

DEFINITION OF OFFICE PRACTICE

Office practice is a room or suite of rooms set aside for business purposes.

OR

Office practice is a location of a set of rooms or suite where a professional performs skills and activities related to the person's particular training and job.

IMPORTANCE OF OFFICE PRACTICE TO BUSINESS

1. An office acts as a center of information—the office provides pertinent and sufficient information to customers, clients and prospective customers and clients.
2. The office serves as a connection between all the various parts or sections of the organization—the office links the various departments of an organization or business to one another in order to allow for the smooth flow of information between these departments.
3. The office also serves as an intermediary or middleman between the organization and its customers—customers are able to communicate with the organization and receive answers to any pressing questions they might have regarding anything.
4. The office of an organization is the records center of the organization— all records of an organization are stored in the organization's office e.g. employee records and business transaction records.
5. The office controls the whole organization without the presence of an office in an organization, then management cannot properly manage the affairs of the organization. It is from the office that plans are set and policies made for the proper of the entire organization.

SCOPE OF OFFICE ADMINISTRATION.

Scope of office administration includes'

- A. Office activities
- B. Office work facilities

Office activities are activities that are always carried out in offices where the wider the company's goals, the greater the office activities. Office activities includes'

1. Office planning—is the process of determining the direction of office activities with a view of the factors that influence the achievement of office goals.
 2. Office planning includes ventilation, office layout, office equipment, information and telecommunication system.
 3. Office organizing is the arrangement of a number of organizational functions which includes division of tasks and work for efficiency in the company, maintaining good working relationship with superiors and subordinates, provision of right equipment etc.
 4. Office actuating directs an activity that increases work effectiveness and efficiency to the maximum in accordance with predetermined targets
 5. Office controlling—office supervision is a deadly activity that targets and plans can run according to the targets to be achieved.
- B. Office work facilities--- the entire space in a building that contains administrative activities or management activities as well as various other tasks. These includes;

a. Office location; factors that are considered in determining the location of the office are as follows;

1. security

2. Environment

3. price

4. Building

b. equipment are classified into two;

1. Office furniture such as chairs, tables, drawer, shelves and so on made of iron, wood or other materials which have an important role in the office.

11. Office supplies, such as paper erasers, pens, printer ink and other consumables.

111. Interior is the arrangement of furniture or devices that support the implementation of work in an office space such as celiling, lighting, ventilation, office decorations and windows.

1v. Office machines—in planning office activities, the machine planning formula is used in accordance with work procedures, work methods and interior needs.