

國立中正大學課程大綱

National Chung Cheng University Syllabus

課號	3403045	EMI	<input checked="" type="checkbox"/> 是 <input type="checkbox"/> 否
課程類別 course type	<input checked="" type="checkbox"/> 人文關懷課程 <input type="checkbox"/> 競賽專題課程 <input type="checkbox"/> 問題導向課程 <input checked="" type="checkbox"/> 專題導向課程 <input type="checkbox"/> 總整課程 <input checked="" type="checkbox"/> 實作課程 <input type="checkbox"/> 實習 <input type="checkbox"/> 其他		
課程名稱 (中文)	成人教育組織與管理		
課程名稱 (英文)	Organization and Management of Adult Education		
學年/學期	114/2	學分	3
學系 (所)	成教系	必選修	<input checked="" type="checkbox"/> 必修 <input type="checkbox"/> 選修
上課時間	13:10-16:00, Wednesday	上課地點	RM 206, CoE
教師	王維旒	教師 email	weiniwang@ccu.edu.tw
助教	NA	助教 email	NA
先修科目或先備能力	None		
課程概述	<p>This is a required course for juniors in the Department of Adult and Continuing Education. It aims to provide students with a comprehensive understanding of the principles and practices of organization and management in the field of adult and elder education. Throughout this course, we will cover a wide range of topics, including organizational theories, strategic planning, organizational design, motivation, and possibly other emerging management issues in adult and elder education. In addition to various theoretical frameworks, we will also explore practical applications of these concepts.</p>		
學習目標	<p>This course is designed to:</p> <ul style="list-style-type: none"> • enable students to acquire basic concepts and development of educational administration; • enable students to illustrate the concept and dynamic process of the operation of adult education organizations; • develop students' dual proficiency in theoretical knowledge and practical application. 		
教科書及參考書	Course packet		
教學要點概述			
教材編選	<input checked="" type="checkbox"/> 自製簡報(ppt) <input checked="" type="checkbox"/> 課程講義 <input type="checkbox"/> 自編教科書 <input type="checkbox"/> 教學程式 <input type="checkbox"/> 自製教學影片 <input checked="" type="checkbox"/> 其他		
教學方法	<input checked="" type="checkbox"/> 講述 <input checked="" type="checkbox"/> 小組討論 <input checked="" type="checkbox"/> 學生口頭報告 <input type="checkbox"/> 問題導向學習 <input checked="" type="checkbox"/> 個案研究 <input checked="" type="checkbox"/> 其他		
評量工具	<input type="checkbox"/> 期中考 <input checked="" type="checkbox"/> 期末考 <input type="checkbox"/> 隨堂測驗 <input type="checkbox"/> 隨堂作業 <input type="checkbox"/> 課後作業 <input checked="" type="checkbox"/> 期中報告 <input checked="" type="checkbox"/> 期末報告 <input checked="" type="checkbox"/> 專題報告 <input checked="" type="checkbox"/> 評量尺規 <input checked="" type="checkbox"/> 其他		
教學資源	<input checked="" type="checkbox"/> 課程網站 <input checked="" type="checkbox"/> 教材電子檔供下載 <input type="checkbox"/> 實習網站		

教師相關訊息		Office: RM310, CoE; TEL: 05-272-0411 ext. 36110
每週課程內容 weekly scheduled contents		
Week 1	2/25	Introduction
Week 2	3/4	1. The organizational aspect of adult education (Kowalski, Ch 1) 2. A typology for parent organizations (Kowalski, Ch 3) 3. The administrator (Galbraith <i>et al.</i> , Ch 1)
Week 3	3/11	1. Introduction to management (Gulati, Mayo, and Nohria, Ch 1) 2. The nature of organizational behaviour (Mullins, Ch 2) 3. Management considerations (Kowalski, Ch 12)
Week 4	3/18	Joint Talk: TTQS
Week 5	3/25	1. Management roots (Robbins, DeCenzo, and Coulter, p.49~54) 2. Relevance of organizational theory (Kowalski, Ch 5: Bureaucratic) 3. Approaches to organisation and management (Mullins, Ch 2: p.41~53)
Week 6	4/1 *essay due	1. Management roots (Robbins, DeCenzo, and Coulter, p.49~) 2. Relevance of organizational theory (Kowalski, Ch 5: Sociopolitical & Open systems) 3. Approaches to organisation and management (Mullins, Ch 2: p.53~)
Week 7	4/8	Spring Break
Week 8	4/15	Organizational structure (McGrath, Ch 11)
Week 9	4/22	Group presentation I (three groups)
Week 10	4/29	Group presentation II (three groups)
Week 11	5/6	1. Introduction to strategy (Gulati, Mayo, and Nohria, Ch 4) 2. VRIO
Week 12	5/13	Joint Talk: Exploration Education
Week 13	5/20	Motivation in the workplace (Darcy, Ch 5)
Week 14	5/27	Providers of formal adult education (Merriam and Brockett)
Week 15	6/3	1. Applying organizational theory to adult education (Kowalski, Ch 6) 2. Approaches to administration (Galbraith <i>et al.</i> , Ch 2)
Week 16	6/10	Joint Oral Presentation
Week 17	6/17	Self-directed learning activities; Final exam
Week 18	6/24	Self-directed learning activities; Term paper due
核心能力		

