

# 行政管理

## 一、培养目标

本专业旨在培养具有良好的人文社会科学素养，系统掌握行政管理学科的基础知识、基本理论、基本技能与基本方法，在党政机关、企事业单位、学术机构和社会组织从事实际管理等工作的专门人才，为日后成为党政领导、高级公务员、管理精英、学术精英奠定良好的基础。

## 二、基本规格要求

要求本专业学生具备的核心能力：

1. 学习能力；
2. 运用专业知识与方法发现、分析、解决公共问题的能力；
3. 政府公文写作能力；
4. 初步的学术研究能力；
5. 较为熟悉地运用一门外语进行写作和交流的能力。

## 三、培养特色

1. 厚基础。通过优化课程结构，在课程中建立通识教育课程平台，实行学门、学类、专业核心课程的梯次结构，增加选修课程，改进教学方案，让学生系统掌握本专业最基本的概念、理论、方法，具备厚实的专业基础。

2. 宽口径。基于行政管理专业跨学科性、综合性的特点，使学生掌握和运用管理学、政治学、法学、经济学和社会学等相关学科的知识和方法，具有复合型的知识和能力结构，适应社会多元化的需求。

3. 重能力。强调实践能力和创新能力的培养，通过强化实践教学环节和实习基地建设，培养学生运用学科知识解决实际问题能力，运用科学研究方法收集分析资料的学术研究能力，运用专业技能提高组织策划、沟通表达、办公应用等行政事务处理能力。

4. 多方向。课程体系采用“平台+模块”的结构，在通识必修、学门核心、学类核心和专业核心四大理论课程平台基础上，设置不同专业选修课程模块和专业培养方向，有利于学生的个性化发展。

5. 广视野。立足中国国情，同时又注重拓宽学生的国际视野，注重专业外语课程设置，实施与国外大学交换培养模式，扩大国际学术交流，让学生了解国际行政管理理论前沿和先进经验，实现行政管理知识的国际化与本土化的统一。

## 四、学制、毕业基本要求及学位授予

1. 本科基本学制4年，弹性学习年限3—6年，按照学分制度管理。
2. 行政管理专业学生毕业最低学分数为155学分，其中各类别课程及环节要求学分数如下表：

课程类别	通识必修	学门核心	学类核心	专业核心	专业选修	通识选修	集中实践	合计
学分数	27	20	31	24	21	8	24	155

3. 学生修满培养方案规定的必修课、选修课及有关环节要求学分，达到规定的最低毕业学分数，

并修完规定必修但不记学分的所有课程和环节, 德、智、体合格, 即可毕业。满足学位授予相关文件要求的, 授予管理学学士学位。

4. 学生所得创新学分 (按《法学院创新与课外实践奖励学分认定范围和标准》执行) 不计入总学分。

## 五、课程设置及学分布

### (一) 通识教育课程 [必修 27+ (6) 学分+选修 8 学分]

通识教育课程包括必修和选修两部分。通识选修课程按《湖南大学通识选修 (文化素质教育) 课程方案》实施, 通识必修课程如下:

编码	课程名称	学分	备注
GE01101	毛泽东思想和中国特色社会主义理论体系概论	3+ (3)	
GE01039	思想道德修养与法律基础	1.5+ (1.5)	
GE01100	形势与政策	0.5+ (1.5)	
GE01102	中国近现代史纲要	2	
GE01103	马克思主义基本原理 (上)	2	
GE01104	马克思主义基本原理 (下)	2	
GE01012 (-15)	大学英语	8	
GE01088	计算机基本能力测试	0.5	
GE01105	计算机导论与程序设计	2.5	
GE01107 (-13)	心理素质与生涯发展	1	
GE01089 (-92)	体育	4	

### (二) 学门核心 (20 学分)

编码	课程名称	学分	备注
GE03027	高等数学 B (1)	5	
GE03028	高等数学 B (2)	5	
GE03014	概率论与数理统计 B	3	
PA03001	经济学	4	
PA03002	管理学	3	

### (三) 学类核心 (30 学分)

编码	课程名称	学分	备注
PA04002	社会学概论	3	
LA03001	政治学原理	3	
PA04009	法学概论	3	
PA05002	公共经济学	3	
PA04007	公共管理学	3	
PA04010	心理学导论	2	
PS06010	组织行为学	2	
PA04008	公共政策分析	3	
PA04011	区域公共治理	3	
PA04006	管理定量分析	3	
PA04012	社会科学研究方法	3	

