Chapter 1

Office

Define the Office

Q1 Page 10

A place where information received, processed and filed.

أنواع المكاتب Office types

Q3 Page 10







Open office

Close office

Cubicle office

Advantage & disadvantage of open office:

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

P1 Page 11

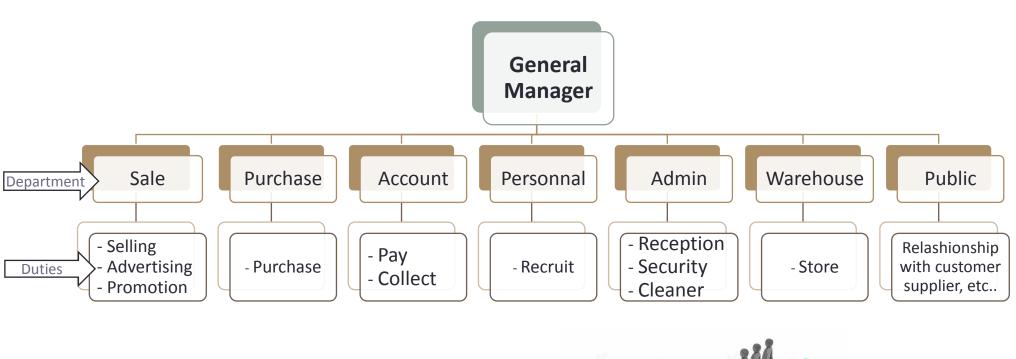
Q5 Page 11

Note: for close office you have to reverse



اذا كان السؤال عن المكاتب المغلقة قم بعكس الاجابة

> Levels of organization: P3 Page 14 Q6 Page 13 Level of organization **Duties** Example External Factors • Extensive Knowledge Principal • Stratigic/ Long-term Top Managment Certin knowledge Middle Vice • Carry Top Managment decision Principal Managment • Short-term • Carry Middle Managment decision Lower First Supervise employees **Teacher** Managment Task oriented Teacher **Employees**







واجبات - Obligations

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الموظف Employee

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

صاحب العمل Employer

- 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.