核心能力 Core competency		本課程與核心能力關聯強度				
		1	2	3	4	5
專業能力 Specific competency	方案企劃					V
	學習設計			V		
	經營管理					V
共通能力 General Competence	溝通表達				V	
	問題解決			V		
	團隊合作					V
	創意思考					V
	國際視野			V		
	智慧科技	V				

註：關聯強度以五點量表標示，1 表示沒有關聯，5 表示非常有關聯。

Requirements and Grading Criteria

1) Class participation and attendance 10 %

All students must complete the specified reading progress before class and actively participate in class or on E-Course. The preparation and participation of students will affect both the teaching quality of the instructor and the learning outcomes of other students. Questions will be posed from time to time during the class. Those who fail to come to the roll call three times without a valid reason, frequently use *non-required telecommunication resources* during class, or do not successfully respond to questions will receive a score of zero for this part. The roll call results will be announced on E-Course at the end of the roll call; arriving late to the classroom will be counted as an absence. Points will be deducted for those who request leave more than three times.

2) Personal reflection essay 10 %

Each student must submit a reflection essay of at least 500 words, written in English, on personal administrative proficiency based on the results of the inventory from the reading. The essay should formally describe your reflections based on your experiences and self-understanding, and must not be presented as a list of key points. The inventory results and a declaration of how you incorporate AI must be included as part of your essay (those do not count toward the word limit). This essay should be uploaded to E-Course by 4/1 before 13:10. If there is a technical problem with E-Course, please hand in a paper copy during class. For every 30-minute of late submission, 1 point will be deducted from your score.

3) Site visit report 10%

The whole class is expected to be divided into six groups based on different organizational types. Each group will select a specific type of lifelong learning institute, and group members can choose their preferred methods of obtaining information (such as on-site visits, telephone interviews, video interviews, etc.). The content of the report is to introduce the organization's origins, missions and

purposes, objectives and tasks, staffing, service clientele, education and service delivery methods, enrollment channels, annual key administrative tasks and duties, funding sources, volunteers, operational challenges, and exceptional performance. This is an oral report, which will be held in two sessions on 4/22 and 4/29. The presentation time of each group is 25 minutes (including discussion and Q&A); the presentation could be conducted in either English or Mandarin.

4) Online learning resources sharing and feedback 10%

During the semester, each student is required to recommend two online clips (theoretical explanations, speeches, current affairs cases, short films...) related to the weekly themes till Week 13, as well as share his/her feedback after viewing two clips with different weekly themes. Both are in English.

I. Recommendation (5%):

Each clip or video should be at least 7 minutes in length, and the link must be shared in the discussion thread on E-Course before class. Along with the link, a content introduction and reasons for the recommendation of 90-120 seconds should be provided in the same post. The language of clips and videos is not limited to Chinese or English; however, if they are in other languages, Chinese or English subtitles are required. Both must be uploaded by 13:10 on 5/27.

II. Feedback (5%):

Reply directly to the sharing post with your feedback. Each response should be at least 200 words in English. If there are already three postings for that clip/video, please choose another one. While you may use AI to assist in your feedback, you must share the link to your AI prompts at the end of your response (no kidding, I would know). The submission deadline is 13:10 on 6/10.

5) Adult Education Institution Operation Plan 40%

This assignment will be completed in conjunction with “Training and Talent Development.” Using “Lyceum Academy” (來勝學苑) as the context, design a training institution operation mode that mainly delivers adult or senior learning programs. The joint assignment is carried out in groups, and is divided into two parts: oral (in English, 15%) and written (in Mandarin, 25%). In addition to the expected content of the two courses, the written report must include a description of the organization's operating values and theoretical foundations. Details will be announced and explained in class.

6) Final Exam 20%

The date is set for 6/10, and the details are TBA.