

**Subject : Business studies**

**Topic : The Office**

**Class :JSS 1**

**Week : Week 3**

**Learning Objectives :**

- 1) Definition of an office.
- 2) Explain the various types of office.
- 3) State the advantages and disadvantages of the various types of office.
- 4) Importance/ Functions of an office

### **DEFINITION OF AN OFFICE.**

An office is a room, a building or a place in an organization where clerical and administrative works are done or carried out.

The type of work done in an office sometimes is used to describe the office. For example, in an organization, we may have Cash office, this is where all matters relating to cash is been sorted out. Also, the principal's office is an example of an office in the school. In the principal's office, all information about students and staff of the school can be obtained. Things seen in an office are as following: tables, chairs, telephones, computers, typewriters, perforator, stapler, Point of Sale (POS) machine etc.

### **TYPES OF OFFICE**

There are two (2) major types of office, they are:

1. Small office (closed office)
2. Large office. (open office)

**Small office (closed office):** Small office can be defined as office usually found in small organizations. This is because activities in small offices or organizations are normally little. In small office, the owner of the business may have a small room to himself with just one worker. A small office can also be referred to as a closed office. This single worker can perform the entire task in the small office. He/she may sweep the office, dispatch letters, run errands etc.

Examples of small offices are, the principal's office, managing directors office, the barber shop, provision shops etc.

#### **ADVANTAGES OF A SMALL OFFICE**

1. The owner of the business is able to keep in constant touch with the day-to-day running of the business.
2. The employee learns to be versatile, rather than specializing in a particular area.
3. The employee can use the knowledge gained, to establish a similar business in the future, should it become necessary for him to do so.
4. The employer is able to establish strong, healthy and personal relationship with his or her employee.
5. There is effective supervision because the office is small.

#### **DISADVANTAGES OF SMALL OFFICE**

1. There may be very few office aid and machine to make work easy.
2. What the employee is paid depends on what the owner can afford, rather than on the employee's skill and efficiency.
3. The employee may not have opportunity to further his/her career, due to their tight schedule.
4. There is no insurance for employees, for cases like medical care etc.

**Large office (open office):** A large can be referred to as an open office. This kind of offices is usually found in bigger organizations with more than ten workers in a large room which may partitioned with wood or glass. In a large office, work is shared among many workers with specific functions. In a large office, different office equipments are available for use, such as computer, scanning machine, photocopier etc. Example of a large office is the bank.

#### **ADVANTAGES OF LARGE OFFICE.**

1. There is adequate provision for different office aids such as photocopying machine etc, which ensures maximum efficiency.
2. Salaries of employees will depend on both the salary scale used and profit which the organization makes.
3. There is always an opportunity to further improve in one's career.

4. The different departments in the large office, makes work easy and reduce stress.

#### **DISADVANTAGES OF A LARGE OFFICE.**

1. The relationship between the employer and employee is impersonal. This is because the employer, like the small office is not usually involved in the day to day running of the business.
2. The creation of various departments, limits work experience to a certain area.
3. Without proper follow up, errors, fraud and some level of incompleteness will be recorded.

#### **Importance/Functions of an office**

1. Receiving information: The office receives information coming into an organization. Types of information are;
  - i. Oral such as telephone calls, messages from visitors
  - ii. Written such as letters, telegrams, fax messages.
2. Giving information: The office gives out information on behalf of the organization to the public. Ways or medium they use are noticeboards, newspapers, letters, audio and video announcements.
3. Processing information: This is sorting and passing information to right office or officer for action.
4. Recording information: This is writing or putting down the details of information with date and time so that at any point in time it is needed it can be used.
5. Safeguarding information: The office protects all information in the organization so that confidential information is not leaked to unauthorized people. If you saved them on computer system use a password on them.
6. Arranging information: Arrange information according to ways that it can be easier for usage.

#### **Assignment/ Test**

1. Define an office
2. List five functions or importance of an office
3. Mention five items found in an office