

公共事业管理专业人才培养方案

Undergraduate Program for Public Utilities Management Major

学科门类：管理学	代码 12
Discipline Type: Management	Code: 12
专业类别：公共管理类	代码 1204
Type: Public Management	Code: 1204
专业名称：公共事业管理	代码 120401
Title of the Major: Public Utilities Management	Code: 120401

一、学制与学位 Length of Schooling and Degree

学制：四年 Duration: Four years

学位：管理学学士 Degree: Bachelor of Management

二、培养目标 Educational Objectives

适应国家发展战略和中国特色社会主义公共事业建设的需求，本专业以培养从事公共管理工作并具备治国理政能力的社会主义建设者为根本任务。本专业培养能在党政机关、企事业单位和社会组织等管理岗位工作，品德优良、身心健康，具备高度社会责任感，理论基础扎实、创新意识强、具有一定的国际视野和良好发展潜力，熟悉公共事业管理领域的国家战略、法律法规和相关政策，掌握公共管理理论、技术与方法，具备公共管理实务技能和基本素质，具有较强实践和创新能力，德智体美劳全面发展的高级复合型人才。

The major is set to adapt the needs of national development strategy and socialist public utilities with Chinese characteristics, the fundamental task of this major is to train socialist builders who are engaged in public utilities work and have the ability to govern the country. Have good moral character, good physical and mental health, high sense of social responsibility, solid theoretical foundation, strong sense of innovation, a certain international vision and good development potential, familiar with national strategic laws and regulations in the field of public utilities management and related policies in a managerial positions of party and government organs, other enterprises and institutions and social organizations. A senior high "composite" person who can master management theory, technology and methods, with public management practical skills and basic quality, with strong practice and innovation ability, and all-round development of morality, intelligence, physical, beauty and labor.

毕业生应具备以下几个方面的能力：

1. 掌握有关公共管理、决策执行过程以及党政管理相关的法律、制度、方针、政策；具备从事公共事业管理工作的基本能力；
2. 掌握办公自动化、电子政务等基本技术和方法，接受社会科学方法的系统训练，具备调查、理论研究能力；
3. 具备较强的组织管理与沟通能力、团队建设能力，能独立承担组织文化营造工作的策划、实施、评估等任务。

The undergraduates are required to acquire the following knowledge and abilities:

1. To master theories and knowledge related to public management, decision-making process, the implementation process; and be familiar with relevant laws and regulations, principles and policies;

2. To master essential technologies and methods of office automation and e-government and take systematic training on research methods of social sciences, to obtain probing and researching capabilities;

3. To develop competent abilities of organizing, communicating and teamwork, and be able to independently undertake tasks of planning , implementation, evaluation and so forth.

三、专业培养基本要求 Skills Profile

本专业学生主要学习公共管理方面的基础理论和知识, 接受一般管理方法、管理人员基本素质和基本能力的培养和训练, 掌握现代管理理论、技术和方法, 熟悉我国有关的法律法规、方针政策, 能从事党政机关及其他企事业单位、社会组织的管理工作, 具有规划、组织和决策方面的基本能力。

The students in public management are required to study fundamental theories and knowledge on public administration, take trainings on basic management methods, essential managerial skills and capabilities. The students in public administration should grasp modern management theories, technologies and methods, be familiar with relevant laws and regulations, principles and policies. They will acquire the essential capabilities of programming, organizing and decision-making, and be ultimately competent for the management affairs in party and government institutions, enterprises or other kinds of social organizations.

本专业学生毕业时应达到以下要求:

(1) 理论知识: 掌握政治学、公共管理学、经济学、社会学、法学等相关基础知识, 能够利用基础知识解决相关实际问题。

(2) 问题分析: 能够应用好公共管理学、政治学的基本原理, 识别、表达并通过文献研究分析相关学科的复杂问题, 能够给出合理的解释。

(3) 设计/开发解决方案: 能够设计针对公共管理问题的解决方案, 并能够在设计环节中体现创新意识, 考虑社会、健康、安全、法律、文化以及环境等因素。

(4) 研究: 能够基于管理学原理并采用科学方法对公共管理学相关领域问题进行研究, 包括检索文献、确定选题、设计框架、分析与解释、并通过信息综合得到合理有效的结论。

