

Class- Nine

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.

Class- Nine

Subject: Office Practice and Accountancy

Unit: Office resources (2)

Total Periods: 8 periods

1. Syllabus

- Meaning and importance of office resources
- Types of office resources
 - Human resources: introduction and types
 - Communication: introduction, types and means of communication
 - Materials: introduction and types
 - Transport : introduction and modes
 - Income: introduction and sources

2. Objectives

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

- Understanding the meaning of office resources
- Know the needs and importance of office resources
- Explain the types of office resources
- State the types of human resources
- State the sources of money
- State the types of materials and supply
- State the modes of transportation
- State importance, types and mode of communication

3. Materials

- Chart paper / flash cards

4. Methods

- Describing the lesson with question answers.

5. Homework

- a. Explain the types of an office resources
- b. Make a list of means of communication used in your school.
- c. Make a list of materials and supplies used in your school and classify as durable material and non durable materials