COURSE DETAIL

ADMINISTRATIVE WRITING

Country
China

Host Institution
Fudan University

Program(s)
Fudan University

UCEAP Course Level
Lower Division

UCEAP Subject Area(s)
Political Science

UCEAP Course Number
65

UCEAP Course Suffix

UCEAP Official Title
ADMINISTRATIVE WRITING

UCEAP Transcript Title
ADMIN WRITING

UCEAP Quarter Units
3.00

UCEAP Semester Units
2.00

Course Description

This course examines the norms and methods of writing administrative documents. The course is divided into 6 modules: (1) the connotation of administrative document writing; (2) the theme and material of administrative document; (3) the format and structure of administrative document; (4) the applicable language and rhetoric of administrative document; (5) the administrative document rules and procedures; (6) various types of administrative document writing.

Language(s) of Instruction
Chinese

Host Institution Course Number
POLI130065

Host Institution Course Title
ADMINISTRATIVE WRITING

Host Institution Campus

Host Institution Faculty

Host Institution Degree

Host Institution Department

Print