**行政文书写作（ 20.139.0.1）**

课程讲授行政文书的写作基础，包括常用行政公文的用途和写作方法以及常用事务文书的种类、作用、特点和写法等，使学生通过学习，能较熟练地写作各类行政文书。

The course teaches the writing foundation of the administrative materials, including the usage and writing methods of the commonly used administrative documents and the types, functions, characteristics and wording of the commonly used documents, so that students can write all kinds of administrative materials more proficiently through learning.