

河南交通职业技术学院

- (一) 专业名称
- (二) 专业代码
- (三) 学要求
- (四) 修业年限
- (五) 职业面向
- (六) 专业目标
- (七) 专业定位
- (八) 核心岗位和相关岗位群
- (九) 职业技能证书
- (十) 毕业标准

- (一) 就业岗位及能力要求
- (二) 培养目标及规格
- (三) 课程 及学
- (四) 教学基本条件
- (五) 教学实

- (一) 实训体系及目标
- (二) 实训组织
- (三) 保障体系 (基)
- (四) 评价体系

(一) 专业名称

业管理

(二) 专业代码

440703

(三) 学要求

通高中毕业生、职业高中毕业生、中专毕业生、技 毕业生。

(四) 修业年限

全 制 、 专 。

(五) 职业面向

表 1 专业职业面

专业类	专业类	应行业	要职业类	要岗位技术
土 建筑 类 44	地产类 4407	业管理 03	业管理 4 06 01 01 04	业管理师; 中 调 运行操作 ; 管理 ; 能 管理 。

(六) 专业目标

业管理行业的中基层管理

(七) 专业定位

专业 专业 类 建筑专业, 要面 地产 业、 业
业的 , 业、写字 业、 业 业、 水 、高
公路 、 管 、 业安全管理专 等中基层管
理 。

(八) 核心岗位和相关岗位群

1		

2		

(九) 职业技能证书

基础证书：等证书 C 3、C 4 ；计算操作能力证书；通合格证书等。

职业资格证书：业管理证书；业业理资格证书；师认证；职业资格技能等证书力资管理师等。

(十) 毕业标准

内，完成业管理专业公共基课程、专业基课程、专业核课程、实实训课程、能力课程和通识课程的学习，考核合格；合格，毕业证书。

(一) 就业岗位及能力要求

1. 业面：

1 业单位：业业、业管理业、地产业。

2 工作岗位：管、业、质专、业、业安全管理、安检等。

2. 工作岗位：

1				

2				
3				
5				
6				
7				
8				

(二) 培养目标及规格

1. 目标

本专业学生职业能力线，造具职业和业，具业管理的基理论和专业实操技能，能运用业管理及地产基理论知识题，完成业管理的基业，具能力，具题、题的能力，具通能力、能力、管理能力和调能力，具文和实操能力的、具职业和业的业管理技术技能专。

2. 规格

专业通过业行业调，与合作单位共同确定

规格与质量标准。 业管理专业 据毕业生 要 业 及面 的工作岗位 的具体知识、能力、 质结构要求，确定毕业生应具 的规格及质量标准 下：

1 知识结构及标准

知识结构：文 基 知识； 建筑基 知识； 业 、 、 护、保 等四 基 的专业知识； 通基 知识； 公软件及 公设 使用技能；

标准：能 运用 建筑基 知识 业的 与 ；能 进行一 的 文 读与表达；能 熟练运用 公相关软件及 公相关设 ；能 运用 业专业理论知识 题； 地产 与 业的 理 ，熟 业各 程。

2 能力结构及标准

能力结构：具 基层管理能力、 通能力、 作能力、 能力、 题 题能力、公文写作能力；

标准：具 基层业 训和质量控制能力、具 技能、具 和 能力、能 运用 通 、能 正确处理业 关 、具 业公文写作能力及文 管理能力。

3 质结构及标准

质结构： 质、文 技 质、专业 质、职业 质、 质。

标准： ， 合格， 业管理专业；能 业管理行业的 和 地产行业的 ；具 业管理专业的理论知识和基 技能； 体 ，能 应 业管理专业各项外业及内业工作。

（三）课程 及学

专业 的课程体 业 导 、 岗定课的 路进行设计， 要 公共基 课程、专业基 课程、专业核 课程、 质 课程、实 实训课程和 课程 个类 。课程设 学生的专业 质、专业知识和专业能力 基 ， 学生的职业基 能力、职业核 能力和职业 能力 力点， 合理理论知识、实 技能、职业 质 个体 进行。

1. 理论知识教学体

理论知识教学体 含公共基 课程、专业基 课程、专业核 课程、 质 课程。 要 方 课 课， 于实 技能教学， 实 教学中进行 结、不断 ，使学生 实 用的理论知识， 能 运用于岗位工作实 下 实的基 。

2. 实 技能教学体

实 技能教学体 由专业核 课程的实 课 、 质 课 程、综合实训和专业岗位实习 成。 目的 于 学生的理论知识和 技能操作能力，并通过理论知识和操作技能的 运用， 和完 学生的行业 识和职业岗位综合 质， 表达能力、 能 力、 通能力、 工作能力等。