**(四) 专业核心 (24 学分)**

编码	课程名称	学分	备注
PA05001	行政管理学原理	3	
PA05010	行政哲学	2	
PS04003	行政学说史 (双语)	3	
PA05011	行政组织学	3	
PA05006	公共部门人力资源管理	3	
PA05012	行政领导学原理	2	
PA05013	行政法	2	
PA06001	电子政务	2	
PA05014	非营利组织管理	2	
PA05010	地方政府学	2	

**(五) 选修课 (21 学分)**

编码	课程名称	学分	备注
	专业选修拓展	6	选修非公共管理学科的专业课程 6 学分
PA06023	模块一： 中国行政管理 理论与实务	当代中国行政管理理论前沿	1
PA06024		当代中国政府与政治	2
PA06025		中国公务员制度	2
PA06026		公共预算学	2
PA06027		公共关系学	2
PA06010		公共传播学	2
PA06029		演讲学	2
PA06004		行政伦理学	2
PA06030		行政职业能力与申论	2
PA06031		模块二： 社会管理与 社会政策	社会管理与社会政策理论前沿
PA06032	社会管理学		2
PA06009	劳动与社会保障		2
PA06033	公共危机管理		2
PA06034	社会政策导论		2
PA06035	科技政策		2
PA06036	文化与教育政策		2
PA06037	社会福利与救助		2
PA06038	模块三： 城市治理与 土地管理	城市治理与土地管理理论前沿	1
PA06039		城市规划与管理导论	2
PA06040		土地资源管理学	2
PA06041		城市公共事业管理	2
PA06042		资源与环境管理	2
PA06011		社区管理	2
PA06043		住房管理与政策	2
PA06044		地理信息系统与土地利用规划	2
PA06045	比较城市管理	2	

注：选修课中的 11 学分，可在全校范围内跨专业选修。

**(六) 集中实践 (24 学分)**

编码	课程名称	学分	备注
GE01040	军事理论	0	
GE09030	中文写作实训	1	
PA10007	认识实习	2	
PA10010	公共管理专业导论	0.5	
PA10011	模拟实验	3	
PA10012	社会调查	1	
PA10013	政府公文写作	2	
PA10014	学年论文	2.5	
PA10015	毕业实习	4	
PA10016	毕业论文	8	

**六、课程责任教师一览表**

序号	姓名	职称	学历学位	专业特长	课程 (专业核心、专业选修、通识选修)
1	陈晓春	教授	博士	非营利组织管理、低碳经济	非营利组织管理
2	郭渐强	教授	学士	行政学基本理论、公共政策	公共政策分析、行政领导学原理、行政哲学、组织行为学
3	邓 军	副教授	硕士	公务员制度、公共关系、行政职业能力	社会学概论、社区管理、公共关系学、社会科学研究方法、国家公务员制度、公共事业管理
4	方放	副教授	博士	管理方法和技术、公共政策分析	管理定量分析、科技政策、公共政策分析
5	蒋嵘涛	副教授	博士	公共部门人力资源管理	公共部门人力资源管理、组织行为学
6	雷玉琼	副教授	博士	公共经济管理、财政腐败	公共经济学、公共预算学、区域公共治理
7	李金龙	副教授	博士	行政区划	公共管理学、行政领导学原理、行政管理学原理
8	刘细良	副教授	博士	政府规制、廉政建设、行政法治	行政法学、电子政务、模拟实验
9	毛劲歌	副教授	博士	行政学基本理论、公共管理	行政管理学原理、公共关系学、国家公务员制度、公共管理学
10	彭满爱	副教授	本科	公共预算管理、公共经济、财务管理	社会学概论、公共预算学、劳动与社会保障
11	裘 丽	副教授	博士	危机管理、生态管理	社会学概论、公共关系学
12	唐云松	副教授	博士	国土资源管理与开发	资源与环境管理、旅游规划与管理、土地资源管理学、地理信息系统与土地利用规划
13	徐 莹	副教授	博士	城市规划与管理	社会科学研究方法、城市规划与管理、房地产开发与管理
14	颜克高	副教授	博士	非营利组织管理	社会科学研究方法、非营利组织管理、管理定量分析、社会福利与救助
15	陈 凯	助理教授	博士	行政管理、公共政策分析	资源与环境管理、行政管理学、公共政策分析

