

Office Management I

Syllabus Number

MAN-103

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 spring semester, students will understand typical office occupations and acquire the basics of office work through group activities and discussions.