3. 职业 质教育体

职业 质教育体 由专业基 课程、 质 课程和 课程 成， 目的 于 学生的计算 和 、 通与 作、 调与 、 与 等职业综合 质。

实施性教学计 与教学进程表:

现代物业管理专业实施性教学计划与教学进程表(高职三年制)

课程类别	课程序号	课程代码	课程名称	课程性质	考核方式	学分	总学时	理论学时	训练学时	各学期总周数、理论周数、学时分配																																																																																																																																																																																																																																																																																																																																																																																																			
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 | | | | 22 | 10031 | 创新思维训练 | | | | | | | | | | | | | | 23 | 10014 | 中华诗词之美 | | | | | | | | | | | | | | 24 | 10116 | 经济与社会 | | | | | | | | | | | | | | 25 | 10059 | 逻辑学导论 | | | | | | | | | | | | | | 26 | 10237 | 中国近现代史纲要 | | | | | | | | | | | | | | 27 | 10233 | 情商与智慧人生 | | | | | | | | | | | | | | | | | | | | | | | | | 小计 | | | | | | | | | | | | | | | | | <table border="1"> <tr> <td>1</td> <td>07055</td> <td>现代物业管理概论</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>07056</td> <td>现代物业人际沟通训练</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>07024</td> <td>管理学基础</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>07093</td> <td>建筑识图与CAD</td> <td></td> <td></td> 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| 12 | 00434 | 大学生教育与训练 | | | | | | | | |
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 | | | | | | | | | | | | | | | | | 小计 | | | | | | | | | | | | | | | | | <table border="1"> <tr> <td>1</td> <td colspan="2">军事训练及军事理论(周)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td colspan="2">物业管理综合技能训练(周)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td colspan="2">专业岗位实习(周)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="2">毕业设计(周)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="2">毕业答辩及毕业教育(周)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> 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| 1 | 07055 | 现代物业管理概论 | | | | | | | | |
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 | | | | | | 1 | 07098 | 物业客户服务与管理 | | | | | | | | | | | | | | 2 | 07099 | 物业空间营销与管理 | | | | | | | | | | | | | | 3 | 07100 | 物业设施设备管理 | | | | | | | | | | | | | | 4 | 07101 | 物业管理实务 | | | | | | | | | | | | | | 5 | 07102 | 物业管理实务 | | | | | | | | | | | | | | 6 | 07103 | 物业管理招投标技术 | | | | | | | | | | | | | | 7 | 07104 | 楼宇智能化 | | | | | | | | | | | | | | 8 | 07105 | 社区管理与养老服务 | | | | | | | | | | | | | | | | | | | | | | | | | 小计 | | | | | | | | | | | | | | | | | <table border="1"> <tr> <td>1</td> <td colspan="2">军事训练及军事理论(周)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td colspan="2">物业管理综合技能训练(周)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td colspan="2">专业岗位实习(周)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> 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 | | | | | | 2 | 物业管理综合技能训练(周) | | | | | | | | | | | | | | | 3 | 专业岗位实习(周) | | | | | | | | | | | | | | | | 毕业设计(周) | | | | | | | | | | | | | | | | 毕业答辩及毕业教育(周) | | | | | | | | | | | | | | | | | | | | | | | | | | 小计 | | | | | | | | | | | | | | | | | <table border="1"> <tr> <td colspan="11"></td> <td colspan="6">小计(周)</td> </tr> <tr> <td colspan="11"></td> <td colspan="6">每学期课程门数</td> </tr> <tr> <td colspan="11"></td> <td colspan="6">每学期考试门数</td> </tr> <tr> <td colspan="11"></td> <td colspan="6">每学期考查门数</td> </tr> <tr> <td colspan="11"></td> <td colspan="6">周学时数</td> </tr> <tr> <td colspan="11"></td> <td colspan="6">必修课总学时及学分</td> </tr> <tr> <td colspan="11"></td> <td colspan="6">选修课总学时及学分</td> </tr> <tr> <td colspan="11"></td> <td colspan="6">总学时及学分</td> </tr> <tr> <td colspan="11"></td> <td colspan="6">总学分</td> </tr> </table> | | | | | | | | | | | | | | | | | 小计(周) | | | | | | | | | | | | |
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| 2 | 07099 | 物业空间营销与管理 | | | | | | | | |
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审核人:

签字人:

签字日期:

审核日期:

