

## 八、实践教育

### 1. 实践实验教学环节

名称		学分
课内实验课程	管理信息系统	1
	电子政务	1
	统计软件应用	1
	office 软件应用	2
	公共管理研究方法	1
专业实习		8
专业见习		2
毕业论文（设计）		6

### 2. 社群教育

本专业学生必须在社群教育平台获得至少 4 个学分，具体项目和学分认定标准如下：

项目	学分	备注
在核心期刊上发表与所学专业相关的论文 1 篇	1-4	第一作者 4 学分；第二作者 2 学分；第三作者 1 学分
在一般期刊上发表与所学专业相关的论文 1 篇	1-2	第一作者 2 学分；第二作者 1 学分
获得省部级以上奖励	1-4	排名第一 4 学分；排名第二 2 学分；排名第三 1 学分
获取国家认可的专业等级证书、应用型技能证书	2	
获得大学生科研立项并通过结项验收	1-4	A 类项目排名第一 4 学分；排名第二 3 学分；排名第三 2 学分；排名第四 1 学分；B 类项目排名第一 3 学分；排名第二 2 学分；排名第三 1 学分；C 类项目排名第一 2 学分；排名第二 1 学分。
获得国家专利	1-4	排名第一 4 学分，排名第二 2 学分，排名第三 1 学分。
实质性参与教师科研课题	1-4	具体学分由课题主持人提出意见，学院教学委员会审定
其他	1-4	由学生本人提出申请，学院教学委员会具体认定

## 九、说明

1. 本专业的通识教育课程的选修课为 23 学分，包括通识教育核心课 8 学分、普通选修课程 10 分和素质拓展课程 5 学分。其中，（1）通识教育核心课，“学分必修，课程选修”，学生必须在数学与自然科学、哲学与社会科学、人文与艺术、教育学与心理学四个模块中选择修读 8 个学分，且必须涵盖三个以上模块，修读课程不得与本专业课程重复或相近。（2）普通选修课程中，高等数学 D（4 个学分）为指定选修课；除此之外，学生还需再选 6 个学分的普通选修课程，学生可以在学校通识教育核心课程和通识教育核心课程以外建设的通识教育选修课程中选择修读，选择修读模块不受现行通识教育选修课程建设分类限制，自由选课。也可以选择修读本专业以外的其他专业课程。

2. 本专业的个性发展课程分为专业学术型、交叉复合型、创新创业型三种类型。选择专业学术型发展学生应修读 25 个学分的专业选修课程；选择交叉复合型发展的学生修读 25 个学分的任意选修课程，选修课程可以在全校范围内自由选课；选择创新创业型发展学生修读 25 个学分的以创新创业课程为主的选修课程。

3. 本专业的专业选修课程分为公共服务与人力资源开发和公共管理科学研究两个培养方向。公共服务与人力资源开发方向专业选修课课程号第五位为 1，公共管理科学研究方向专业选修课课程号第五位为 2。专业选修课课程号第五位为 0 的课程为两个方向共同专业选修课。

4. 本专业的信息应用能力课“不计学分、测试达标”，必须通过学校认定，方可毕业。认定合格资格可以有三种方式：一是入学时通过学校组织的校内测试；二是获取全国计算机等级考试证书；三是测试不合格或没有获取相关等级证书的，需要选修校内开设的《信息应用能力》课程，并考核合格。

5. 大学英语设置 12 个学分，实行入校测试，分基础级（C 级）、提高级（B 级）和发展级（A 级）三级教学。有关修读办法见《华中师范大学大学英语分级教学实施方案》（华师行字【2015】232 号）。C 级开三个学期共 12 个学分的通用英语课程，B 级开 2 个学期 8 个学分的通用英语课程和 1 个学期 4 个学分的全英文通识教育课程，A 级开 1 个学期 4 个学分的通用英语课程，1 个学期 4 个学分的全英文通识教育课程和 1 个学期 4 个学分的专用英语课程。另规定所有学生在校学习期间原则上修读 1-2 门本专业的全英文课程。

6. 大学体育实行俱乐部教学制度，学生至少选修 4 个学期共 4 个学分的俱乐部课程。同时，需要完成 4 次《国家学生体质健康标准》测试（每年一次），具体标准参照《教育部关于印发<高等学校体育工作基本标准>的通知》执行。体育俱乐部修读规则见《华中师范大学大学体育课程俱乐部制改革实施方案》（华师行字【2015】246 号）。

