

# Office Management I

Syllabus Number

MAN-103

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 spring semester, after understanding the typical workplace and occupation in the office, you will learn the basic ideas and actions of work through group work and discussion.