(5) 使用现代工具: 能够熟练使用 word、excel、power point 等现代信息技术工具。

(6) 职业规范: 具有人文社会科学素养、社会责任感, 能够在公共管理或管理文秘相关行业实践中理解并遵守职业道德和规范, 履行责任。

(7) 个人和团队: 能够在多学科背景下的团队中承担个体、团队成员以及负责人的角色。

(8) 沟通: 能够就公共管理相关行业的复杂问题与业界同行及社会公众进行有效沟通和交流, 包括撰写报告和设计文稿、陈述发言、清晰表达或回应指令。并具备一定的国际视野, 能够在跨文化背景下进行沟通和交流。

(9) 公共管理: 理解并掌握公共管理或管理文秘领域的管理原理与决策方法, 并能在多学科环境中应用。

(10) 终身学习：具有自主学习和终身学习的意识，有不断学习和适应发展的能力。

The graduates should meet the following requirements:

(1) The theoretical knowledge: they should possess public management, politics, economics, sociology, laws and professional knowledge to analyze and solve the complicated problems in related fields.

(2) Problem analysis: they should have the ability to identify, express and analyze complicated problems in the field of politics, public management by using the basic principles of such fields.

(3) Solutions design/development: they should have the ability to design the solution for public management or public administration, and have the ability to design the technological process and system for some purpose, taking multi-factors, such as innovativeness in the design phase, society, healthy, safety, law, culture, and environment in account.

(4) Research: they should have the ability to conduct investigations in the field of public management by using research-based knowledge and research methods including retrieval of literature, analysis and interpretation of data, and synthesis of information to provide valid conclusions.

(5) Modern tool usage: they should be able to use modern tools and information technology tools such as word、excel、power point.

(6) Professional standard accomplishment: they should have humanities and social sciences literacy and social responsibility, be able to understand and abide by public management or secretary professional ethics and norms, and perform their responsibilities in practice in public management and communication.

(7) Individual and team competence: they should be able to assume the roles of individuals, team members, and leaders in teams with multidisciplinary backgrounds.

(8) Communication: they should be able to effectively communicate and communicate with peers and the public on public administration or secretary issues, including writing reports and design manuscripts, making statements, expressing or responding to explanations, and has a certain international vision, able to communicate and communicate in a cross-cultural background.

(9) Public management: they should be able to understand and master public management or secretary management principles and decision-making methods, and be able to apply them in a multidisciplinary environment.

(10) Lifelong learning: they should have the consciousness of independent learning and lifelong learning, and have the ability to learn and adapt to development.

四、学时与学分 Hours and Credits

类 别 Category		学 时 Hours	学 分 Credits	比例 Percentage
必修课 Required Courses	公共基础教育 General Foundation Education	660	34	20.5%
	学科门类基础 Disciplinary Basis	184	11.5	7.0%
	专业类基础 Basic Courses of Major	240	15	9.0%
	专业课程 Required Courses of Major	760	47.5	28.5%
	集中实践 Intensive Practical Training		33	19.9%
必修课小计 Subtotal of Required Courses		1844	141	85.0%
选修课 Elective Courses		320	20	12.0%
课外实践 Extra-curricular Practical Training			5	3.0%
总 计 Subtotal		2164	166	100%

说明：

必修实践环节学分包括：集中实践课程 33 学分，课外实践课程 5 学分，学科门类基础、专业基础、专业必修课程中的实验、上机学时折算 3 学分，共计 41 学分。

Note:

Total of 45 credits for required practice training, including: 33 credits for Intensive practice, 5 credits for practice credits of extra-curricular, 6 credits for experiment and computer practice in basis of discipline, basis of major, and required courses of major.

五、专业核心课程 Main Courses

公共管理学、政治学原理、管理学原理、公共行政学、社会学、人力资源管理、公共组织学、公共政策分析、领导科学、政府经济学、地方政府学、当代中国政治制度、公共关系学、办公自动化、电子政务。

Public Management, Principles of Political Science, Principles of Administration, Public Administration, Sociology, Human Resource Management, Administration and Organizations, Public Policy Analysis, Leadership Science, Governmental Economics, Theories on Local Government, Contemporary Political System of China, Public Relations, Office Automation, E-government.