7. 本专业总学分为 150，包括课程总学分 130 和实践教育课程 20 学分（不含课内实验课程）。其中，课程总学分 130 学分包括，通识教育课程 55 学分，专业主干课程 50 学分，个性发展课程 25 学分。

8. 本专业学生在规定修业年限内修满规定的 150 学分，准予毕业。修满本专业主干课程 50 学分，并符合学校学位授予的其他条件者，授予管理学学士学位。

9. 本专业学生在校期间必须至少学习 2 门混合式教学课堂课程方能毕业。

10. 本专业 50 个学分的专业主干课程全部供辅修、双学位的修读，修满 28 个学分，可申请辅修证；修满 42 个学分并完成毕业论文，可申请本专业的学士学位证书。

# Undergraduate Program for Public Administration at School of Public Administration

**Major Number:** 460

**Major Code:** 120402

## **I. A Brief Introduction to Administrative Management Major**

The CCNU is the one of the earliest universities that offers Public Administration education, which gives it strong power in the education of this domain. It has nationally-ranked 10<sup>th</sup> public management first-level major and PhD major. It has a group of high-level faculties, all of them having PhD degrees. It has put in place mentoring scheme throughout the talent development process, and adopts advanced talent development models such as smaller classes, individual-adaptive education, globalization oriented education and undergraduate-graduate integration model. Its graduates has broad career opportunities and adapt well to the society.

## **II. Educational Objectives**

With the overall objective as “Excel in core competency, broad in knowledge, and superb skills in the administrative management practice”, this major intends to develop high-level and combination talents, with modern public management spirit and certain degree of Marxist understanding, mastering the basic knowledge and professional skills in the administrative management, obtaining strong capabilities in management, research and communications, hence being able to practice administrative management, municipal management, human resource management, office or social work, policy research, communications, etc. in the governments, business or social corporations etc.

## **III. Basic Requirements**

The students in this major will mainly learn the basic knowledge in the management, political science, science of law, economics, administrative science, get trained in administrative management methods and skills, and ultimately obtain the capabilities of analyze and solve the real-life administrative management problems.

The graduates of this major will have below knowledge and skills:

1. Familiar with major policies of the Party and Government, understand the realities of administrative management practice, related basic policies and law. Equipped with good moral values, being confident and tolerated, being a good team player and have a good sensor of judgment.

2. Have broad knowledge in the related domain, understand the state-of-the-art information and development of the major. Having gone through systematic and complete professional training

and evaluation, developing methodologies and spirit of scientific thinking and discovery. Capable of further education in related disciplines.

3. Good verbal and written communications, inter-personal communication skills and capabilities in organizing and coordinating efforts.

4. Good Innovative and continuous learning spirit. Having basic information gathering, analyzing, processing and implementation skill, and forming good information responsibilities.

5. Good foreign language skills in reading, writing, listening and speaking. Passing college-required national foreign language standard tests.

6. Good physical exercise routine, good physical and mental health.

#### IV. Major Courses

Principles of Management; Principles of Management; Public Management; Constitution and Administrative Law; Public Economics; Public Policy; Administrative Organization; Human Resource Management in Public Sector; Organizational Behavior; Leadership Science; Management Communication; Administrative Secretary; Government Performance Management; Public Relations; E-Government; Municipal Administration; Applied Statistics

#### V. Length of Schooling and Degree

Length of Schooling: 4 years

Degree: Bachelor of Management

#### VI. Distribution of Credits

Credits are total credits of courses; Course hours are hours in-class.

Type	Semester course type		first1	first2	first3	Second1	Second2	Second3	Third1	third 2	third3	fourth1	fourth2	Total	Percentage%
	credits	General education courses	Required Courses	7	8	/	7	10	/	/	/	/	/	/	32
Core Courses			/	2	/	2	2	/	2	/	/	/	/	8	
Elective Courses			4	3	/	4	1	/	/	3	/	/	/	15	
Major Courses			7	6	/	9	9	/	10	9	/	/	/	50	38.5

	Personalit y developm ent courses	Professional Academic Elective Courses	/	/	/	/	/	/	10	10	/	5	/	25	19.2
		Cross Compound Elective Courses	/	/	/	/	/	/	10	10	/	5	/	25	
		Innovative and Entrepreneurial Elective Courses	/	/	/	/	/	/	10	10	/	5	/	25	
	Subtotal		18	19	/	22	22	/	22	22	/	5	/	130	100
Course Hours	General education courses	Required Courses	112	112	/	104	96	/	/	/	/	/	/	424	39.4
		Core Courses	/	32	/	32	32	/	32	/	/	/	/	128	
		Elective Courses	64	48	/	64	16	/	/	48	/	/	/	240	
	Major Courses		108	96	/	144	144	/	160	144	/	/	/	796	40.4
	Personalit y developm ent courses	Professional Academic Elective Courses	/	/	/	/	/	/	160	160	/	80	/	400	20.2
		Cross Compound Elective Courses	/	/	/	/	/	/	160	160	/	80	/	400	
		Innovative and Entrepreneurial Elective Courses	/	/	/	/	/	/	160	160	/	80	/	400	
	Subtotal		284	288	/	344	288	/	352	352	/	80	/	1988	100