续表

序号	姓名	职称	学历学位	专业特长	课程 (专业核心、专业选修、通识选修)
16	杜倩博	助理教授	博士	行政组织、行政管理、模拟实验	行政管理学、行政组织学、组织行为学
17	邬彬	助理教授	硕士	电子政务、公共政策分析	行政学说史、公共政策分析、电子政务、组织行为学、模拟实验
18	袁建辉	助理教授	博士	行政伦理	地方政府学、行政伦理学、行政哲学
19	占小林	助理教授	博士	国土资源管理与开发	社会学概论、公共关系学、资源与环境管理、公文写作、住房管理与政策

## 七、专业责任教授

序号	姓名	职称	学历学位	专业特长	承担授课课程
1	郭渐强	教授	学士	行政学基本理论、公共政策	公共政策分析、行政领导学原理、行政哲学、组织行为学

# Public Administration

## I . Educational objectives

This program aims to provide students with quality education in Humanities and the Social Sciences through a systematic grasp of basic knowledge, theories, skills, and methods. Students enrolled in this program will practice management in the Communist Party of China (CPC) and government organizations, enterprises and business institutions, academic institutions, and social organizations. This program will lay a good foundation for students to become future CPC and government leaders, civil servants, business managers, and esteemed members of the academe.

## II . Basic requirements

Students under this specialization should possess the following core abilities:

1. Ability to learn;
2. Ability to identify, analyze, and solve public problems using professional knowledge;
3. Ability to write government documents;
4. Ability to conduct academic research; and
5. Ability to communicate and write in a foreign language.

## III . Training features

1. Good foundation: By optimizing the course structure, a general education curriculum platform will be built to create a course with a discipline-category-specialization echelon structure, add optional courses, improve the teaching program, allow students to grasp basic concepts, theories, and methods, as well as strengthen their professional foundation.

2. Extensive knowledge: Through the interdisciplinary and comprehensive properties of administrative management, students will be able to grasp and apply knowledge and methods of management, politics, law, economics, sociology, and other disciplines. Moreover, they will have the opportunity to gain complex knowledge and abilities that will satisfy the diverse and multi-level requirements of the public.

3. Strong ability: Training will focus on enhancing the practical and innovative abilities of students. Students will be trained to gain practical operation ability to solve problems by applying legal knowledge, academic research ability to collect and analyze relevant materials by applying the scientific research method, and administrative ability to organize, plan, communicate, and manage. These abilities enhance the relationship between practical teaching and legal practice.

4. Multi-direction: The curriculum system adopts the “Platform + Module” structure. Optional course modules and training programs are based on four theoretical course platforms, namely, compulsory courses on general education, core disciplines, core categories, and the core of the specialization. These platforms are conducive to the personalized development of students.

5. Broad vision: Based on the actual situation in China, the international perspective of students should be broadened. Accordingly, foreign language courses should be offered, the exchange training

model with overseas universities should be implemented, and international academic relationship should be expanded. Through such programs, students can become familiar with international administration and management theory, as well as gain advanced experience. Consequently, they will obtain a unified knowledge of the internationalization and localization of administration management.

#### IV. Length of schooling, basic requirements for graduation and degrees conferred

1. Basic length of schooling: 4 years. Flexible learning period: 3 to 6 years, according to the credit management system

2. Minimum credits: 155. The credits for various courses are listed in the following table:

Courses	General education (Compulsory)	Discipline (Core)	Category (Core)	Specialization (Core)	Specialization (Optional)	General education (Optional)	Social practice	Total
Credits	27	20	31	24	21	8	24	155

3. Students must attend a certain number of compulsory and optional courses, as well as undergo the related links required in the training program to attain the minimum number of graduate credits. They should also attend all compulsory courses and links without credit. Students will graduate with qualifications in moral education, intellectual education, and physical training. A bachelor's degree in law will be conferred to students who qualified.

4. According to the Scope and Standard of the Recognition of the Innovation and Practice of Law College, innovation credits shall not be included in the minimum graduation requirements, that is, the credit of any course and the link required as a graduation standard cannot be used to offset the credits of other courses and links but can be reflected in the college report.

