

Class- Eight

Subject: Office Practice and Accountancy

Unit: Office and Office Personnel (1)

Total Periods: 24 periods

1. Syllabus

- Introduction of an office
- Importance and function of an office
- Establishment of an office
- Types of office
 - Government office
 - Business office
 - Service motive office
- Introduction to office personnel
- Types of office personnel
 - Office chief
 - Chief of the branch
 - Office assistant: introduction and types
 - Qualification, functions and qualities of office assistant

2. Objectives

At the end of this unit , students will be able to:

- Write the meaning of an office
- Describe the importance and functions of an office
- Explain the formation and types of an office
- Understand the meaning and types of office personnel
- Write the functions of office-chief , sectional chief and office assistant
- Explain the functions , qualifications and qualities of an office assistant

3. Materials

- Chart paper / flash cards

4. Methods

- Describing the lesson with question answers.

5. Homework

- a. Explain the function of an office.
- b. Explain the duties and functions of an office assistant in general.
- c. Describe the qualities of an office assistant.
- d. Make a list of duties / activities which are performed by the principal of your school asking him/her.