朝陽科技大學 095學年度第2學期教學大綱
Administration in Child Care Organization 教保行政

當期課號	3637	Course Number	3637
授課教師	林以凱	Instructor	LIN,YI KAI
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	幼教機構行政管理─幼稚園與托兒所實務 蔡春美等著 心理出版社 幼托機構經營與管理 吳百祿 華騰	Teaching Materials	
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、幼托園所領導與管理 二、幼托園所人事、環境、總務、教學、及保育行政 三、幼托園所相關法規 四、幼托園所與社區、家庭之關係 □□□	Syllabus	1. Introduction of Kindergarten Organization 2. Leadership and Management of kindergarten 3. Administration of Kindergarten 4. Rules of Kindergarten 5. Relationship of Kindergarten, School, and Community

尊重智慧財產權，請勿非法影印。