

ST. VINCENT GIRLS' HIGH SCHOOL
BUSINESS STUDIES & TVET DEPARTMENT

Term Plan (Term 1)

Office Administration (4th Form) 2025-2026

Week	Topics
Week 1 (Sept 2–6)	Orientation & Introduction to Office Administration <ul style="list-style-type: none"> • Overview of syllabus, class rules, and assessment structure • Definition and role of the modern office • Functions of the office in business activities
Week 2 (Sept 9–13)	Office Orientation <ul style="list-style-type: none"> • Office structure and organization • Types of office arrangements: traditional, open plan, virtual • Ergonomics of the office (comfort, health, safety)
Week 3 (Sept 16–20)	Office Orientation (cont'd) <ul style="list-style-type: none"> • Office resources and equipment • Factors to consider when selecting office resources • Skills, attitudes, and attributes of office personnel
Week 4 (Sept 23–27)	Office Orientation (cont'd) <ul style="list-style-type: none"> • Human relations in the office • Review and consolidation of Office Orientation section • Class activity/mini practical (office layout, ergonomics, equipment)
Week 5 (Sept 30–Oct 4)	Communication – Introduction <ul style="list-style-type: none"> • Channels of communication (oral, written, electronic, non-verbal) • Factors affecting selection of communication channel • Barriers to communication

Week 6 (Oct 7–11)	<p>Communication – Written Communication</p> <ul style="list-style-type: none"> • Stationery types and uses • Memorandum: format, purpose, structure and tone • Business letters: types, format and layout • Sources of information
Week 7 (Oct 14–18)	<p>Communication (cont'd)</p> <ul style="list-style-type: none"> • Telecommunications services • Postal and courier services • Handling incoming and outgoing mail • Practical simulation (communication scenarios)
Week 8 (Oct 21–25)	<p>Communication – Extended Content</p> <ul style="list-style-type: none"> • Electronic communication tools (email, teleconferencing, VoIP) • Practical exercises in message handling and information flow • Consolidation of Communication section
Week 9 (Oct 28–Nov 1)	<p>Travel Arrangements</p> <ul style="list-style-type: none"> • Procedures for making travel arrangements • Travel documents and their importance
Week 10 (Nov 4–8)	<p>Travel Arrangements (cont'd)</p> <ul style="list-style-type: none"> • Information and services for travel (tickets, itineraries, accommodation) • Time zones and calculation of time differences • Monetary instruments for travel
Week 11 (Nov 11–14)	<p>Travel Arrangements – Extended Content</p> <ul style="list-style-type: none"> • Practical exercises: preparation of travel itineraries • Review and integration of all Term 1 topics • Exam preparation
Week 12 (Nov 17 onward)	<p>Exams – Term One Examinations Begin</p>