六、总周数分配 Arrangement of the Total Weeks

总 周 数 分 配

学期 Semester	一 One	二 Two	三 Three	四 Four	五 Five	六 Six	七 Seven	八 Eight	合计 Total
教学环节 Teaching Program									
理论教学 Theoretic Teaching	16	16	16	16	16	16	16		112
复习考试 Review and Exam	2	3	2	2	2	2	2	2	14
集中进行的实践环节 Intensive Practical Training	2	1	3	2	2	2	3	18	36
小 计 Subtotal	20	10	21	20	20	20	21	20	162
寒 假 Winter Vacation	5		5		5		5		20
暑 假 Summer Vacation		6		6		6			18
合 计 Total	25	26	26	26	25	26	26	20	200

公共事业管理专业必修课程体系及教学计划

Table of Teaching Schedule for Required Courses

类别	课程编号	课程名称	学分	总学时	课内学时	实验学时	课外学时	开课学期
公共基础类课程 Public basic courses	00700975	中国近现代史纲要 Chinese Modern and Contemporary History Outline	3	48	32		16	2
	00701353	思想道德与法治 Ideology and Moral & Rule of Law	3	48	32		16	2
	00700983	毛泽东思想和中国特色社会主义理论体系概论 Introduction of Mao Tse-Toung's Thoughts and Chinese Characteristic Socialism Theories System	3	48	32		16	4
	00700977	马克思主义基本原理 Marxism Basic Principle	3	48	32		16	3
	00700988	习近平新时代中国特色社会主义思想概论	3	48	32		16	1
	00701661	形势与政策（1） Current Events and Policy	0.25	8	4		4	1
	00701662	形势与政策（2） Current Events and Policy	0.25	8	4		4	2
	00701663	形势与政策（3） Current Events and Policy	0.25	8	4		4	3
	00701664	形势与政策（4） Current Events and Policy	0.25	8	4		4	4
	00701665	形势与政策（5） Current Events and Policy	0.25	8	4		4	5
	00701666	形势与政策（6） Current Events and Policy	0.25	8	4		4	6
	00701667	形势与政策（7） Current Events and Policy	0.25	8	4		4	7
	00701668	形势与政策（8） Current Events and Policy	0.25	8	4		4	8
	01390011	军事理论 Military theory	2	36	24		12	1
	J100020	百年电力	2	32	32			2
	00801410	通用英语 General English	4	64	48	16		1
	00801400	学术英语 English for Academic Purpose	4	64	64			2
	01000011	体育(1) Physical Education(1)	1	36	30		6	1
	01000021	体育(2) Physical Education(2)	1	36	30		6	2
	01000031	体育(3) Physical Education(3)	1	36	30		6	3
	01000041	体育(4) Physical Education(4)	1	36	30		6	4
	公共基础课程小计 Subtotal of public basic courses		34	660	484	16	160	

类别	课程编号	课程名称	学分	总学时	课内学时	实验学时	课外学时	开课学期
学科门类 基础课 Basis of discipline	00100860	管理学原理 Principles of Administration	2	32	32			1
	00704120	公共管理专业导论 Introduction of Public Management Major	2	32	32			1
	00701640	形式逻辑 Formal Logic	2	32	32			1
	00701731	政治学原理 Principles of Political Science	3	48	48			1
	00701190	社会学 Sociology	2.5	40	40			2
	学科门类基础课小计 Subtotal of Basis of discipline		11.5	184	184			
类别	课程编号	课程名称	学分	总学时	课内学时	实验学时	课外学时	开课学期
专业类基础 课 The major basic courses	00900135	高等数学文（1） Advanced Mathematics of Humanities (1)	3	48	48			1
	00900136	高等数学文（2） Advanced Mathematics of Humanities (2)	3	48	48			2
	00700471	公共管理学Public Management	3	48	48			2
	00700530	公共政策分析Public Policy Analysis	3	48	48			5
	00701151	社会科学研究方法 Research Methods for Social Sciences	3	48	48			3
	专业基础类课程小计Subtotal of The major basic courses		15	240	240			
专业课程 Required courses of major	00701636	公共组织学 Public Organization	2.5	40	40			2
	00700420	公共关系学 Public Relations	2	32	32			2
	00700522	公共行政学Public Administration	3	48	48			3
	00700051	办公自动化Office Automation	3	48	24	24		3
	00700220	当代中国政治制度Contemporary Political System of China	2	32	32			3
	00701110	人力资源管理A Human Resource Management A	2	32	32			3
	00701320	市政学 Municipal Administration	2	32	32			3
	00102782	管理心理学Management Psychology	3	48	48			4
	00700311	电子政务 E-Government	3	48	24	24		4
	00700491	公共事业管理Public Utilities Management	2	32	32			4
	00701200	社区管理 Community Management	2	32	32			4
		研究设计与论文写作 Research Design and Thesis Writing	2	32	32			4
	00700931	领导科学 Leadership Science	2	32	32			5
	00701141	社会保障概论 Social Security and Social Welfare Outline	2	32	32			5

