



TAISOLARIN UNIVERSITY OF EDUCATION

SEA-212 ASSIGNMENT

NAME: MATTEW OLUWATOYIN MAYOWA

MATRIC: 20200504057

COLLEGE: COVTEd

COURSE: OFFICE ADMINISTRATIVE

CODE: SEA212

NUMBER: 122

QUESTION

1. Write extensively on the general usefulness of office to an organization
2. As a confidential secretary write a minute of a departmental meeting held on January 10 2022
3. Write on organization chart don't forget to include advantages and disadvantages of organization chart

