

# Chapter 1

## Office

Define the **Office**

Q1 Page 10

A place where information received, processed and filed.

Office **types** أنواع المكاتب

Q3 Page 10



Open office



Close office



Cubicle office

Advantage & disadvantage of **open** office:

P1 Page 11

Advantage	Disadvantage
Less cost	More noise
Fast movement	Less privacy
Easy supervision	Less security

Q5 Page 11

**Note:** for **close** office you have to reverse

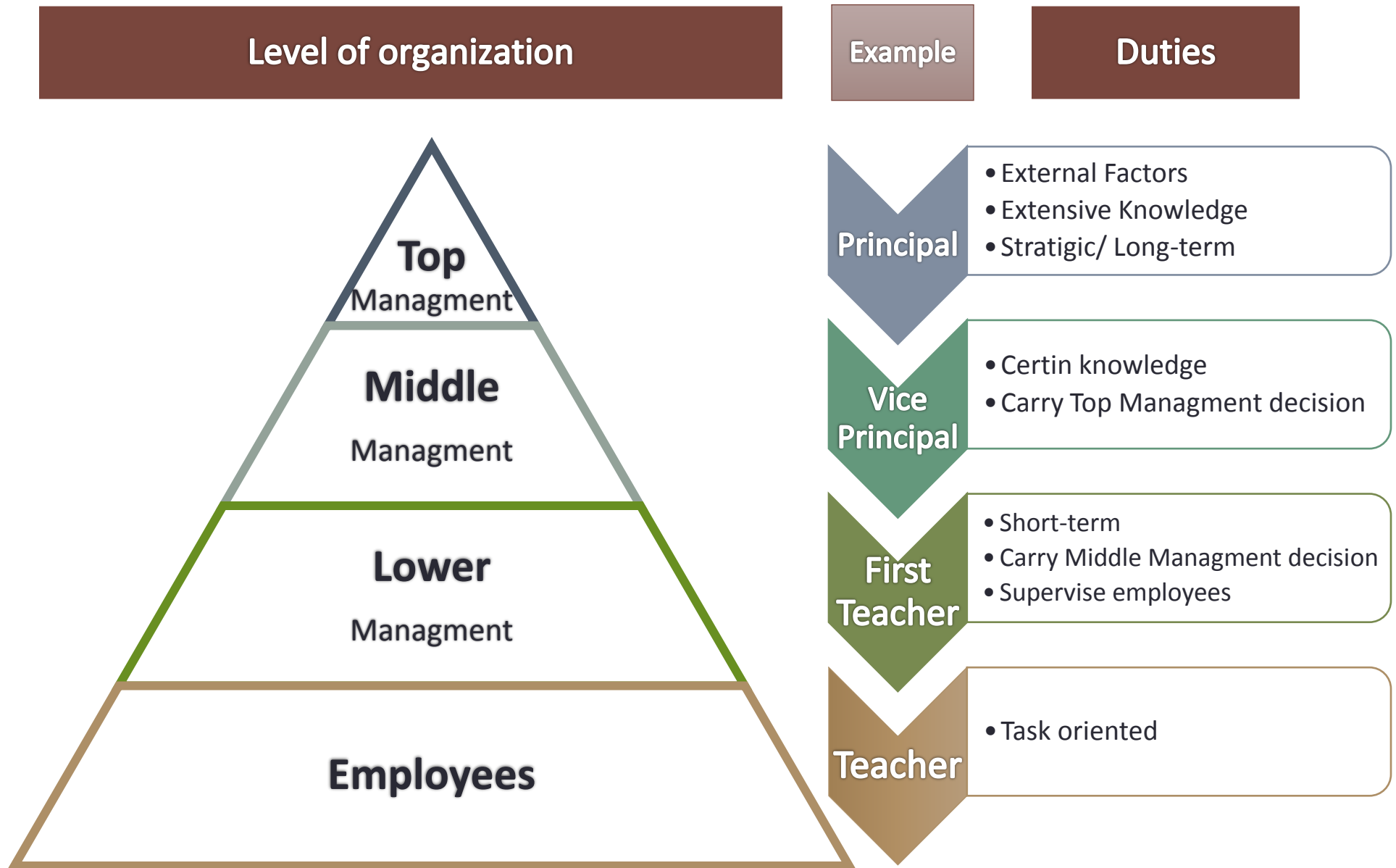


إذا كان السؤال عن المكاتب **المغلقة** قم بعكس الإجابة

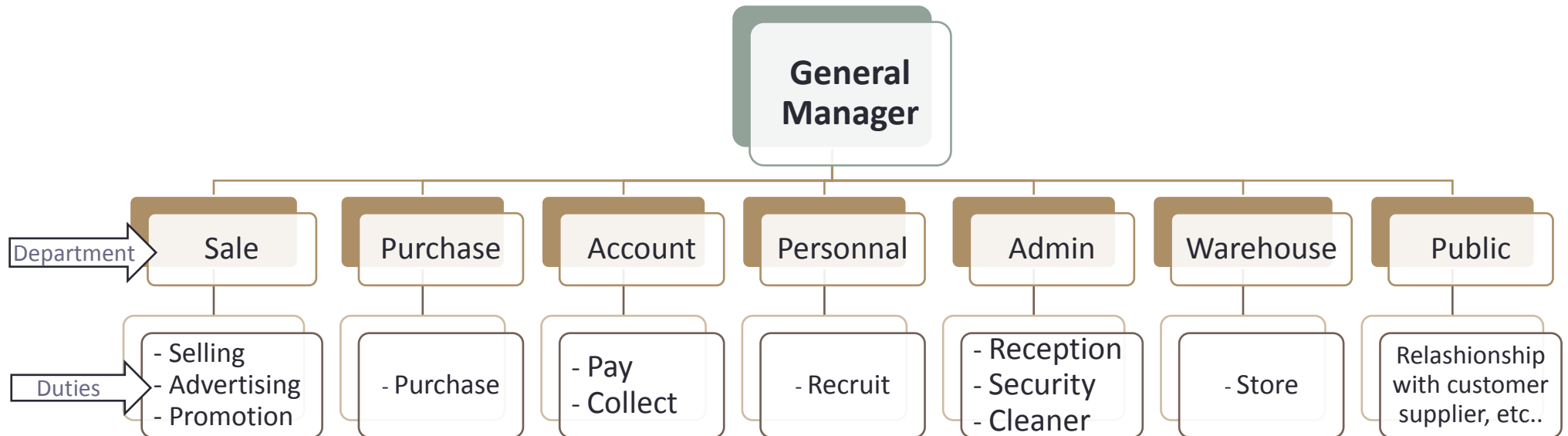
➤ Levels of organization:

P3 Page 14

Q6 Page 13



➤ Organizational chart: الهيكل التنظيمي للشركة



➤ Employee Ethics & Qualities: أخلاقيات الموظف



## Obligations - واجبات

Q11 Page 21

### Employee الموظف

- Come in persona.
- Come on time.
- Be competent.
- Take good care of employer's property.

### Employer صاحب العمل

- Provide a clean and safe working place.
- To pay fair salaries.
- Give all details of rights of an employee.
- Treat every employee with the same.

