

SCHEME OF WORK FOR THIRD TERM 2017

WKS	TOPICS
1.	Compound cleaning and resumption test
2.	Office equipments (i) Meaning, Identification (ii) Types of office equipment (iii) The importance of office equipment
3.	(i) Uses of office equipment (ii) care of the office equipment
4.	Store Records: (i) Meaning of store, Meaning of store records (ii) Procedure for store procurement (use of store requisition) (iii) Importance of stock taking
5.	Simple single business plan (i) Simple single business plan (ii) Procedure for drawing up simple single business plan (iii) Draw up a single business plan
6.	Setting simple business goals: (i) simple business goals, Meaning, Strength, weakness, opportunities, threat.
7.	Mid- Term- Break
8.	How to make complaints: (i) Procedure for banning chemical not suitable for use (ii) Reason for restricting chemical not suitable for use (iii) Procedures for restricting chemical not suitable for use.
9.	Revision
10.	Examination
11.	Closure

OFFICE EQUIPMENT

Office equipment are needed in the office for efficient performance and smooth running of the business. Because of increase growth in technology and need for efficiency in business, various office equipment and machines are used today more than before.

Today, computers of various kinds and different products are being used for various purposes in offices more than before. There are also items of furniture such as filing cabinet which are used in the office for greater efficiency of work.

The following are some of the office equipment found in an ideal office: Staplers, typewriters, photocopiers, calculators, perforator, steel cabinet, duplication machines, various kinds of computers etc.

FACTORS TO BE CONSIDERED WHEN CHOOSING OFFICE MACHINES FOR THE OFFICE

1. Purpose or use: The purpose for which the machines are used must be considered first. If this is not done, one may purchase machine that is not actually needed.
2. Cost: Cost of the equipment must be considered. The cost at which the machine is sold tells you whether you will be able to purchase it.

3. Durability of the machine is also considered. If not, one may buy a machine that may break down and be abandoned after a short time.
4. Choice of the employee to man or operate the machine must be considered.
5. Production rate of the machine. A machine that offers high rate of productivity should be preferred than buying a low rate machine.

TYPES OF OFFICE DEVELOPMENT

There are various types of office equipment found in an ideal office.

Some of them are:

1. Typewriter: The typewriter is the most common standard office machine found in many offices. It is used to type document in the office. There are three main types of typewriter namely: Standard typewriter, portable typewriter and electric typewriter.
2. Duplicating machine: When many copies of document are required, duplicating machines is preferred to a typewriter. The duplicating machines have capacity of producing as much as 5,000 copies from one original copy.
3. Photocopying machines: Office copier is the machines used in producing facsimile. Facsimile is the exact copy of the original documents eq. letters, signature and all sorts of documents. It does not need carbon or stencil sheet to reproduce document rather once the document to be reproduce is positioned into the photocopier, production starts automatically.
4. Perforator: A perforator is one of the indispensable office equipment used to make hole on papers and file covers. These holes are necessary because it facilitates filing of documents.
5. Filing cabinet: Filing cabinet is a type of furniture built in form of a cupboard with drawers and shelves for the purpose of storing files. Filing cabinet van be made of wood or steel.

OTHERS INCLUDE:

1. Time-stamping machine
2. Binding machine
3. Cheju writing and signing machine
4. Paper shredding machine
5. Laminating machine
6. Letter opening machine
7. Franking machine
8. Add-listing machine
9. Counting machine
10. Stapling machine
11. Calculator
12. Filing cabinet
13. Adding machine

14. Photo copying machine
15. Duplicating machine
16. Typewriter

IMPORTANCE OF OFFICE EQUIPMENT

1. To save time: Machines work faster than men. Office machine saves time with less fatigue or stress.
2. To save labor: Properly designed office machine saves labor (that is) man power force is reduced since most can start a job and got the finishing state.
3. To provide accuracy: Office equipments work accurately. It increase accuracy in all types of work and reduces error
4. To improve quality of work: Office equipment helps to maintain the neatness, accuracy and quality of work done
5. To lower operating cost: Office equipment reduces the cost of the job manually

USES OF OFFICE EQUIPMENTS

1. Perforator: This machine is used to make holes on papers, files, documents etc.
2. Photocopier: This is used to produce document to the required number
3. Calculator: This machine is used to calculate thing in the office
4. Letter opening machine: This machine is used to open letters to avoid tearing
5. Stapling machine: This is used to staple and pin documents together

CARE OF OFFICE EQUIPMENT

Office equipments should be cared for in the following ways:

1. Electronic office equipments keeps a business rolling, day in day out and it needs to be cleaned always.
2. Always call for a specialist to maintain those equipments, do not try to work it by yourself.
3. Proper maintenance checks: Prevention is better than cure. Steady check-ups of the machines/equipments; keep them well-oiled makes the equipments to last long.
4. Installing quality office equipment helps the equipment to last long. Fairly-used equipment will result to steady maintenance but brand new equipment can serve with less maintenance.
5. Operate those equipments in a clean environment; always avoid dust in case of computer set with printers.

STORE RECORD: MEANING

Store Record also called stock Record means the various ways in which stock are brought into the firm and the ways in which they are taken out of the store for use in the company. If after ordering for stock for use in the company, the goods are left for workers to take and use without check and control, this will give room for misuse of stock, damages etc.

