LESSON NOTES WEEK 15

Year/Level: 10   **Subject: Office Technology**

Strand : 2	COMPUTER CONCEPTS AND SKILLS
Sub Strand : 2.1	BUSINESS ENVIRONMENT
Content Learning Outcome	At the end of the lesson students should be able to: **features of business environment, types of environment**

An Office

An office is an area of a business where people-using materials, tools and resources –perform the administrative services required to support the main functions, objectives, plans, system process and ultimately the goals of the business.

There are different types of offices:

1. Traditional Office
This is just an area in a building where there is tables and chairs, a personal computer with printer, and telephone system, a filing cabinet and most probably couch for visitors to sit while waiting to be served.

2. Electronic Office
Electronic communication system, an office is not necessarily in one place. Many people are working from home linked to their employer's main office through computer networks.

3. Remote control office

Lets users access another computer via dial-up networking (DUN), directs dial or network connections (including the internet). After remote users connect, they can perform file transfers, troubleshoot system, run remote applications and train another user, all but sitting in front of the remote computer. Other features include voice chat, text chat and disk cloning.

4. The electronic remote-access office

All this means is that the traditional office of the present day is going to change to a more electronically controlled and remote-access office.

Activity

In a paragraph, discuss the different types of offices.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____