

行政管理专业教学培养方案

一、培养目标

本专业依托我校法学学科优势，努力打造法学背景知识突出、行政管理专业基础扎实、两者融合渗透的行政管理专业；为司法行政机关、基层行政事业单位和各类社会、经济、文化组织培养、输送懂得法学知识，精通行政管理理论和技能的应用型、复合型行政管理人才。

二、培养要求

本专业学生通过学习马列主义毛泽东思想及邓小平理论，应具有坚定的政治信念，热爱祖国，具有较强的法制观念。通过学习管理学、法学的基本理论和基本知识，应了解当代行政管理理论的发展趋势，具有运用管理学理论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，能熟练运用一门外语。

毕业生应获得以下几方面的知识和能力

- （一）掌握政府部门管理、政法管理、企事业组织管理和社区管理的基本理论、知识和方法；
- （二）掌握公共政策分析、制定、执行、评估方面的知识和能力；
- （三）掌握当代行政管理学理论的发展趋势，并具有基本的研究能力；
- （四）掌握网络技术及电子政务方面的知识和方法，并能够在管理中熟练运用；
- （五）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；
- （六）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。

三、主要课程

行政学原理、政治学原理、管理学原理、当代中国政治制度、比较政治制度、政府公文写作、政府经济学、地方政府学、人力资源管理、管理学经典（英文原著）、政府公文写作、公务员制度、电子政务、公共政策概论等。

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

管理学学士。

Description of Administrative Management Program

I .Objectives

The major is to train students to construct a consolidated law-related foundation, to have a good command of administrative management theories and methods and to prepare the professional personnel for careers in governmental bodies, legislature, prosecution, enterprises and communities.

Well-rooted on the discipline advantage of law subjects of our college, Administrative Management is an application-oriented, comprehensive major that aims to arm students with both rich law-related background knowledge and solid foundation in administrative management. The ultimate goal of this major is to cultivate application-oriented, comprehensive talents with law-related knowledge and administrative management expertise that are ready for the careers in the judicial administrative organs, grass-roots administrative institutions and all kinds of social, economic and cultural organizations.

II .Requirements

Students of this major are required to have a strong political belief, patriotism and a knowledge of legal rule through the studies of Marxism, Mao Zedong' s Thoughts and Deng Xiaoping' s Theories, to learn about the trend of contemporary administrative management theories and to acquire the ability of analyzing and solving problems by means of administrative management. In the mean time, the major also aims to build up students' capacity of written and spoken expression as well as the ability of skillful application of a foreign language.

Basic Knowledge and Abilities Required for Graduates:

- (1) Learning about the basic theories, knowledge and methods of governmental institution management, political and legal management, enterprise management and community management;
- (2) Mastering the knowledge and an ability of analyzing, formulating, implementing and evaluating public policies;
- (3) Having a command of the trend of modern administrative management theories and acquiring basic research ability;
- (4) Grasping the knowledge and methods of internet technologies and e-government and to know how to apply it into practice;
- (5) Mastering literature research and data collection, being highly effective in practical work;
- (6) 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.

III . Major Courses

Principles of Administration, Principles of Politics, Principles of Management, Contemporary Political System of China, Comparative Political Systems, Government Document Writing, A Study of Local Government, Human Resource Management, Selected Readings from Management Science (Original

Version), Civil Servant System, E-Government, Public Policies.

IV . Practical Courses

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

V .Duration

Four Years; Total credits: 170

VI .Degree

Bachelor of Management