

朝陽科技大學 095學年度第2學期教學大綱
Administration and Management of Programs for Young Children 幼稚園行政

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| 當期課號 | 8014 | Course Number | 8014 |
| 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)二B | Department | |
| 修習別 | 選修 | Required/Elective | Elective |
| 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 | 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、幼稚園領導與管理 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。