## VII. Schedule of Courses

Course Type	Course Number	Course Name	Semester	Credit	Course Hours			Hours per Week	Prerequisite	Assessment	Double Degree courses	Course and Class type	Remark
					Lecture	Tutorial	Lab						
General education courses	Required Courses	33001100	University Sports 1	first1	1	26		2		1			
		35000011	CEC Reading Writing and Translation 1	first1	2	26		2		1			
		35000012	CEC Viewing Listening and Speaking 1	first1	2	26		2		1			
		33002100	University Sports 2	first2	1	32		2	33001100	1			
		35000021	CEC Reading Writing and Translation 2	first 2	2	32		2	35000011	1			
		35000022	CEC Viewing Listening and Speaking 2	first 2	2	32		2	35000012	1			
		34000021	Ideology and Moral Cultivation and Law Foundation	first 2	3	32	16	2	35000011	3			
		33003100	University Sports 3	second 1	1	32		2	33002100	1			
		35000031	CEC Reading Writing and Translation 3	second 1	2	32		2	35000021	1			
		35000032	CEC Viewing Listening and Speaking 3	second 1	2	32		2	35000022	1			
		34000022	Conspectus of Chinese Modern History	second 1	2	24	8	3	34000021	3			
		33004100	University Sports 4	second 2	1	32		2	33003100	1			
		34000023	Basic Principles Of Marxism	second 2	3	32	16	2	34000022	3			

		34000025	Introduction to Mao Zedong Thoughts and Chinese Characterized Socialism Theory System	second 2	6	48		48	3	34000022	3				
			Ability of Information Application	Pass the school test or obtain the computer level certificate or elective courses examination qualified.											
		46000001	Seminar for Freshmen	first 1	2	32			2						
	Elective Courses	General Education Courses (Core)	Module1: Mathematics and Natural Sciences		2	Acquiring 8 credits from the school's General education(core courses)modules. The students of Non-normal major take more than three module courses from the list of four modules.									
			Module2: Philosophy and Social Sciences		2										
			Module3: Art and Humanities		2										
			Module4: Pedagogy and Psychology		2										
		Common Elective Courses	31002041	Advanced Mathematics D	first1	4	50	14		6		1			
				Advanced mathematics D is the specified elective courses for students of this major. In addition, students need to choose 6 credits of common education courses. The students can choose to learn from the general education elective courses besides the school's core courses of general education. There is no limit to select modules from the current elective courses of general education, and students are free to choose courses. Also, the students can choose to take professional Curriculum of other major.											
		Quality development course		5 credits, including the Situation and Policy Course, Career Guidance Course, College Students' Mental Health Course, etc.											
	Major Courses	46010002	Principles of Management	first1	3	32	16		4		1	Y	E	S	
		46010025	Fundamentals of Economics	first1	4	40	20	4	5		1	Y	E	S	
		46010008	Organizational Behavior	first2	3	32	16		3	46010002	1	Y	E	S	



		46010005	Principles of Political Science	first2	3	32	16		3	46010002	1	Y E S		
		46010004	Public Management	second 1	3	32	16		3	46010008	1	Y E S		
		46010019	Introduction to Sociology	second 1	3	32	16		3	46010008	1	Y E S		
		46010013	Public Economics	second 1	3	32	16		3	46010008	1	Y E S		
		46010014	Public Policy	second 2	3	32	16		3	46010013	1	Y E S		
		46010020	Applied Statistics	second 2	2	20	12		2	46010013	1	Y E S		
		46010021	Applications of Statistical Software	second 2	1	0	16		2	46010013	2	Y E S		
		46010026	Constitution and Administrative Law	second 2	3	32	16		3	46010013	1	Y E S		
	Professional Courses (Required)	46010022	Management Information System	third 1	2	20	12		2	46010012	1	Y E S		
		46010015	Leadership Science	third 1	3	32	16		3	46010012	1	Y E S		
		46010027	Human Resource Management in Public Sector	third 1	3	32	16		3	46010012	1	Y E S		
		46010023	Administrative Secretary	third 1	2	20	12		2	46010012	1	Y E S		
		46010024	Management Communication	third 2	3	32	16		3	46010012	1	Y E S		