The stock card is used to check the movement of stock while the requisition form is necessary when goods are needed from the store by any arm of the organization say purchasing department. All these processes whereby goods are ordered, kept in custody and controlled is called stock control.

A store is a place where we keep our goods, raw materials, finished and unfinished products, For example factories usually have two store rooms, one store for the raw materials, spare parts and partly finished goods while the other house is for the finished products of the until the time they would be delivered.

1. Procurement form: Before ordering for goods into the company, the department or officer concerned must obtain and fill what is known as the procurement form.
2. Stock card: Stock card is a record of movement (in and out) of stock. A card is provided for each item of stock. The card has three major columns that is "Stock out and "Stock balance".
3. Requisition form: In order to maintain efficient and proper management of stock, all workers desiring to take stock from the store room must present a form called Requisition form. It must be signed by his head of department authorizing that the items stated in the form should be issued to the bearer.
4. Stock taking: Stock taking also known as inventory is done by both trading and manufacturing firms at specific intervals. Monthly, yearly, weekly depending on the circumstance and needs of the company.
Stocks itself can be one of the following
 1. Partly finished goods
 2. Finished goods ready for sale
 3. Raw materials used by the firm for production

IMPORTANCE OF STOCK TAKING

1. It enables the company to know the quantity and value of stock they have at the end of the year or period.
2. It enables the company to know obsolete stock that is stock that are out-dated.
3. It enables the company to know damaged stock.
4. Slow-moving and static stock are discovered when stock is taken.
5. With the help of stock taking, the company discovers missing stock.

Simple single Business plan could be defined as a statement of what business to establish, what your goals and objectives are, details on how to generate income to run the business in order to earn profit.

However, the business plan should demonstrate the financial viability of the business and not only describe the business.

PURPOSE OF A SIMPLE BUSINESS PLAN

1. It provides you with a detailed set of guidelines, setting out how to start your business, what it will cost to set it up.

2. It will also provide what resources that are required to ensure the success of the business.
3. What next income do you expect that can flow from the business and how long it will take to reach.
4. The business plan may be used to convince banks or investors that your prospective business is viable and can be used to find financial support for the business.

COMPLAINT-MEANING

This could be defined as an expression of discontent, regret, pain, lament, fault-finding or grief. It is also a statement that you are unhappy or not satisfied with something, the act of saying or writing that you are unhappy or dissatisfied with something.

WHO CAN MAKE COMPLAINT?

1. The person who experienced the problem can make complaint.
2. A parent or guardian of the person or child concerned.
3. A relative, friend or representative chosen by the person concerned for the purpose of making the complaint

STEPS TO BE ADOPTED TO RESTRICT CHEMICAL NOT SUITABLE FOR USE

1. Preparatory work: A member state, the European commission have a concern that a certain substance poses a risk to human health or the environment. There must be a preparatory work to investigate the problem before action is taken.
2. Notify the intention to prepare a restriction dossier. If the member state, the commission concludes that a restriction appears to be the best way forward, it has to notify its intension dossier.
3. Prepare the restriction dossier: The restriction dossier shall include information on hazards and alternatives and a justification for restrictions
4. Submit the restriction Dossier: The restriction proposal can be submitted by e-mail or internet
5. Public consultation on the restriction report: Conforming restriction reports will be published on website, excluding any confidential information.
6. Prepare and adopt the opinion: Within nine months of the date of the publication of the restriction reports, the company prepares and adopts an opinion based on the restriction dossier and comments.

BUSSINESS OBJECTIVES AND GOALS

Business Goals and objectives are part of the planning process. They described what a company expects to accomplish throughout the year. Business owner usually outline their goals and objectives in their business plans. These goals and objectives might pertain to the company as whole, departments, employees, customers and even

marketing efforts. |Most companies use specific measurements to keep track of their goals and objectives.

A business plan is a formal statement of business goals, reasons they are attainable and plan for reaching them. It may also contain background information about the organization or team attempting to reach those goals.

WHAT ARE BUSINESS GOALS

A goal can be life- changing for individual and businesses. For a business to set and accomplish its goals and objectives there should be a serious and consistent effort.

HOW TO SET BUSINESS GOALS

1. Determine your Long-Term Aims: Start by distinguishing your long-term goals from your short-term goals. That is stating your mission on the reason why your company was founded.
2. Solicit Employee Input: You may have a clear vision of where you want your company to go, but it is also very important to motivate your employees towards achieving those goals.
3. Stay organized and focused: A growing business needs to be organized and focused. Always check the outcome of your business and also the income.
4. Be Consistent: The problem that can arise with having many goals is inconsistency. One may star up a business today after some time he drops-out as a result of low income. Be consistent on a particular business and be known on that.

MEANING OF (SWOT)

1. Strength of the Business: The strength of a business is analysis by what your business does best. If you know tour business strengths you can make a product with the highest quality at a cheaper rate that is your strength.
2. Weakness: Knowing your business weakness is very important analysis. For instance “unable to produce enough goods to meet up with the demand is a weakness”. If you know your business weakness you try to strengthen it and not publicizing it.
3. Opportunities: Opportunities can come when a business can grow and succeed with new or existing products. Opportunities may be a newly technology or anything that can add to your business. If you know the opportunities facing your business, you can grab the strategy and resources to achieve specific goals.
4. Challenges and Threats: The threats or challenges facing your business should be taken care of if not may lead to the dissolution of your business.

