

Office Management II

Syllabus Number

MAN-104

Elective

2 credit

ISHIGE, Hiroshi

1. Course Description

We work for companies and government agencies and live consumer life with the money we earn from working. The ability to work and earn becomes the basis of a rich life. In this lesson, you will understand the work in various offices and acquire the attitude and knowledge to be active there.

In the fall semester, students will deepen their understanding of corporate activities and duties, and then will learn how to make business document, to communicate in business, and to proceed their job well.