(四) 教学基本条件

1 状

业管理专业 种 专业教师的成长，一方面 教师 业 业及行业相关岗位 职 和实习， 高实 能力，使理论实 于一体， 一方面， 行业一线 业 实 验的 实 指导教师， 职教师的实 验不 和数量不 的 点，同时 业 业 职教师， 作 ， 教师和学生的知识面。 业管理专业 专职教师 5 ， 内 职教师 5 ，全 “ 师 质” 教师， 职教师 4 ， 业中高层管理 ， 行业的专 和技术 能 。

2 教学 建设 施

业 进： 进具 业 和管理 验的高技能 。 进的教师应 具 一定的 教师工作的基 质，高 职 ， 业管理工作 。

内 ： 业管理专业专 教师能 业实训基地 实训教学工作，熟练 业行业内的各种实 操作技能。青 教师每 应 业 业实习 个月 。

业 ： 业管理专业教师 应通过各种方 到 合作的 业进行岗位实习，时 一 。

职教师工作 ： 职教师应 行业一线的 业管理岗 位 ，具 管理 验和操作技能的专业 。 职教师的 要工作 ： 专业建设 会、 专题 、合作 训 项目、 专业核 课程的实训教学 、 认识实习、 综合实训和岗位实习的指导 ， 导学生毕业论文的教学 。

3 师资 结构

目 ， 业管理专业专 专业教师 5 ， 内 职教师 5 ，

外 职教师 4 ， 中 学 7 %， 平 45
下， 一 和 力的 。

4 教师知识、能力和 质要求

业管理专业教师 的知识、能力和 质 到
业管理专业的 质量。 业管理专业作 实 性 的行
业， 教师的专业技能 高的要求。

知识要求：

业管理行业基 的理论知识；
知 业行业的 和 ；
熟知 业行业 学生知识、技能、 质方面的 求；
业行业 进的管理理 和管理方 ；
业行业各 的管理 程和管理方 。

能力要求：

能熟练的 业各岗位的操作技能；
业管理各岗位的操作 程和操作技 ；
能熟练的处理 业行业管理 中的常规 题；
能 正确的处理 业的 常 ；
能 准确的 业行业中 的 题并 与 的处理；
能 业行业基层的管理和 岗位。

质要求：

质：具 的职业 、 识和 的
性， 、 、 、 的 度 到工作中， 能
， 业 。

业 质： 、 ， 术，具 业
管理专业教师 的理论知识，具 的学习能力，能
应 业管理专业 的知识。

体 质：具 的 体和 的个 习 ， 能 和
学生。

理 质：具 理学的知识， 学生的 理 学的
理 ， 准确的 断。 学生的学习规 和 求， 行业的

求，能 学生 、 的个性。

教学

1 实训基地建设的 体 路

指导 : 专业 目标和专业 规格 指导, 能力 岗位 要和职业标准 依据 专业技能和基 质 点, 内外 进成 的教学 , 结合 院高职教育 教学的实 , 教、学、 一体 的核 和职业性. 放性的 点设计实训项目 建设具 高职 的 业管理专业实训基 地。

建设目标: 学院实训基地建设的基 , 高 综合 质 , 能力 核 , 业 与管理应用 点、 和计算 应用 , 力 应 会和行业 专业 的要求, 通过进一 建设, 业实训基地建设成 合专业 能力 要求的、具 高职 点的、 内 的教学实训基 地。

2 内实训基地基 要求

内实训基地建设 教学 要目的, 结合专业 的 求, 建与 实工作 相一 的实训基地, 到理实一体 教学。同时, 进行业的标准, 建设与行业 业 要求相 合的实训 , 高实训 的利用率, 并 完成实训的基 , 能 实训 建设成 放的、 与一体的实训 。

业管理专业 实训 实训 、 实训 、 等。 应 业管理行业的 及行业标准不断 高的 要求和专业规 不断 的 实 基 过进一 的建设, 使 规 进一 设施设 和软件 完 , 能 全使学生能 基地完成岗位实习 的全 业管理业 和 技能方面的训练。

3 外实训基地基 要求

专业 外实训基地的基 业作 实习和 工作训练 , 学生 到 业岗位实习一 , 内学到的技

术知识和 内实训基地 的基 技能，用于 业的生产实
，并 全面 和 生产运作过程和管理过程，学生 能
业 造利 。 外， 业 通过 无 设 ， 实
内实训基地。

4 信息 教学 件基 要求

专业 专业 要，结合专业 ， 理实一
体的教学。 常 课过程中，专业课教师利用 体、教学
资 、 教学 和完 教学内容。目 ， 业管理专业
完成 专业核 课程和基 课程课件的制作， 建 专业
教学资 ，确定 专业课程 和 资 ， 利用信息
教学 于专业教学。与专业建设和课程建设相配 的教学
资 、专业信息 的建设正按计 不 地进行， 建
设 由 数字 体 材、 教学 等教学基 材构成
的、 不断 的 放 教学 ，实 信息 教学资
的共 。