类 别	课程编号	课程名称	学 分	总 学时	课内 学时	实验 学时	课外 学时	开课 学期
	00701781	公务员制度概论 Civil Service System	2	32	32			5
	00102380	应用统计学 Applied Statistics	2	32	32			5
	00702400	政府经济学 Governmental Economics	2	32	32			6
	00701881	专业英语阅读（公共）Professional English Reading	2	32	32			6
	00701590	行政法学Administrative Law	3	48	48			6
	00700400	非营利组织管理 NPO Administration	2	32	32			6
	00701611	公共管理改革 Public Management Reform	2	32	32			7
	专业核心课程小计 Subtotal of Required courses of major		47.5	760	712	48		
必修课程学分小计			107	1908	1712	48	156	

公共事业管理专业集中实践环节设置及教学计划

Table of Teaching Schedule for Main Practical Training

类别 Type	课序号 ID	环节名称 Name	学分 Credits	周数 Weeks	学时数 Hours	开课学期 Semester
必修 Required	01390012	军事技能 Military Skills	2	2		1
	00790110	公益劳动 Public Laboring	1	1		2
	00790130	科研训练 Training in Scientific Research	2	2		3
	00790092	电厂认识实习 Practice in Power Plant	1	1		4
	00790160	社会实践（社区管理实习） Social Practice	2	2		3
	00790012	办公自动化课程设计 Course Project of OA	2	2		5
	00790260	学年论文 Annual Thesis	2	2		6
	00790152	社会调查 Social Survey	3	3		7
	00790020	毕业教育 Graduation Education	0	1		8
	00790060	毕业实习 Graduation Practice	5	5		8
	00790040	毕业设计 Undergraduate Thesis	13	13		8
各类实践环节小计 Subtotal of major practical training			33	34		

公共事业管理专业选修课教学进程

Table of Teaching Schedule for Selective Courses of Public Utilities Management

选修课程分为专业领域课程、其它专业课程、通识教育课程 3 个部分，总学分不低于 20 学分。其中，专业领域课程和其它专业课程学分不低于 12 学分。学生可根据自身情况、兴趣爱好等进行选课。

Selective courses are divided into 3 parts: major courses, general education courses, other major courses. The total elective credits are not less than 20 credits total credits, and the total courses including major courses and other major courses are not less than 12 credits total credits. Students can choose courses according to their own situation and interests.

1. 专业领域课程 Major field courses

专业领域课程旨在培养学生在该专业某领域内具备综合分析、处理（研究、设计）问题的技能及专业前沿知识。本专业领域的选修课程如下表所示。

Major field courses aim to develop students' skills and advanced knowledge of comprehensive analysis, processing (research, design) problems in a certain field of the major. Elective courses in this field are shown in the following table.

2. 其他专业课程 Other major courses

为了培养复合型人才，鼓励学生跨专业选修课程。学生可以选修我校开设的任何专业的课程。

In order to cultivate compound talents, students should be encouraged to cross major elective courses. Students can take any courses offered by our university.

3. 通识教育课程 General education curriculum

通识教育课程包括人文社科、语言交流、文化艺术、科学技术、经济管理、创新创业等模块，学生从学校给定的通识教育课程中选择。

General education curriculum includes humanities and social sciences, language communication, culture and art, science and technology, economic management, innovation and entrepreneurship modules. Students choose from general education courses offered by the university. The courses “Introduction to environmental protection and sustainable society” and “Engineering Project Management” are suggested to be selected.

组 别	课程编号	课 程 名 称	学 分	总 学 时	课 内 学 时	实 验 学 时	课 外 学 时	开 课 学 期	模 块
1	00900462	线性代数 Linear Algebra	3	48	48			3	总学分不少于 12 学分 Not less than 12 credits
	00900111	概率论与数理统计B Probability and Mathematical Statistics	3.5	56	56			3	
	00900180	管 理 定 量 分 析 Administration Quantitative Analysis	2	32	32			5	
	00700441	公共管理案例分析 Case Study for Public Management	2	32	32			7	
	00700460	公共管理伦理学 Public Administrative Ethics	2	32	32			7	
	00701810	中国政治思想 History of Chinese Political Thoughts	2	32	32			4	
	00700590	管理文秘 Management Secretary	2	32	32			4	
	00700240	地 方 政 府 学 Theories on Local Governments	2	32				5	
	00701460	西方行政思想史 History of Western Administrative Thoughts	2	32				6	
	00102170	西方经济学 Western Economics	4	64				5	
	00701450	西方公共事业 Western Public Utilities	2	32	32			6	
	00700810	国外政府监管体制 Foreign Regulatory Institutions	2	32	32			6	
	00702660	能源政策概论 Introduction to Energy Policy	2	32	32			6	
		跨专业选修其他专业的专业课程 Interdisciplinary Electives							
2		通识教育选修课程 General Education Electives							公共艺术类课 程至少选修 2 学分；其它可 用组别 1 中课 程学分替代

