

Learning Targets: You will learn about various types of offices and office workers. You will gain an understanding of typical goals and structures of businesses. You will be able to work as a team and meet project deadlines.

1.1 Demonstrate knowledge of the history of business; 8.8 Assess impact of technology on the workplace

## Questions

1. Why is it valuable for a worker to understand the business of the organization in which he or she is employed?
2. In what ways can workers learn about the organizations in which they are employed?
3. What are common forms of businesses?
4. How does a corporation, in general, differ from a single proprietorship or a partnership?
5. What do not-for-profit entities provide?
6. What kinds of services do governmental units provide?
7. How does an organization chart aid in understanding a company?

## Organization Charts

An organization chart is often used to visually show the structure of an organization. Prepare an organizational chart showing the management team for the **World Wide Sales and Service Division** of a multinational company. Refer to figure 1-2.7 on page 23 for a sample.

1. Begin with the company name, **GLOBAL MANUFACTURING**, followed by the division name, centered at the top as the chart title.
2. Place **Thomas McEwen**'s name and title, **CEO**, in the top block of the chart.
3. Insert a block for **Paul B. Kalis, Sr. Vice President**, who is head of the division and reports to Thomas McEwen.
4. Insert blocks for the following vice presidents who report to Paul B. Kalis:
  - a. **Marco Ortiz, Vice President, Latin America**
  - b. **Akira Komuro, Vice President, Asia, Pacific**
  - c. **Rachel J. Kohnstamm, Vice President, Europe, Middle East, Africa**
5. Insert a block for **James E. Phelps, Assistant Vice President, Europe**, who reports to Rachel J. Kohnstamm.
6. Insert blocks for **Jean L. Lucent, Manager, France**, and **Howard A. Toole, Manager, Denmark**, who both report to James E. Phelps.

## Team Activities

Pages 26-27: Interacting with Others

Page 31: Activity 1

Special directions: for step 4 of this activity also incorporate the following information:

- What is the primary product or service of the business or organization?
- What percentage of the employees work in offices at this location?
- How many workers telecommute? If there are workers who telecommute, how many of them are considered office workers?
- What technology is being used in preparing letters and memorandums? for telecommunications? for records management? In general, determine if the technology in use is state-of-the-art, somewhat up-to-date, or primarily a non-computerized type.