

# 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

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