选修课总学分不低于 20 学分。其中，组别 1 中的专业领域课程和其它专业课程学分不低于 12 学分。

选修课选课建议：Recommendations for electives

1. 第二、第三学期：建议每学期选修通识教育选修课程模块中的课程 1-2 门。

2. 第四、五、六、七、八学期：建议每学期从专业选修课各模块中选修 1-3 门课程；也可根据个人兴趣，跨专业选修其他专业的专业课程。

1. Second and third semesters: It is recommended to select 1-2 courses in **General Education Electives** every semester.

2. Fourth, fifth, sixth, seventh, and eighth semesters: It is recommended to choose 1-3 courses from each part of electives each semester; you can also select **Interdisciplinary Electives** based on personal interests.

公共事业管理专业分学期教学进程

Teaching Schedule

第一学年									
第一学期					第二学期				
课程性质	课程编号	课程名称	学分	课程类别	课程性质	课程编号	课程名称	学分	课程类别
必修	00704120	公共管理专业导论 Introduction of Public Management Major	2	理论		00701353	思想道德与法治 Ideological and Moral and Rule of law	3	理论
	01390011	军事理论 Military Theory	1			00801400	学术英语 Academic English	4	
	00801410	通用英语 Integrated English	4			01000021	体育(2) Physical Education(2)	1	
	01000011	体育(1) Physical Education(1)	1			00701190	社会学 Sociology	2.5	
	00100860	管理学原理 Principles of Administration	2			00701636	公共组织学 Public Organization	2.5	
	00701731	政治学原理 Principles of Political Science	3			00700420	公共关系学 Public Relations	2	
	00701661	形势与政策(1) Current Events and Policy	0.25		必修	00701662	形势与政策(2) Current Events and Policy	0.25	
	00701640	形式逻辑 Formal Logic	2			00700220	当代中国政治制度 Political System in Contemporary China	2	
	00700988	习近平新时代中国特色社会主义思想概论	2			00700471	公共管理学Public Management	3	
		高等数学B Advanced Mathematics B	3				高等数学B Advanced Mathematics B	3	
						00700975	中国近现代史纲要 Chinese Modern and Contemporary History Outline	3	
						J100020	百年电力	2	
	01390012	军事技能 Military Skills	2	实践		00790110	公益劳动 Public Laboring	1	实践
必修学分小计 Subtotal of Required Credits			22.25		必修学分小计 Subtotal of Required Credits			29.25	

第二学年									
第三学期					第四学期				
课程性质	课程编号	课程名称	学分	课程类别	课程性质	课程编号	课程名称	学分	课程类别
必修	00700977	马克思主义基本原理 Basic Principles of Marxism	3	理论	必修	00700311	电子政务 E-government	3	理论
	00701320	市政学 Municipal Administration	2			00700491	公共事业管理 Public Utilities Management	2	
	00700471	公共管理学 Public Management	2			00102782	管理心理学 Management Psychology	3	
	00700051	办公自动化 Office Automation	3			00701200	社区管理 Community Management	2	
	00700521	公共行政学 Public Administration	3			00700983	毛泽东思想和中国特色社会主义理论体系概论 Introduction of Mao Tse-Toung's Thoughts and Chinese Characteristic Socialism Theories System	5	
	00701151	社会科学研究方法 Research Methods For Social Sciences	3				研究设计与论文写作 Research Design and Thesis Writing	2	
	00701110	人力资源管理 A Human Resource Management A	2					01000041	
	01000031	体育（3） Physical Education (3)	1			00701664	形势与政策（4） Current Events and Policy		
	00701663	形势与政策（3） Current Events and Policy	0.25	实践			00790160	电厂认识实习 Practice in Power Plant	1
	00790130	科研训练 Training in Scientific Research	2						
00790092	社会实践 Social Practice	2							
必修学分小计			23.25		必修学分小计			19.25	
选修专业模块	00900111	概率论与数理统计 B Probability and Mathematical Statistics B	3.5	理论	选修专业模块	00701810	中国政治思想 History of Chinese Political Thought	2	理论
	00900462	线性代数 Linear Algebra	3			00700590	管理文秘 Management Secretary	2	

