

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	3662	Course Number	3662
授課教師	曹俊德	Instructor	TSAO, JUN DE
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	吳百祿譯(2003)。幼托機構經營與管理。台北：華騰。 蔡春美、張翠娥、陳素珍（2003）。幼稚園與托兒所行政。台北：心理。 王立杰、田育芬、段慧瑩（2001）。托育機構行政管理與實務。台北：永大。 王靜珠（2001）。托育機構行政管理與實務。台北：華騰。 高義展(2003)。學前教育機構行政管理與實務。台北縣：啓英文化。 李文正、張幼珠譯(1999)。成功的托教行政管理-園所領導之鑰。台北：光佑。	Teaching Materials	Educational Policy Analysis: Concepts, Methods, and Applications
成績評量方式	(一)課堂參與(20%) (二)平時作業(30%) (三)期末考 (50%)	Grading	1.Participation (20%) 2.Assignments (30%) 3.Final (50%)
教師網頁	http://tw.myblog.yahoo.com/jdtsau-jdtsau/		
教學內容	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。	Syllabus	This course will introduce students to important factors relating to the administration of centers such as parent interaction, communication skills, personnel management, administration, support services and working with government services. The use of computer and computer software for the management of some of these areas will also be discussed. It helps students gain abilities of management in day care organization.

尊重智慧財產權，請勿非法影印。