

## **SS1 LESSON NOTE (WEEK 2)**

**TOPIC:Functions of different departments in an organisation.**

**List of different departments in an organisation:**

- 1: Administration department
- 2: Personnel/Human Resource department
- 3: Legal department
- 4: Purchasing department
- 5: production department
- 6: Sales and Marketing department
- 7: Account department
- 8: Transportation department
- 9: Company secretary department