

行政管理 Administrative Management

一、培养目标 Training Objectives

本专业致力于培养德、智、体、美全面发展的，具备管理学、行政学、法学、政治学、经济学、文秘学等方面专业知识，具备厚基础、宽口径、强能力、高素质的现代化行政管理工作能力，具有较强的学习能力、实践能力、管理能力、执行能力和创新精神，能够在党政机关、企事业单位、社会团体从事管理工作、研究工作及政策咨询工作的复合型应用人才。

This major aims to cultivate interdisciplinary practical talents who have an all-round development in moral, intellectual, physical and aesthetic aspects, possess professional knowledge in Management, Administration, Law, Politics, Economics, Secretarial Studies and so on, have the ability in modern administration with deep foundation, wide caliber, strong capability and high quality, have strong learning ability, practice ability, management ability, executive ability and innovation spirit, and can be engaged in the work of management, research, policy consultation in party and government offices, enterprises and public institutions and social organizations.

二、基本规格 Basic Specifications

掌握管理学、行政学、法学、经济学、文秘学等方面知识，同时掌握行政管理工作中所需的其他拓展性知识，适应社会和市场对行政管理的需求和要求，具有较高的学习力、管理力、执行力和人际力，掌握系统分析、统计分析、调查分析、政策分析的科学方法，能够熟练进行文献检索和资料查询，具有较强的科学研究和策划、组织、执行的实际工作能力；能正确把握行政管理专业的学科体系，具有一定的理论思维能力和较强的社会实践能力。具备人文社会科学、自然科学等方面的基础知识，具有较宽厚的文化修养和高尚的审美意识与能力；尤其要掌握与行政管理专业相关的人文社会科学基础知识，形成合理的知识结构。

Students are required to master knowledge of Management, Administration, Law, Economics, Secretarial Studies and so on, master extended knowledge required by administrative work, meet the needs and requirements of the society and market for administrative management, possess strong ability in learning, management and execution and interpersonal communication, grasp scientific methods for system

analysis, statistical analysis, survey analysis, and policy analysis and have the ability in literature search and data query and the ability in scientific research, planning, organization and execution of work. They are also required to properly command the academic system of Administrative Management, be equipped with theoretical thinking ability, strong social practice ability, basic knowledge of humanities, social science and natural science, have extensive cultural accomplishment and noble aesthetic awareness and ability, in particular, master the basic knowledge of humanities and social science related to administrative management, and develop a reasonable knowledge structure.

三、学制与学位 Length of Schooling and Degree

1. 学制与修业年限 Length of schooling & Study duration

标准学制为四年，在校修业年限四年制为 3-6 年。

The standard length of schooling is four years. Study duration can be 3-6 years.

2. 最低毕业学分和授予的学位

Minimum Credits for Graduation and the Degree Awarded

最低毕业总学分为 160 学分，授予管理学学士学位。

The minimum credits required for graduation is 160 credits; Bachelor's Degree in Management will be awarded.

四、主干学科和主要课程 Main Subjects and Main courses

主干学科：政治学、管理学、经济学、社会学

Main Subjects: Politics, Management, Economics, and Sociology

主要课程：管理学、行政管理学、政治管理学、政治学原理、人力资源开发与管理导论、组织理论、地方政府学、社会调查理论与方法、公共政策分析、社会学概论。

Main courses: Management, Administrative Management, Political Management, Principles of Political Science, Introduction to Human Resource Development and Management, Organisation Theory, Study of Local Government, Theories and Methods of Social Investigation, Public Policy Analysis, Introduction to Sociology.

学位课程：大学英语 I - II，4-6 门专业课程。学生修读学位课程的学分绩点

须达到《湖州师范学院学士学位授予条例》中规定的最低要求，方可获得学士学位。

Degree courses: College English I - II, 4-6 major courses. Students who take degree courses must meet the minimum requirement for credit point specified in the *Regulations on Bachelor's Degrees of Huzhou University*, thus he/she can obtain a Bachelor's Degree.