

Teaching Program for Public Administration

(2014)

1. Training Goal: This major aims to train applied talents for social government departments, enterprises and institutions, have the basic theory and basic knowledge of modern administration, possess strong business background and political science management and economics knowledge, and be familiar with China's administrative regulations and policies, to engage in administrative work at all levels of state organs, enterprises and various social institutions, it commits to cultivate the applied ability of talents, with the strong overall socio-economic activities, planning ability, social research and information processing capabilities, language skills, social interpersonal communication and coordination.

2. School Years: 4 years full-time

3. Degree Awarded: Bachelor of Management

4. Credit Requirements: The students should obtain 155 credits (off-class credits not included), including liberal compulsory courses for 53 credits, liberal optional courses for 9 credits, the foundational courses for 40 credits, compulsory courses for 33 credits, optional courses for 9 credits and synthetically applied courses for 11 credits. In the meantime, students should obtain 10 credits from off-class programs, and take the course “Health Education for Undergraduates”.

5. Requirements for Students from Hong Kong, Macao and Taiwan

According to the Education Department of Guangdong Province, the students from Hong Kong, Macao and Taiwan need not take courses from the sections of “Education of National Defense” and “Theory of Ideology and Politics”. The students should strictly follow the teaching program, taking courses in the other sections.

6. Requirements for Overseas Students

According to the Ministry of Education and Education Department of Guangdong Province, overseas students need not take courses from the section “Education of National Defense”. Overseas students of economic disciplines should take courses of political theory, while the students of other disciplines could apply to be

excused from it. The overseas students who receive education with record of formal schooling should take courses “Chinese” and “A Survey of China”. Other courses should be taken strictly according to teaching program

Table 1: The Reference Table of Public Administration

Course Type	Course Nature	Due Credit	Due Credits for Each Term								Total
			1	2	3	4	5	6	7	8	
Public Courses	compulsory	53	18	10	8	6	6	5	0	0	53
	Limit	9	0	1	1	1	2	2	2	0	9
Discipline-Based Courses	compulsory	40	5	7	13	12	3	0	0	0	40
Specialized Courses	compulsory	33	0	3	0	0	12	15	3	0	33
	Limit	9	0	1	0	2	2	2	2	0	9
Comprehensive Application Courses	compulsory	11	0	1	0	1	0	2	4	3	11
Total		155	23	23	22	22	25	26	11	3	155

7. Schedule of major teaching plan

Table 2: The Teaching Program Schedule of Public Administration

Course Category	Course Nature	Course Type	Course Identifier	Course Name	Credit	Weeks for Studying	Total Credit	Allocation of Hours			Allocation of Each Term by Weeks								Way of Assessment
								Lecturing	Experiment	Practice	1	2	3	4	5	6	7	8	
											15	16	16	16	16	16	16	15	
Public Courses	Compulsory	EOND	140471	Military Theory (military training included)	1.0	15	15	15	0	0	1								☆
		TOIAP	140193	Basic Principle of Marxism	3.0	15	45	45	0	0	3								★
			140464	Ideological and Moral Cultivation and Legal Basis Theory	4.0	15	60	45	0	15	4								★
			140222	Outline of Chinese Modern History	2.0	16	32	32	0	0			2						★

			140474	Mao Zedong Thought and An introduction to the Theoretic- cal System of Socialism with Chinese Characteristics I	4.0	16	64	48	0	16									★
			140472	Mao Zedong Thought and An Introduction to the theoretic- cal system of Socialism with Chinese Characteristics II	2.0	16	32	32	0	0					2				★
			140242	Situation and Policy	2.0	16	32	32	0	0						2			☆
		Langua ge and Skills	121542	Chinese	2.0	15	30	30	0	0	2								★

		I	119614	Computer Application Basics	4.0	15	60	20	40	0	4							★	
			121552	Application Writing	2.0	16	32	32	0	0			2					★	
			119563	C language programming	3.0	16	48	34	14	0		3						★	
		Language and Skills II	099064	College English II a	4.0	15	60	60	0	0	4							★	
			099094	College English I b	4.0	15	60	60	0	0	4								★
			099074	College English III a	4.0	16	64	64	0	0		4							★
			099104	College English II b	4.0	16	64	64	0	0		4							★
			099084	College English IV a	4.0	16	64	64	0	0			4						★
			099114	College English III b	4.0	16	64	64	0	0			4						★
			099124	College English IV b	4.0	16	64	64	0	0				4					★
			180264	Translation between English and Chinese	4.0	16	64	64	0	0				4					★

