

## DEFINITION OF AN OFFICE

An office is place where businesses, clerical and professional activities are conducted. It is a location, usually a building or part of a building, where a company conduct it's businesses.

Administrative, personnel and executives staff work in such a place called an office.

## TYPES OF AN OFFICE

Types of an office are as follows:

- a. Small/Private/Open Office
- b. Large/General/Close Office.

**SMALL OFFICE:** This is an area or it is a room or building in an organization where an individuals performs his/her jobs. Examples are Principals' office, Bursar's office.

## ADVANTAGES OF SMALL OFFICE

1. Work can be done in private
2. It prevents distraction
3. Work will be done effectively
4. It reduces noise, which may hinder the smooth running of the organization

## DISADVANTAGE OF SMALL OFFICE

1. It hinder cordial relationship among staff
2. Staff can absent themselves from work without the consent of management
3. Members of staff can hold meeting and go on strike without the knowledge of the authorities.

**LARGE OFFICE:** This is a large room where office works are done. It consists of many workers sitting in a big room or an office doing their respective works

## ADVANTAGES OF LARGE OFFICE

1. It is cheaper to acquire and maintained
2. Staff can share their feeling with one another

3. Machine can be used together among officers
4. It saves space because a room can be divided to contains many staff.

#### DISADVANTAGE OF LARGE OFFICE

1. The office might be overcrowded thereby restricting the flow of air
2. It does not allow privacy
3. Operation of machine and other equipment may disturb workers

#### HISTORY OF OFFICE

The word office stems from a Latin word “ officium” which means performance of a task. The history can be categories into:

- (1) Pre- industrial Revolution (1000-1300AD). This was the middle age which saw the rise of the medieval chancery, where most government letters were written and where laws were copied in the administrative kingdom
- (2) Industrial Revolution (18<sup>th</sup> – 19<sup>th</sup> century). This era saw the rise of business transaction such as Banking, Insurance, Retailing, Telegraph. A large number of clerks were employed to handle order processing, accounting and filing of documents.
- (3) 20<sup>th</sup> Century: In 1906, the SEARS and RUEBUCK company jointly opened their mail order business and headquarters operation was in a 3,000,000 square foot building in Chicago.

In 1964, the HERMAN MILLER (office – equipment) company engaged Robert Frost (an industrial designer) who came up with the concept of modern office, which later evolved into the cubicles office furniture system.