第三学年									
第五学期					第六学期				
课程性质	课程编号	课程名称	学分	课程类别	课程性质	课程编号	课程名称	学分	课程类别
必修	00700530	公共政策分析 Public Policy Analysis	3	理论	必修	00702400	政府经济学 Governmental Economics	2	理论
	00701781	公务员制度概论 Civil Service System	2			00701881	专业英语阅读（公共） Professional English Reading	2	
	00700931	领导科学 Leadership Science	2			00701590	行政法学 Administration Law	3	
	00701141	社会保障概论 Social Security and Social Welfare Outline	2			00701666	形势与政策（6） Current Events and Policy	0.25	
	00102380	应用统计学 Applied Statistics	2			00700400	非营利组织管理 NPO Administration	2	实践
	00701665	形势与政策（5） Current Events and Policy	0.25			00790260	学年论文 Annual Thesis	2	
	00790012	办公自动化课程设计 Course Project of OA	2	实践					
必修学分小计			13.25		必修学分小计			11.25	
选修专业模块	00700240	地方政府学 Theories on Local Governments	2	理论	选修专业模块	00700810	国外政府监管体制 Foreign Regulatory Institutions	2	理论
	00900180	管理定量分析 Administration Quantitative Analysis	2			00701450	西方公共事业 Western Public Utilities	2	
	00102170	西方经济学 Western Economics	4			00702660	能源政策概论 Introduction to Energy Management Policy	2	
	00701540	信息管理概论 Management Information System	2						
	00701460	西方行政思想史 History of Western Administrative Thoughts	2						

第四学年									
第七学期					第八学期				
课程性质	课程编号	课程名称	学分	课程类别	课程性质	课程编号	课程名称	学分	课程类别
必修	00701611	公共管理改革 Public Management Reform	2	理论	必修	00701668	形势与政策（8） Current Events and Policy	0.25	理论
	00701667	形势与政策（7） Current Events and Policy	0.25			00790020	毕业教育 Graduation Education	0	实践
	00790152	社会调查 Social Survey	3	实践		00790060	毕业实习 Graduation Practice	5	
						00790040	毕业设计 Undergraduate Thesis	13	
必修学分小计			5.25		必修学分小计			18.25	
选修专业模块	00700441	公共管理案例分析 Case Study for Public Management	2	理论	选修专业模块				理论
	00700460	公共管理伦理学 Public Administrative Ethics	2						

辅修公共事业管理专业（学位）人才培养方案

组别	课程编号	课 程 名 称	学分	总学时	课内学时	实验学时	上机学时	开课学期	备注
A	00100860	管理学原理 Principles of Administration	2	32	32			1	
	00701731	政治学原理 Principles of Political Science	3	48	48			1	
	00701190	社会学 Sociology	2.5	40	40			2	
	00700220	当代中国政治制度 Political System in Contemporary China	2	32	32			2	
	00700051	办公自动化 Office Automation	3	48	24		24	3	
	00700521	公共行政学 Public Administration	3	48	48			3	
	00701590	行政法学Administrative Law	3	48	48			6	
	00700491	公共事业管理Public Utilities Management	2	32	32			4	
	00701151	社会科学研究方法 Research Methods for Social Sciences	3	48	48			5	
	00701110	人力资源管理A Human Resource Management A	2	32	32			5	
	00701450	西方公共事业 Western Public Utilities	2	32	32			6	
	00702400	政府经济学 Governmental Economics	2	32	32			6	
B	00700530	公共政策分析Public Policy Analysis	3	48	48			5	
	00701141	社会保障概论 Social Security and Social Welfare Outline	2	32	32			5	
	00701636	公共组织学 Public Histology	2.5	40	40			2	
	00700400	非营利组织管理 NPO Administration	2	32	32			6	
合计			39	624	600		24		
说明：1、辅修行政管理专业需修读A组课程，计29.5学分； 2、辅修行政管理专业学士学位需修读A、B两组课程及毕业设计（论文），计52学分。									