**OFFICE PRACTICE – SS TWO**

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| **WEEK** | **TOPIC** | **CONTENTS** | **BEHAVIOURAL OBJECTIVES** | **PRACTICE QUESTIONS** |
| 1-2 | Filing | -meaning  -system of filing  -advantages  -disadvantages of each filing system | At the end of these topics students should be able to:  -define the meaning of filing;  -mention and explain the types of filing system;  -discuss the advantages and disadvantages of filing system. | 1a. Explain what you understand by filing.  b. List and explain two types of filing system. |
| 3-4 | Classification of filing | -Alphabetical  -Chronological  -Numerical  -Geographical  -Alpha-Numerical  -Subject | -name and explain the various classification of filing. | 1a. Name two differences between Alphabetical and Numerical filing.  b. Write out two differences between Geographical and Chronological. |