



系專業能力 Basic Learning Outcomes		課程目標與系專業能力相關性 Correlation between Course Objectives and Dept.'s Education Objectives
A	具備幼兒教保發展理念與實務的素養。 To demonstrate the literacy of theorizing and performing developmentally appropriate early childhood educare curricula.	○
B	具備理解與尊重幼兒發展及學習需求的素養。 To demonstrate the literacy of respecting and understanding preschool children's versatile developmental and learning needs.	●
C	具備規劃適切的幼兒教保課程、教學及多元評量的素養。 To demonstrate the literacy of planning, executing, and evaluating developmentally appropriate educare programs for preschool children.	○
D	具備建立幼兒教保正向學習環境及適性輔導的素養。 To demonstrate the literacy of establishing positive learning environment and implementing multiple adaptive guidance for preschool children.	○
E	具備認同與實踐幼兒教保專業倫理的素養。 To demonstrate the literacy of identifying and complying with the early childhood educare professional ethics.	○

圖示說明Illustration：● 高度相關 Highly correlated ○ 中度相關 Moderately correlated

#### 課程大綱

#### Course Outline

一、本課程包括如下主題，教學方式、教學主題與上課教材得由上課老師自行斟酌調整。

1. 充實學生幼教行政工作應備的知識。
2. 培養學生從事幼教行政工作正確的態度。
3. 形塑學生從事幼教行政工作的能力。
4. 鼓勵學生從事幼教行政並熱愛行政工作。

二、課程內容包括：行政的概念及幼教行政的意義與範圍；幼教行政組織；幼兒園的行政；園舍建築；設備；總務工作；保育行政；人事管理；與家庭，社區的關係；公文；幼教法規；幼教評鑑等。

資源需求評估（師資專長之聘任、儀器設備的配合．．．等）

Resources Required (e.g. qualifications and expertise, instrument and equipment, etc.)

請參閱教學計畫表

#### 課程要求和教學方式之建議

#### Course Requirements and Suggested Teaching Methods

本課程以講授方式進行，輔以課堂討論及報告

#### 其他

#### Miscellaneous