

Office Management II

Syllabus Number

MAN-104

Elective

2 credit

ISHIGE, Hiroshi

1. Course Description

We work in companies and government offices and spend the money we earn to live our lives. The power to work and earn is the basis of a rich life. In this class, you will understand the work in various offices and acquire the attitude and knowledge to play an active role there.

In the fall semester, deepen the understanding of corporate management and work in the company, and then will learn how to make business document, to communicate in business, and to proceed business work well.