教学

公共基 课程的教材由学 公共基 一 ，专业基 课程
及专业核 课程的教材由专业教 教学 据行业 状
及 方 论 。

(五) 教学实

1. 教学

专业实行 制， 教学 安 ， 一、 学 实行
内学习 的 ， 一学 安 一 的专业认
知， 学 安 一 的专业实训外， 时 内进行
相关专业知识的学习与专业技能的训练， 学 安 学生进
专业相关 业进行岗位实习。

2. 教学

专业的教学 会 求 导 ， 学生的能力
， 实 教学平 ，建 教师 导、学生实 的教学 。
与行业中的 业建 合作制度， 相关 业

进行 通交 ，进行 调 ， 业用 的要求， 行业
业 求 导 ， 学生实 能力的 。 ， 教学
， 教师教、学生学的 ， 用教师通过 导，
学生 考，并 实 课程， 课 教学放到实
中 ， 学生练习 ， 学生的实 操作能力。

3. 教学方

教学中 用 学生 与 实

专业教师 学生实习 记完成 的 20%;
专业教师 学生实习 结的 20%;
职教师 学生的岗位考核成 40%;
专业教师 学生实习工作状 的 20%。
据 岗实训成 、 、中、及格、不及格

个等

实训 教学仪器设 配 合理， 合职业能力 的要求并能 职业资格 训与考核的要求。实验实训教学仪器设、保、 的 由 定的 和 的保证。

和 建 业管理专业实训 能 ：

1. 体实训

实训 要用于 业管理专业的实 教学。 体训练 的 体练习 要目的，同时 体的基 知 识， 达到 体 和 的内 质。实训 建筑面 110 平方 ， 容 50 ，并配 仪教学 要的 、 、 面 、实 地面等教学设 ， 业职业 、 等 课程的综合技能实训教学要 求， 学生的 体、 仪、 质、内 等 方面的 质。

2. 实训

实训 要用于学生学习 设计和仪 仪的课程。实训 面 55 平方， 同时容 45 同时 课。配 ， ， 面 ， 等教学设 。实训 业职业 、 职业 与 业指导 等课程的教学实训及 课 求。实训项目 个 设计、 面仪表 仪训练 配、 容 等 、交 仪训练 交 、 、表 等 、 仪综合训练 面试技 、 仪 等 。 体 高学生的 交能力和 ， 达到 体 和 的内 质。

3. 实训

计算 学生学习计算 基 知识、计算 学技术 及 学习 设各专业 的 公软件操作的 。实训 同 时容 40 进行 计算 基 知识 、 业信息 管理 、 能 管理 等课程的教学实训。同时用于计算 等 资 格考试 训和学生通识教育等 课 。 要实训项目：计 算 件识 、 公软件的使用、 知识学习训练、 业管理 软件操作、 业管理 CA 软件操作等。通过实训使学生能 熟

练操作计算，达到业业进行计算公的水平。

4. 通 水平测试站

通 测试站成 于2016 6月， 河南 文字 训
测试工作 公 的中 测试站。 站的 要职 河南
文字 训测试工作 公 的 导下，依据 中 共
和 通用 文字 和 通 水平测试管理规定
通 水平测试工作。 测试站 要面 学生及教师进行 通
测试， 通过 测试站正 测试的 ， 由
一制作、河南 一编 的“ 通 水平测
试等 证书” 。 证书 认 的正 证书，全 通用。

(四) 评价体系

1、理论教学考核

用平时考核、 考核、 考核相结合的方 进行学习
。平时考核 要考 学生的知识 和 质 成，依据 作
业、课 表 、考 记录等方面。 考核 项目 教学的
考核方 ， 项目 单位，每一个 个项目结 ， 考
核 学习的项目内容。 考核 试、 试、 、 、
论文等 进行， 点 于考核学生的知识运用能力。

2、实 教学考核

专业实训实 课程 整个实 教学体 中 要地位， ，
成 考核依据实训课时 整个教学时数比 不同进行

于实训教学课时数 课程 教学时数的比 30%
的课程，实训实 的成 单 考核， 成 30%。

于实训教学课时数 课程 教学时数的比 30%的课
程， 课程的实验课程 的考核结 计 平时成 。

方 由 业管理教 编制，各 课程的实训标
准 配合每 课的实训指导书 使用。

实施性教学计 的课时数与课程标准的计 学时数的

4—6 学时。