		46010017	Administrative Organization	third 2	3	32	16		3	46010012	1	Y E S		
Personality development courses	Professional Courses (Elective)	46010011	Government Performance Management	third 2	3	32	16		3	46010012	1	Y E		
		46020048	Public Servant System	third 1	2	20	12		2	46010012	1			
		46020027	Local Government	third 1	2	20	12		2	46010012	1			
		46020028	Municipal Administration	third 1	2	20	12		2	46010012	1			
		46020029	Public Crisis Management	third 1	2	20	12		2	46010012	1			
		46020047	Economic Law	third 1	2	20	12		2	46010012	1			
		46022016	History of Western Administration Theories	third 1	2	20	12		2	46010012	1			
		46020017	Applications of Office Software	third 1	2		32		2	46010012	1			
		46020030	Practical Writing	third 1	2	20	12		2	46010012	1			
		46020031	Labor Relations	third 1	2	20	12		2	46010012	1			
		46020032	Introduction to Social Security	third 1	2	20	12		2	46010012	1			
		46020033	New Institutional Economics	third 1	2	20	12		2	46010012	1			

		46020034	History of Chinese Administrative Institutions	third 1	2	20	12		2	46010012	1			
		46022017	Forward Topics on Political Science	third 1	2	20	12		2	46010012	1			
		46020035	Strategic Management	third 1	2	20	12		2	46010012	1			
		46020036	Administrative Ethics	third 1	2	20	12		2	46010012	1			
		46020049	Social Organization Management	third 1	2	20	12		2	46010012	1			
		46021013	Training and Development	third 1	2	20	12		2	46010012	1			
		46021014	Compensation Management	third 1	2	20	12		2	46010012	1			
		46020009	Region Governance	third 2	2	20	12		2	46010015	1			
		46021001	Welfare Economics	third 2	2	20	12		2	46010015	1			
		46021012	Labor Economics	third 2	2	20	12		2	46010015	1			
		46021015	Recruitment and Personnel Assessment	third 2	2	20	12		2	46010015	1			
		46020006	E-Government	third 2	2	16	16		2	46010015	1			
		46021007	Administrative Occupation Ability Test	third 2	2	20	12		2	46010015	1			

		46021010	Essay Writing	third 2	2	20	12		2	46010015	1			
		46020037	Labor Law	third 2	2	20	12		2	46010015	1			
		46020038	General Logics	third 2	2	20	12		2	46010015	1			
		46022018	Special Subject on Political Sociology	third 2	2	20	12		2	46010015	1			
		46020039	Finance	third 2	2	20	12		2	46010015	1			
		46020040	Public Management Research Methods	third 2	2	20	12		2	46010015	1			
		46020041	English for Public Administratio n	third 2	2	20	12		2	46010015	1			
		46020042	Public Relations	third 2	2	20	12		2	46010015	1			
		46020043	Marketing	third 2	2	20	12		2	46010015	1			
		46022019	Frontiers of Public Administratio n	third 2	2	20	12		2	46010015	1			
		46022020	Comparative Administratio n System	third 2	2	20	12		2	46010015	1			
		46022021	Selected Classics of Public Administratio n	third 2	2	20	12		2	46010015	1			

		46022022	Contemporary Chinese Government and Politics	third 2	2	20	12		2	46010015	1			
		46022023	Special Subject on Land Resources Management	fouth1	1	12	4		2	46010011	1			
		46022024	Frontiers of Social Security	fouth1	1	12	4		2	46010011	1			
		46022025	Special Subject on Educational Economy and Management	fouth1	1	12	4		2	46010011	1			
		46022015	Special Subject on Social Medicine and Health Management	fouth1	1	12	4		2	46010011	1			
		46020045	Change Management	fouth1	1	12	4		2	46010011	1			
		46020050	Career planning and development	fouth1	1	12	4		2	46010011	1			
		46020046	Organization Culture	fouth1	1	12	4		2	46010011	1			
		46020051	Organization Theory	third2	2	20	12		2	46010015	1			

#### VIII. Laboratory and/or Practice Credit Requirement

Items	Credits	Semester
Trainee	2	First3
Graduation practice	8	Second3、Third3

Graduation thesis	6	Fourth2
Community Education	4	First1 to Fourth2
Total	20	

### 1. Laboratory and/or Practice

The students of this major are required to earn 2 credits of the trainee, 8 credits of the graduation practice and 6 credits of the graduation thesis. The credit standards of trainee and graduation practice are set by the school teaching committee. The credit standards of graduation thesis is set by the school academic committee.

