

ST. VINCENT GIRLS' HIGH SCHOOL

Business Studies and TVET Department

Term Plan (Term 1)

Office Administration (5th Form) 2025-2026

WEEK	TOPICS
Week 1 (Sept 1st- Sept 5th)	<u>Section VII: Human Resources Management</u> <ul style="list-style-type: none">• 4th form exam review and corrections• Identify the functions of the HRM office• CASE STUDY: Labour Turnover Calculation, actions to reduce labour turnover, disciplinary actions to bring about improvement.• Internal and external factors that cause labour turnover• Duties of the HRM Clerk• Attributes of HRM Clerk
Week 2 (Sept 8 th - Sept 12th)	<ul style="list-style-type: none">• Correction to CASE STUDY• Recruiting agencies• Stages in the recruitment process• Factors to be considered for employment- career interest, job analysis, job description, job specification, qualifications, training and experience, salary and fringe benefits, location and logistics, image of the firm and opp. for career development.• Job advertisement and short-listing suitable applicants
Week 3 (Sept 15 th - Sept 19th)	<ul style="list-style-type: none">• Preparation of documents for employment including application forms, application

	<p>letters, curriculum vitae/ resume, obtaining references, and portfolio</p> <ul style="list-style-type: none"> • Follow up letters to no reply received to application and acceptance of offer
Week 4 (Sept 22 nd - Sept 26th)	<ul style="list-style-type: none"> • Prepare other types of documents: resignation letter, application for leave (sick, vacation, study), acknowledgement letter • Duties and attributes of a clerk in the HRM office
Week 5 (Sept 29 th - Oct 3rd)	<ul style="list-style-type: none"> • Interviewing (factors to be considered) • Selection • Training and induction training • Orientation
Week 6 (Oct 6 th - Oct 10th)	<ul style="list-style-type: none"> • Appraisal and evaluation of employees • Staff welfare • Promotion, transfers, layoffs and dismissals • Deployment of staff • Knowledge of work environment: labour laws, statutory provisions for employee protection, ILO, Factories Act, OSHA, collective bargaining agreements
Week 7 (Oct 13 th - October 17th) Harvest Celebrations Oct 17th	<p><u>Section VIII: Accounts & Financial Services</u></p> <ul style="list-style-type: none"> • Identify the role & functions of the Accounts Office • Describe the duties and attributes of the Accounts Clerk • Hardware and Software Resources used in Accounts office (calculators, POS)

	<p>terminal, printers, scanners, copiers, accounting packages, spreadsheet packages)</p> <ul style="list-style-type: none"> • Prepare simple documents: pay slip or payroll and complete a currency memorandum
<p>Week 8 (Oct 20th- Oct 24th) National School's Inde. Rally /GHS Inde. Rally</p>	<ul style="list-style-type: none"> • Prepare debit notes, credit notes and cheques • Types of cheques • Procedures for making and receiving payment through manual and electronic methods (cash, cheques, credit/debit cards, money order, postal order, standing orders, bank drafts, letters of credit, elec. Transfers, mobile money)
<p>Week 9 (Oct 27th- Oct 31st) Simone Murray Business Marathon Oct 29th</p>	<ul style="list-style-type: none"> • Procedures for the payment and control of petty cash using the imprest system – vouchers, cash disbursement sheets, and summarizing expenses
<p>Week 10 (Nov 3rd- Nov 7th)</p>	<ul style="list-style-type: none"> • Interpretation of entries in a bank statement and a cash book: debit & credit entries, running balance, cash book balances, bank/service charges, outstanding cheques, outstanding deposits, standing orders, credit transfers, interest paid and received, NSF and return to drawer. • Procedures for reconciling- reasons for differences between cash book and bank statement, check entries in a cash book against entries in a bank statement, update a cash book

	with missing entries, and draw up a reconciliation statement
Week 11 (Nov 10th- Nov 14th)	<ul style="list-style-type: none">• Types of Financial Institutions• Functions of financial institutions
Week 12	<ul style="list-style-type: none">• Term 1 Exams Begin• November 17th 2025