

Office is a place, room or building set aside for performing clerical and administrative duties in an organization. Office is a link between a business and its customers.

Office practice can be defined as the act of performing business activities in a room or place called office. Office practice is defined 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

Aims and objectives of office practice

To enable workers/applicants to make a relevant choice of job opportunities and right placement

To give information/knowledge of office education to students.

To enable individuals to have the right placement in a particular job.

To enable the employees, know their various functions, duties and roles to play in their offices which lead to the mobilization of the organization goal.

To equip, develop and empower the office personnel on their various areas of specialization in the office.

To inculcate the spirit of effectiveness and efficiency in the office workers.

To provides general guide of business operations through a reliable office system and procedures

To help in adjusting the attitude of office personnel (positively) in their jobs

To guide the management in efficient running of their organizations

Importance of office practice

It enables organizations to improve on its service which will positively affect the nation's economy

It helps in effective handling of customer/clients

It enables individuals to render quality services in their organizations

It enables efficient handing of administrative and productive processes.

Provides the knowledge of the management of business activities

Provides opportunity for self-employment

Office practice imparts on the individual the necessary office methods, system and procedures for effectivities business operation

Provides the individual with general business skills which enables him to be productive

Enables an individual to be more efficient in handling business and production processes thereby increasing the quantity and quality of goods and service.