# **SUBJECT**  **BUSINESS BASICS**

**GRADE 7**

**TOPIC OFFICE LAYOUTS**

# WHAT IS AN OFFICE?

An office can be described as a room, a set of rooms, buildings or any place used for

commercial or professional job.

TYPES OF OFFICE LAYOUTS

# What is An Office Layout?

An Office Layout is the arrangement of the floor space so that all equipment, supplies and personnel (employees) can function at maximum efficiency.

TYPES OF OFFICE LAYOUTS.

There are three types of office layouts. They are:

1. The Enclosed Office

2. Open – plan Office

3. Virtual Office

A. ENCLOSED OFFICE

The Enclosed Office is also known as the Traditional Office or the cellular office.

It has rooms where employees work by themselves or maybe two workers.

The enclosed office usually has permanent walls and doors. A sign is usually affixed to the door.

Examples of enclosed office at St. Catherine High school are: the Principal, Vice Principals

and Dean of Discipline’s Office.

In other organizations such as a bank, an enclosed office would be the Branch Manager,

Loans Manager and Operations Manager.

Advantages of the Enclosed Office. Disadvantages of the Enclosed Office

1. There is less risk of distraction 1. Cellular office accommodates fewer

2, Noise is reduced workers.

3. Employees have more control over 2. Staff may feel isolated/ lonely.

 their working environment. 3. It is more difficult to supervise

4. There is greater security of sensitive workers I n an enclosed office.

 Documents 4. Once the enclosed offices are set up

5. Workers have greater privacy it is difficult to change the layout.

 5. There is higher maintenance cost

 because of separate lighting and

 air-conditioning etc.

 6. Less effective communication among

 Workers.

B. OPEN PLAN OFFICE

An Open – plan office is a single large room that is made to accommodate a large number of

employees where these employees work together in the same space.

An examples of Open plan office at St. Catherine High School is the Staff rooms where there

are many teachers working in one staffroom.

An example of open plan office at a business place is National Housing Trust or a bank.

Advantages of Open Plan Office Disadvantages of Open plan office

1. Communication is easier as all workers 1. There may be a lack of privacy

 are in one area. ( risk of lack of confidentiality)

2. Teamwork is encouraged and friendships 2. Open plan tend to be noisy.

 are developed 3. Sickness can be spread easily.

3. The layout can be rearranged if needed quickly 4. It can lead to low productivity.

 and with little effort. 5. It will be difficult to cater to

4. It is cost effective as one room uses the lighting all employees different needs

5. It is easier for managers to supervise workers

C. VIRTUAL OFFICE

A Virtual Office is a comp[any that does not necessarily have a physical location. It is one

that exists in cyberspace. This is because the persons who use it communicate with each

other by computer.

A virtual office can happen in a car, in a house, under a tree or anywhere that the person is

able to use a computer with internet access, telephone and a fax machine.

Advantages of a Virtual Office. Disadvantages of Virtual Office.

1. The business saves cost of purchasing and 1. Workers may experience technical

 renting office space. difficulties with equipment.

2. There are lower utility costs 2. Lack of face to face

3. It reduces overcrowding. communication may lead to mis-

4. Employees save time and money because communication.

 they do not have to commute everyday. 3. Workers may feel isolated.

 5. Employees can be hired no matter of their 4. Workers may be distracted by

 physical location home responsibilities.