**OFFICE PRACTICE – SS ONE**

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|  | **TOPIC** | **CONTENT** | **BEHAVIOURAL OBJECTIVES** | **PRACTICE QUESTIONS** |
| 1 | The Office | -Definition.  -Types.  -Functions. | At the end of this topics students should be able to:  -define the meaning of office;  -mention and explain types of office;  -list and explain the functions of office. | 1a. Define an office.  b. Mention two types of office you know.  c. List and explain two functions of office. |
| 2 | Section of an Office | -Meaning,  -Reception,  -General office,  -Mail room,  -Store. | -understand the meaning of section, reception, general office, mail room and store. | 2a. What is the reception?  b. Mention two differences between General office and Reception. |
| 3 | Open Office | -Meaning,  -Open office plan,  Office landscape,  -Types of open office,  -Advantages and disadvantages of open office. | -define the meaning of open office;  -mention the types of open office;  -discuss the advantages and disadvantages of open office. | 3a. Define open office.  b. List two advantages of open office. |
| 4 | Closed office | -Meaning,  -Advantages and disadvantages of closed office | -define the meaning of closed office;  -discuss the advantages and disadvantages of closed office. | 4a. Define closed office.  b. Mention and explain two disadvantages of closed office. |