

SS1 LESSON NOTE: OFFICE PRACTICE

TOPIC: INTRODUCTION TO OFFICE PRACTICE

MEANING OF OFFICE PRACTICE

Office practice as a subject can be defined as the process of equipping students with skills and knowledge that will prepare them for successful administration in office environment. It can be seen as a field of study which imparts in the individual employable work habits and business skills that are required in carrying out business activities in the office. It can also be seen as the act of performing business activities in a room called "Office". It is designed to give students relevant and marketable skills and applied competence.

SCOPE OF OFFICE PRACTICE:

Office practice covers the following areas:

(a). **Business operations:** This includes business techniques, functions and organization.

(b). **Office environment:** This refers to office location, planning, layout, services and facilities.

(c). **Machine Operations:** These are operating machines like computer, photocopier, scanner, coding and mailing machines.

(d). **Materials, storing and transporting:** These include stock inventory, Receiving, and insurance of stocks, packaging etc.

(e). **Man power development:** This includes personnel training and development work ethics, records management personnel etc

OBJECTIVES / AIMS OF OFFICE PRACTICE:

The main objectives of office practice include:

1. To give information and knowledge of office education to students.
2. To promote acquisition of skills for handling information in an office.
3. To inculcate the spirit of effectiveness and efficiency in the office workers.

4. To create a people centred working environment.
5. To develop capacity for professionalism in the discharge of office responsibilities.
6. To enables individuals to have the right placement in particular job.
7. To also guide the management in efficient running of their business. etc.

IMPORTANCE OF OFFICE PRACTICE TO BUSINESS ORGANIZATION:

Office practice is very vital for the survival of any business organization in the following ways:-

- 1 Office practice helps workers/ individual ro be productive at work place.
2. It buulds competent leaders in an organization.
3. It provides oppoetunity for self employment.
4. It helps in effective handling of customers/ clients.
5. It enables individual to render quality services in their organization.
6. It promotes management principles that will guarantee the survival of an organization.
7. It also provides the management with the knowledg eof business activities etc.