朝陽科技大學 098學年度第2學期教學大綱
Administration in Child Care Organization 教保行政

當期課號	3630	Course Number	3630
授課教師	蘇傳臣	Instructor	,
中文課名	教保行政	Course Name	Administration in Child Care Organization
開課單位	幼兒保育系(二進)四A	Department	
修習別	必修	Required/Elective	Required
學分數	2	Credits	2
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	1.蒐集並閱讀與課程主題相關之書籍或報章雜誌資料 2.個人心得分享報告 3.課程講授 4.團體或分組討論 5.撰寫期末心得報告	Teaching Materials	1.Survey and Study the books and magazines that related to this course 2.Personal study report 3.Lectures 4.Group discussions 5.Final report
成績評量方式	1.資料蒐集與分享報告 2.隨堂作業 3.討論參與 4.期末心得報告	Grading	1.Information survey and report 2.Homework 3.Discussion participation 4.Final report
教師網頁			
教學內容	縱觀幼教數十年來之生態發展，因社會急遽變遷，雙薪及小家庭制度應運而生，托育服務需求大量增加。然政府有關部門卻以「學前教育非屬義務教育之一環」而漠視，致使私立托教機構又大量應運而生，且良莠不齊。幼稚園與托兒所行政工作千頭萬緒，尤以近年來政府幼教政策不斷改變，頗令園所經營及管理者有力不從心之感。 我校學生畢業離校之後，多數將投入幼教職場，無論從教學者、管理者與經營者之各個層面探討，均無法脫離幼稚園或托兒所之行政工作領域。然「教保行政」專業知能卻爲幼教工作者最弱之一環，本人期能透過本課程與學生之分享及互動，建立學生基本概念，並具備自助助人之「教保行政」專業知能，使能對幼教現場工作勝任愉快。	Syllabus	Looks over the ecology development of preschool education for several decades, two jobs and small family arise rapidly because of social vicissitude. The demand for child-care services increases massively. However, the government has ignored this fact by using the reason of "the preschool education is not a part of compulsory educations". This causes many private child-care organizations with varied quality to arise. The administrative works of kindergartens and nursery schools are complicated. The situation is worsening by frequently changed government policy that makes administrators confused and hard to follow. Most of students graduated from this school will eventually devote themselves in early childhood education. Regardless from the role of teaching, superintendent or investor, you will face the administrative works of kindergarten or nursery school. Nevertheless, ↗Administration in a Child Care Organization∫ is usually the weakest part of early childhood educators. In this course, I sincerely hope to establish the basic concept of ↗Administration in a Child Care

			Organization∫ through the interaction and knowledge sharing with students. Students can subsequently equip with professional knowledge of ↗Administration in a Child Care Organization∫ and be fully competent in early childhood education practice.

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