

# ST. VINCENT GIRLS' HIGH SCHOOL

Business Studies and TVET Department

Term Plan (Term 3) 2025- 2026

Office Administration

Form 4 Technical

<b>Week</b>	<b>Dates</b>	<b>Topic(s)</b>	<b>Content / Objectives</b>
<b>Week 1</b>	Apr 13 – Apr 17	Term Opening / Orientation	Review previous term's content, explain Term 3 syllabus areas, organise notebooks and explain OA SBA.
<b>Week 2</b>	Apr 20 – Apr 24	<b>Meeting Documents</b>	Notice of meeting.  Agenda; order of business; importance of accurate meeting preparation.  Minutes of meetings – meaning, importance, types of minutes, layout and formatting; preparing minutes from notes; resolutions and motions.
<b>Week 3</b>	Apr 27 – May 1	<b>Travel Arrangements</b>	Meaning and importance of travel arrangements in business; role of office staff; planning itineraries; booking transportation and accommodation.  Time zones.  Travel documents: passport, visa, tickets, insurance; foreign exchange; travel schedules; use of technology in travel bookings.
<b>Week 4</b>	May 4 – May 8	<b>Non-Teaching / Catch-up / School Activities</b>	Reinforcement exercises, document formatting practice, SBA guidance, make-up lessons if needed.
<b>Week 5</b>	May 11 – May 15	<b>Record and Information Management I</b>	Meaning and importance of records management; types of records; filing systems (alphabetical, numerical, subject, geographical, chronological); <b>indexing rules and procedures</b> ; coding records for retrieval.

<b>Week 6</b>	May 18 – May 22	<b>Record and Information Management II</b>	Practice creating indexes; cross-referencing; electronic records management; security of information; and confidentiality
<b>Week 7</b>	May 25 – May 29	<b>Record and Information Management III</b>	Retention and disposal of records
<b>Week 8</b>	Jun 1 – Jun 5	<b>Exam Revision of Topics</b>	Final revision: Office Orientation, Communication, Reception and Hospitality, Travel Arrangements, Records and Information Management, and Procurement
<b>Week 9</b>	Jun 8 – Jun 12	<b>Term 3 Exams Begin</b>	Internal examinations.
<b>Week 10</b>	Jun 15 – Jun 19		Internal examinations.
<b>Week 11</b>	Jun 22 – Jun 26		Internal examinations.
<b>Week 12</b>	Jun 29 – Jul 1	End of Term Wrap-up	Final feedback, reports