

**朝陽科技大學 095學年度第2學期教學大綱**  
**Social Work Management 社會工作管理**

當期課號	3711	Course Number	3711
授課教師	黃麗絹	Instructor	Huang, Li Chuan
中文課名	社會工作管理	Course Name	Social Work Management
開課單位	社會工作系(四進)四B	Department	
修習別	必修	Required/Elective	Required
學分數	3	Credits	3
課程目標	本課程旨在介紹社會工作管理基本概念、理論與發展趨勢，藉由教導與討論，學生將建立社會工作管理全貌，並發展應用相關技巧於實務領域的能力。	Objectives	The contents of this course include the basic concepts of social work management, management theories, and the development of social work management. Via instruction and discussion, students will build up the whole picture about social work management and develop their abilities to apply the related skills in social work practice.
教材	一、教材書名：社會工作管理 (ISBN 957-818-053-5) 作者：黃源協出版社：揚智出版日期：1999/11 (初版1刷) 二、參考書籍書名：社會工作概論 (ISBN 957-732-202-6) 作者：李增祿主編出版社：巨流出版日期：2004/1 (增訂四版)	Teaching Materials	1. Teaching material book title: Social work management (ISBN 957-818-053-5) author: Huang Yuanhsieh publishing house: Raises the wisdom publication date: 1.999/11 million (first edition 1 brushes) 2. Reference books book title: Social work introduction (ISBN 957-732-202-6) author: Chief Editor Li Tsenglun publishing house: Blast publication date: 2004/1 (revises and enlarges four edition)
成績評量方式	一、期中考30% 二、期末考30% 三、平時考核40% (團體討論報告10%、期末心得報告10%、上課參與情形10%、出席情形10%)	Grading	1. In the time tests 30% 2. At the end of the semester tests 30% 3. Usually inspects 40% (association to discuss reported 10%, at the end of semester attainment reported 10%, attend class participation situation 10%, attendance situation 10%)
教師網頁	-		
教學內容	一、課程內容介紹及管理基本概念 二、管理理論的發展與組織行為 三、社會工作與管理 四、規劃、組織 五、領導、決策 六、人力資源管理 七、方案評估 八、全面品質管理、目標管理 九、參與管理、衝突管理、財務管理 十、資訊管理、時間管理、壓力管理 十一、非營利組織管理 十二、照顧管理、社會工作督導與諮詢	Syllabus	1. curricula contents introduction and management basic concept 2. Management theory development and organization behavior 3. The social work and manages 4. The plan, organizes 5. Leadership, decision-making 6. The human resources manage 7. Project evaluation 8. The comprehensive quality control, the goal manage 9. Participates in the management, the conflict management, the financial control 10. The information management, the time management, the pressure manage 11. Must seeks to make a profit the organization to manage 12. Attendance management, social work direction and consultation