

政治学与行政学专业教学培养方案

一、培养目标

本专业培养适应市场经济和社会发展的需要，具有政治学与行政学专业素养及法学、行政管理学、公共管理学、文书写作与计算机应用能力等方面的扎实的基础知识，具有运用本专业基本理论与基础知识分析解决现实问题的能力，能够胜任基层党政机关、社会团体、企事业单位、高等院校、新闻文化单位和科研机构的行政管理工作，德、智、体全面发展的应用型、复合型政治学与行政学专业人才。

二、培养要求

学习政治学、行政学、法学的基本理论和基本知识，了解政治运作的基本模式和特征，当代行政管理理论的发展趋势，具有运用政治学、行政学分析问题和解决问题的能力；同时，具有较强的文字和口头表达能力，熟练运用一门外语，有熟练的计算机操作基本技能。

毕业生应获得以下几方面的知识和能力：

- （一）熟悉国家政治结构的基本模式，了解国家政治运作的基本原理；
- （二）掌握政府部门管理、政法管理的基本理论、知识和方法；
- （三）掌握公共政策分析、制定、执行、评估方面的知识和能力；
- （四）掌握当代政治学和行政管理学理论的发展趋势，并具有基本的研究能力；
- （五）熟练掌握一门外语，并能运用于管理实践；具有良好的服务意识和以人为本的管理观念；
- （六）掌握文献检索、资料查询的方法和技术，具有高效率工作的能力；
- （七）熟练掌握基本的计算机操作技能，并能在实际工作中有效运用。

三、主要课程

政治学原理、行政学原理、中国历代政治与行政、国际政治概论、中国政治思想史、西方政治思想史、比较政治制度、当代中国政府与政治、电子政务、信息管理、公共关系理论与实务、公务员制度、地方政府学、行政秘书实务。

四、主要实践性教学环节

军事技能、社会调查、专业调查与实践、专业见习、毕业实习、毕业论文等。

五、修业年限与毕业学分

修业年限：四年；毕业学分：170 学分。

六、授予学位

法学学士。

Description of Politics and Administration Program

I . Objectives

This major aims to cultivate application-oriented, comprehensive talents with an all-round development in morality, intelligence and physical that are ready for the careers in government offices, social organizations, enterprises and public institutions, colleges and universities, news and cultural institutions, research institutes, etc. The training program focuses on the cultivation of students with professional quality in Politics and Administration and with solid foundation in Law, Administration, Public Management, document writing, computer application ability, etc. who can analyze and solve practical problems by using the fundamental theory and knowledge.

II . Requirements

Students majoring in Politics and Administration are required to acquire the fundamental theory and knowledge in Politics and Administration, Law, etc., learning the basic patterns and characteristics of political operations as well as the latest trend in contemporary administration theory. While demanded to acquire the ability of analyzing and solving problems using Politics and Administration, students are also required to be skillful in one foreign language and basic computer operations.

Basic Knowledge and Abilities Required for Graduates:

- (1) Understanding the basic patterns of state political structure and acquiring the basic principles of state political operations;
- (2) Grasping the basic theories, know-how and methods regarding governmental management and political and judicial management;
- (3) Mastering the knowledge and ability of analyzing, formulating, implementing and evaluating public policies;
- (4) Learning the trend of modern Politics and Administration theories and obtaining basic research ability;
- (5) Being familiar with one foreign language and apply it into administrative practice; developing a good awareness of service and an idea of people-centered management.
- (6) Mastering literature research and data collection, being highly effective in practical work;
- (7) Building up a good command of basic computer operations and the ability to applying the computer expertise effectively in practical work.

III . Main Courses

Principles of Politics, Principles of Administration, History of Chinese Political System, Introduction to International Politics, History of Chinese Political Thoughts, History of Foreign Political Thoughts, Comparative Political Systems, Contemporary Chinese Government and Politics , E-government, Information Management, Theory and Practice of Public Relations, Civil Servant System, A Study of Local

Government, Practice of Administrative Secretary.

IV . Field Studies

Military Technology and Ability, Social Survey, Professional Internship, Internship, Graduation Design and Thesis.

V . Duration

Four Years; Total credits: 170

VI . Degree

Bachelor of Science of Law