

07- THE OFFICE

The topic entails:

- The meaning and importance of an office.
- Discussion of functions of an office and how they influence business activities.
- Discussion of various office layouts and circumstances under which each is appropriate. The advantages and disadvantages of each layout should be brought out.
- Identification of different equipments in an office and how they are used to enhance the running of an enterprise.
- The advantages and disadvantages of each equipment is discussed.
- The role of a good filing system in an office for effective running of business enterprises is discussed.
- The office staff is also discussed in terms of categories and essential qualities the various office staff.
- Trends in office management is discussed especially the use of information and communication technology.

1. Name **four** equipment that can be available in the accounts office
2. Identify four qualities of a personal secretary
3. Give **four** characteristics of a good memo
4. Outline **four** duties of a company secretary
5. Mwitia has introduced computers in his business operations, outline **four** benefits that he may experience
6. Highlight **four** ways in which an open office lay-out can contribute to efficiency in office operations
7. State **four** reasons why an organization should keep stock records for its office stationery
8. State **four** limitations of adoption of new technology by a business

9. Highlight **four** factors to be considered when selecting a method of re-producing documents
10. State **four** factors to consider when choosing an office layout
11. Outline **four** modern trends in office management
12. Enumerate **four** demerits of an open plan office

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- 1 Explain **five** importance of filing documents in an organization
- 2 Explain **five** factors that an organization should consider when buying an office machine /equipment
- 3 Most companies have a closed office layout. Explain **five** problems that are faced by such companies
- 4 Discuss **four** benefits of using the electronic filing system in an organization
- 5 Explain **five** factors to be considered when buying office equipment and machines