			130452	Physical Education I	2.0	15	30	30	0	0	2							★	
			130462	Physical Education II	2.0	16	32	32	0	0		2						★	
			340031	Mental Health Education	1.0	16	16	16	0	0		1						★	
			130472	Physical Education III	2.0	16	32	32	0					2				★	
			130482	Physical Education IV	2.0	16	32	32	0						2			★	
			340051	Vocational Guidance	1.0	16	16	16	0						1			☆	
			190192	Basics of Entrepreneurship	2.0	16	32	32	0						2			☆	
			Sub-Total			53		814	730	22	62	17	9	11	5	7	4		
	Limit	Public Courses	990032	General Elective Courses (1)	1.0	16	16	16	0	0		1						☆	
			990062	General Elective Courses (2)	1.0	16	16	16	0	0			1					☆	

			990072	General Elective Courses (3)	1.0	16	16	16	0	0				1				☆	
			000001	Humane Studies Courses	2.0	16	32	32	0	0					2			☆	
			000002	Natural Science Courses	2.0	16	32	32	0	0						2		☆	
			000003	Courses of Methodology	2.0	16	32	32	0	0							2	☆	
	Sub-total				9		144	144				1	1	1	2	2	2		
Discipline-Based Courses	Compulsory	Discipline-Based Courses	100214	Calculus I	4.0	15	60	60	0	0	4							★	
			150151	Professional Introduction	1.0	5	15	15	0	0	3								★
			061103	Introduction to economics	3.0	16	48	48	0	0		3							★
			100024	Calculus II	4.0	16	64	64	0	0		4							★
			030393	Government Economics	3.0	16	48	48	0	0			3						★
			010013	Management Science	3.0	16	48	48	0	0			3						★
			032043	Politics	3.0	16	48	48	0	0			3						★
			101044	Linear Algebra	4.0	16	64	64	0	0			4						★

			150363	The Management and Development of Government Information	3.0	16	48	40	8	0				3				★	
			032233	Public Policy	3.0	16	48	48	0	0				3				★	
			101084	Probability and Statistics A	4.0	16	64	64	0	0				4				★	
			112012	Management information service	2.0	16	32	32	0	0				2				★	
			Sub-total			40		633	633			7	10	7	13	3			
Specialized Courses	Compulsory	Specialized Courses	033013	The administrative management	3.0	16	48	48	0	0		3						★	
			032223	E-government Affairs	3.0	16	48	36	12	0					3				★
			070113	Administrative law and administrative procedural law	3.0	16	48	48	0	0						3			

			150663	The public sector strategic management	3.0	16	48	48	0	0					3			★
			150673	Public sector performance management	3.0	16	48	48	0	0					3			★
			039203	Civil service system	3.0	16	48	48	0	0					3			★
			020043	Financial Management	3.0	16	48	48	0	0					3			★
			032023	Public human resource management	3.0	16	48	48	0	0					3			★
			032242	Management Secretarial	3.0	16	48	48	0	0					3			★
			150353	The Development And Management Of Non-governmental	3.0	16	48	48	0	0					3			★

			033292	Administrative Case Analysis	2.0	16	32	32	0	0				2				☆
			150752	Performance Evaluation of Public Financial Expenditure	2.0	16	32	32	0	0				2				☆
			033033	Leadership discipline	3.0	16	32	32	0	0				2				☆
			032282	Construction and management Of The government portal website	2.0	16	48	48	0	0					3			☆
			033272	Administrative histology	2.0	16	48	48	0	0					3			☆
			033142	Management Psychology	2.0	16	32	32	0	0					2			☆
			150762	Administrative professional competence test and theory	2.0	8	32	32	0	0						4		☆

Note:

★: Examination

☆: Investigation

Program Chief: Dai Changqiao

Vice Dean: Fang Dong

Dean: Zhuang Dachang