配合實務工作探討，認識園所人事管理、事務管理、總務管理、教保管理、安全衛生管理等內容，以養成學生教保行政管理能力，培育幼教機構管理人才。 | Objectives | Administration and management is the mechanism to achieve organization goals, and an indispensable job in early child education related enterprises. The main objectives of this course is to study the concepts of administration management in early child education related enterprises, and to learn personnel management, clerical management, general affairs management, education and care management, and safety and hygiene management. It helps students gain abilities of management in day care organizations. |
| 教材 | 1.幼稚園與托兒所行政 蔡春美等著 民國81 台北 心理出版 2.幼保行政相關講義資料 3.A. Godwin & L. Schrag 1996 Setting up for Infant/Toddler care: Guidelines for Centers and Family Child Care Homes. | Teaching Materials | |
| 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 | 托育服務行政是一項從事幼教工作者必須了解及將遇到的事情 身為未來的保育人員 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 administration of child care service 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 administration in child care organization. For example, the establishment 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。