

OFFICE PROCEDURES I

OFFICE ORGANISATION

Office: This is a place, a room, a building or an open place, where clerical activities of the business enterprise are carried out.

Organization: This is the arrangement of work such that the activities, duties and responsibilities are allocated and shared/divided among the various personnel of the enterprise.

Office practice: This comprises the allocation of clerical activities to the office personnel, and how these activities can be performed efficiently.

OFFICE FUNCTIONS

The various activities in an office that are geared towards provision of services may generally be referred to as the office functions they include:

- i **Receiving and transmitting information**
– Mailing work and general communication through various means like telephone, letters, memos, telegrams etc.
- ii **Recording information**
– Involves keeping financial, correspondence, employee records and rules and regulations of the organization etc.
- iii **Storage and processing of information**
-Keeping of information safely for future reference for example by filing and storing in cabinets.
- iv **Sorting and Classifying information**
-Involving indexing, coding, collating – before storing the information.
- v **Routine Administration**
-This involves directing and controlling the various activities of the business, supervising staff etc.
- vi **Safeguarding the assets of the organization**
- vii **Legal requirements**

OFFICE ACCOMMODATION

Office accommodation includes the type, size and arrangement of an office.

The choice of office accommodation will depend on the following factors:

- Number of workers
- Nature of business
- Capital required to set up the office
- Size of the building
- Appearance of the building

Types of offices

There are 3 main types of office accommodation:

General Office Procedures

Minjie Lin



General Office Procedures:

This book delves into General Office Procedures. General Office Procedures is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into General Office Procedures, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to General Office Procedures
- Chapter 2: Essential Elements of General Office Procedures
- Chapter 3: General Office Procedures in Everyday Life
- Chapter 4: General Office Procedures in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of General Office Procedures. The first chapter will explore what General Office Procedures is, why General Office Procedures is vital, and how to effectively learn about General Office Procedures.

3. In chapter 2, this book will delve into the foundational concepts of General Office Procedures. The second chapter will elucidate the essential principles that must be understood to grasp General Office Procedures in its entirety.

4. In chapter 3, this book will examine the practical applications of General Office Procedures in daily life. This chapter will showcase real-world examples of how General Office Procedures can be effectively utilized in everyday scenarios.

5. In chapter 4, the author will scrutinize the relevance of General Office Procedures in specific contexts. This chapter will explore how General Office Procedures is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, the author will draw a conclusion about General Office Procedures. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of General Office Procedures.

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