#### V. Curriculum and credit distribution

1. General Education Courses [required 27 + (6) + elective 8 credits]

The general education courses consist of required courses and elective courses. General education electives are designed according to the *Curriculum Design of General Education Electives of Hunan University*. Required general education courses are illustrated in the following table.

Code	Course Title	Credit(s)	Remarks
GE01101	Introduction to Maoism and Theoretical System of Socialism with Chinese Characteristics	3+ (3)	
GE01039	Moral Cultivation and Law Basics	1.5+ (1.5)	
GE01100	Current Situation and Policies	0.5+ (1.5)	
GE01102	Outline of Modern Chinese History	2	
GE01103	Fundamentals of Marxism I	2	
GE01104	Fundamentals of Marxism II	2	
GE01012(-15)	College English	8	
GE01088	Computer Proficiency Test	0.5	
GE01105	Introduction to Computer Science and Programming	2.5	
GE01107(-13)	Psychological Health & Career Planning	1	
GE01089(-92)	Physical Education	4	

## 2. Compulsory Discipline Core Course (20 credits)

Code	Course	Credit(s)	Remarks
GE03027	Advanced Mathematics B( I )	5	
GE03028	Advanced Mathematics B( II )	5	
GE03014	Probability and Statistics B	3	
PA03001	Introduction to Economics	4	
PA03002	Introduction to Management	3	

## 3. Category Core Course (31credits)

Code	Course	Credit(s)	Remarks
PA04002	Introduction to Sociology	3	
LA03001	Principles of Political Science	3	
PA04009	Introduction to law Science	3	
PA05002	Public Sector Economics	3	
PA04007	Introduction to Public management	3	
PA04010	Introduction to Psychology	2	
PS06010	Organizational Behavior	3	
PA04008	Public Policy analysis	3	
PA04011	Regional Public Governance	2	
PA04006	Quantitative Analysis of Management	3	
PA04012	Social Survey Theory and Methods	3	

## 4. Compulsory Specialization Core Course (24 credits)

Code	Course	Credit(s)	Remarks
PA05001	The Principles of Administration	3	
PA05010	Administrative Philosophy	2	
PS04003	History of Public Administrative Theories (bilingual)	3	
PA05011	Administration Organization	3	
PA05006	Public Human Resource Management	3	
PA05012	Principles of Administrative Leadership	2	
PA05013	Administrative Law	2	
PA06001	Electronic Government Affairs	2	
PA05014	Non-profit Organization Management	2	
PA05010	Local Government	2	

## 5. Optional Specialization Courses (21 credits)

Code	Course	Credit(s)	Remarks
	Cross-disciplinary Courses ( 6 credits)	6	Apart from the courses in PUBLIC ADMINISTRATION
PA06023	Module One: Chinese Public Administration Theory and Practice	Chinese Public Administration Theoretical Frontiers	1
PA06024		Chinese Government and Politics	2
PA06025		Chinese System of Civil Servant	2
PA06026		Public Budget	2
PA06027		Public Relations	2
PA06010		Public Communication	2
PA06029		Lecturing	2
PA06004		Administration Ethics	2
PA06030		Administrative Ability and Official Document Writing	2



Cont

Code	Course	Credit(s)	Remarks
	Cross-disciplinary Courses ( 6 credits)	6	Apart from the courses in PUBLIC ADMINISTRATION
PA06031	Module Two: Social Policy and Social Governance	Frontier Issues of Social Management and Social Policy	1
PA06032		Social Management	2
PA06009		Labor and Social Security	2
PA06033		Public Crisis Management	2
PA06034		Introduction to Social Policy	2
PA06035		Science and Technology Policy	2
PA06036		Culture and Education Policy	2
PA06037		Social Welfare and Aid	2
PA06038	Module Three: Urban Development and Land Management	Theoretical Frontiers of Urban Development and Land Management	1
PA06039		Introduction to Urban Planning and Management	2
PA06040		Land Resource Management	2
PA06041		Urban Public Affairs	2
PA06042		Resource and Environment Management	2
PA06011		Community Management	2
PA06043		Housing Management and Policy	2
PA06044		Geographical Information and Land Planning	2
PA06045	Comparative Urban Management	2	

Note: Students may take Cross major electives within the 11 elective credits.

