

## Office Organization and Management

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**1. Remembering:**

Define the meaning of modern office, list the functions of a modern office, and identify the steps in office organization.

**2. Understanding:**

Discuss the importance of office accommodation, differentiate between open and private offices, and explain the principles governing the selection of furniture.

**3. Applying:**

Propose a suitable office lay-out plan based on the principles of office lay-out and identify factors to be considered in selecting the site for an office.

**4. Analyzing:**

Differentiate between internal and external noise in an office environment, evaluate the advantages and disadvantages of office mechanisation, and compare centralised and decentralised filing systems.

**5. Evaluating:**

Critically analyze the advantages and limitations of computerisation in office management, and justify the importance of records management in an office setting.

**6. Creating:**

Develop a comprehensive office manual highlighting the essential contents and types of office manuals, and design a filing procedure or routine for efficient record keeping in an office.