國立台灣科技大學 114學年 第2學期　課程大綱

Spring 2026 NTUST Course Outline

授課教師：劉家豪

Instructor:

課程名稱：學校行政

Course Title：School Administration

2026/11/3

課程代號： EP3605701 Course Code 學分數： 2 Credits	必選修：選修/半學年 Required/Electve:Elective/Half Yr. 先修課程： Prerequisites
節次教室： WA(T4-302) WB(T4-302) Time/Location	
專業核心能力： Core Professional Competencies	
課程網址： Course Website	
課程宗旨： Course Objectives	介紹我國學校行政的範圍、教務、學務、總務輔導等行政的制度及實務。 This course introduces the basic concepts of the school administration in Taiwan, as well as Academic Affairs, Student Affairs, General Affairs, Counseling and other administrative organization and practice in secondary schools. The contents of the course include school administration, organization, leadership, communication, and coordination management process, and allow students to practice writing and provision documents and other practical knowledge and ability.
課程大綱： Outline of Lectures	介紹我國學校行政的範圍、教務、學務、總務輔導等行政的制度及實務。 This course introduces the basic concepts of the school administration in Taiwan, as well as Academic Affairs, Student Affairs, General Affairs, Counseling and other administrative organization and practice in secondary schools. The contents of the course include school administration, organization, leadership, communication, and coordination management process, and allow students to practice writing and provision documents and other practical knowledge and ability.
授課方式： Method of Instruction	講授 Lecture：30% 分組討論 Group discussion：50% 案例研討 Case study：20% 操做練習 Practical exercises：0% 講授 Lecture：%
教科書： Textbooks	
參考書目： References	
修課須知： Notice	
評量方式： Grading	

備註說明：
Notes