### 6. Social Practices (24 credits)

Code	Course	Credit(s)	Remarks
GE01040	Military Theory	0	
GE09030	Chinese Writing Training	1	
PA10007	Cognition Practice	2	
PA10010	Introduction to Public Administration	0.5	
PA10011	Mock Trial	3	
PA10012	Social Survey	1	
PA10013	Official Document Writing	2	
PA10014	Term Thesis	2.5	
PA10015	Graduate Internship	4	
PA10016	Graduate Dissertation	8	

## VI. List of Course Lecturers

Number	Name	Title	Academic Degree	Research Specialties	Courses
1	Chen Xiaochun	Professor	Ph. D	Non-profit Organization Management, Low Carbon Economy	Non-profit Organization Management
2	Guo Jianqiang	Professor	B. A.	Administration Basic Theory, Public Policy Analysis	Public Policy Analysis, Principles of Administrative Leadership, Administrative Philosophy, Organizational Behavior

Cont

Number	Name	Title	Academic Degree	Research Specialties	Courses
3	Deng Jun	Associate Professor	M. A.	Administrative Culture	Introduction to Sociology, Community Management, Public Relations, Social Science and Research Methods, Chinese System of Civil Servant, Public Affairs Management
4	Fang Fang	Associate Professor	Ph. D	Management Methods and Technology, Public Policy Analysis, the Low Carbon Economy	Quantitative Analysis of Management, Low Carbon Economy and Public Policy Research, Public Policy Analysis
5	Jiang Rongtao	Associate Professor	Ph. D	Public Human Resource Management	Public Human Resource Management, Organizational Behavior
6	Lei Yuqiong	Associate Professor	Ph. D	Public Economics Management, Fiscal Corruption	Public economics, Public Budget Management, Regional Public Governance
7	Li Jinlong	Associate Professor	Ph. D	Administrative Division	Introduction to Public Management, Principles of Administrative Leadership, the Principles of Administration
8	Liu Xiliang	Associate Professor	Ph. D	Government Regulation, Construction of a Clean Government, Rule of Administrative Law	Administrative Law, e-government affairs, Mock trial
9	Mao Jingge	Associate Professor	Ph. D	Administration Basic Theory, Administrative Concept	Principles of Administrative Leadership, Public Relations, Chinese System of Civil Servant, Organizational Behavior, Introduction to Public Management
10	Peng Man'ai	Associate Professor	B. A.	Public Budget Management, Fiscal and Financial Affairs, Public Economics, Financial Management	Introduction to Sociology, public budget management, labor and social security
11	Qiu Li	Associate Professor	Ph. D	Crisis Management, Ecological Management	Introduction to Sociology, Public Relations
12	Tang Yunsong	Associate Professor	Ph. D	Management and Development of Land Resources	Urban Planning and Management, Land Resource Management
13	Xu Ying	Associate Professor	Ph. D	Urban Development and Management	Resource and Environment Management, Social Science and Research Methods, Urban Planning and Management, Real Estate Development and Management
14	Yan Kegao	Associate Professor	Ph. D	Non-profit Organization Management	Social Science and Research Methods, Non-profit Organization Management, Quantitative Analysis of Management

Cont

Number	Name	Title	Academic Degree	Research Specialties	Courses
15	Chen Kai	Associate Professor	Ph. D	Administrative Management, Public Policy Analysis e-government Affairs	Resource and Environment Management, Administrative Management, Public Policy Analysis e-government Affairs
16	Du Qianbo	Associate Professor	Ph. D	Administrative Organization, Administrative Management, Analog Experiment	Administrative Management Administrative Organization Organization Behavior Science
17	Wu Bin	Assistant Professor	M. A.	Electronic Government Affairs, Public Policy Analysis	History of Public Administrative Theories, Public Policy Analysis, Electronic Government Affairs Organizational Behavior, Mock Trial
18	Yuan Jianhui	Assistant Professor	Ph. D	Administration Ethics	Local Government, Administration Ethics, Administrative Philosophy
19	Zhan Xiaolin	Assistant Professor	Ph. D	Management and Development of Land Resources	Introduction to Sociology, Public Relations, Resource and Environment Management, Document Writing

## VII. Chair Professor

Number	Name	Title	Academic Degree	Professional Specialties	Courses
1	Guo Jianqiang	Professor	B. A.	Basic Theory of Administration, Public Policy Analysis	Public Policy Analysis, Principles of Administrative Leadership, Administrative Philosophy, Organizational Behavior

(翻译人:徐莹等)