

Programs and Schemes of Electives for Majors, 2014

Major: Administrative Management

Model of Courses	Codes	Courses	Credits			Credit Distribution in Academic Terms & Years										
			Total	Lecture	Lab	1st Year			2nd Year			3rd Year			4th Year	
						Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring	Summer	Autumn	Spring
Major Courses	22I995012	Executive Secretarial Studies	2	1	1								2			
	22I125012	Theory and Practice of Public Relations	2	2								2				
	22I994001	Comparative Administrative Management	2	2								2				
	22I993002	A Study of Administrative Organizations	2	2								2				
	22I104002	Financial Accounting	2	3											3	
	22I995003	Municipal Administration	2	2							2					
	22I105004	Public Section Performance Evaluation	2	2							2					
	22I106001	Management Psychology	2	2								2				
	22I106002	Enterprise Administration	2	2							2					
	21I126003	Study of the International Organization	3	2	1							3				
	22I995014	The Leading Theory	2	2											2	
	22I105007	Office Automation	2	1	1							2				
	22I106008	Open MIT Course: Business &Leadership	2	2								2				
	22A000001 22A000002	Seminar Participation(1-2)	1-2	1-2		√	√		√	√		√	√		√	√
Interdisciplinary Courses	21B992001	Overview of Law	2	2							2					
	21B014003	Administrative & Administrative Procedure Law	5	5								5				
	22I105008	Introduction to Government of Nomocracy	2	2							2					
	22I105009	Legal Practice of Public Management	2	1	1						2					
	22I105010	Enterprise Practice on Legal Affairs	2	1	1							2				
	22I125009	Rules of Procedures (Situational simulation)	2	1	1							2				
	22I105005	Public Crisis Management	2	2							2					
	22I995013	Case Analysis of Administrative Management (seminar)	2	2								2				