### 2. Community Education

The students in this major must gain at least 4 credits in Community Educational Platform, and the specific projects and credit standards are as follows:

Items	Credits	Notes
Have 1 professional thesis published in the core journals	1-4	The first author 4 credits, the second author 2 credits, the third author 1 credit
Have 1 professional thesis published in the general journals	1-2	The first author 2 credits, the second author 1 credit
Obtain the provincial-level awards or above	1-4	The first author 4 credits, the second author 2 credits, the third author 1 credit
Obtain nationally-recognized professional level certificate, applied skills certificate	2	
Obtain college students' scientific research project and pass post-project acceptance	1-4	Project A ranks the first, 4 credits; the second, 3 credits; the third, 2 credits; the fourth, 1 credit. Project B ranks the first, 3 credits; the second, 2 credits; the third, 1 credits. Project C ranks the first, 2 credits; the second, 1 credit.
Obtain the National Patents	1-4	ranks the first , 4 credits; the second, 2 credits; the third, 1 credits;
Substantive participation in teachers' research projects.	1-4	The project host puts forward his or her opinions about the detailed credit, which is determined and approved by the college teaching committee.
Others	1-4	It's applied by the students, which requires the concrete determination by the college teaching committee.

## IX. Explanations

### 1. Training in Large Category

This major has the same basic courses as the Labor and Social Security in the semester first1, first2, second1 and second2.

## 2. Graduation Requirements

(1) The total credits of professional courses are 150, including 130 credits of total and 20 credits of practice courses. The total 130 credits include 55 credits of general education courses, 50 credits of major courses, 25 credits of personality development courses.

(2) The students of this major will be qualified to graduate after completing the requested 150 credits within the prescribed length of schooling. The student who earns the 50 credits of major courses and is in line with other school degree-awarding conditions will be awarded with the bachelor's degree in management.

(3) The students of this major will be qualified to graduate after completing at least two mixing classroom courses within the prescribed length of schooling.

## 3. The requirements of getting credits of courses classified

(1) The college English adopts the graded teaching methods, the specific regulations refer to 《The Implementation Plan of College English Graded Teaching in Central China Normal University》.

(2) The university sports adopt sports club system, the specific regulations refer to 《The Study Rules of The University Sports Club Curriculum》.

(3) The ability of information application must be identified by the university before graduation. The qualification can be identified by three ways: one is to pass the test organized by university; The second is to obtain the national computer rank examination certificate; The third is to take the courses called the ability of information application and get assessment of qualified when failed to pass the test or acquire the relevant certificates.

(4) The seminar for freshmen are on different topics, the specific regulations refer to 《The Implementation Scheme of Freshmen Seminar》.

(5) The core courses of general education are selected from the school's core curriculum of general education by the students. The professional students must acquire 8 credits of general education core curriculum from the modules of mathematical and natural science, philosophy and social science, humanities and arts, education and psychology. The 8 credits must cover more than three modules, and courses should not be repeated or be similar with the professional curriculums.

(6) The credits of general education elective courses are 10, and the Advanced Mathematics D

(4 credits) is the specified elective courses for students of this major. Besides, other courses can be taken from both the general education core curriculum and The general education elective courses. There is no limit to selecting modules from the current elective courses of general education, Therefore, the students are free to choose courses. Also, the students can choose to take professional courses of other majors. The quality development courses(5 credits) including the situation and policy course, career guidance course, college students' mental health ,etc.

(7) The Personality Development Courses. The personality development courses of this major are divided into three types of professional academic courses, cross compound courses and entrepreneurial innovation courses. The students who choose professional academic development should acquire 25 credits from professional elective courses. The students who choose cross compound development should get 25 credits from any elective courses within the whole university. The students who choose innovative entrepreneurial development need to get 25 credits mainly from given innovative entrepreneurship courses.

4.The students who register minor should choose to learn courses from dual-degree courses of their profession. The students who acquire 28 credits can apply for a minor in the certificate. Meanwhile , the dual-degree is issued when 42 credits and the graduation thesis are completed.

#### 5. Arrangement of Each Third Semester

First3 Semester, Trainee; Second3 Semester, Graduation practice; Third3 Semester, Graduation practice.

6. This major is comprised of two concentrations: public service and human resource development, and public management research. The fifth number in the optional Curriculum' s course number is different between the concentrations, with the first concentration using 1, the other concentration using 2, and the common courses using 0.