

## THIRD TERM 2019/2020 SCHEHE OF WORK

### OFFICE PRACTICE

#### WEEKS    TOPICS

- 1.Revision / filing
2. Methods of payment
3. Means of payment
4. Wages and salaries
5. Methods of paying wages
6. Procedures of paying wages
7. Payroll and pay slip
8. Imprest
9. Preparation of an imprest account
10. Revision
- 11-12 Examination