N5 National Qualifications

Administration and IT Assignment Assessment Task

This is the assessment task for the assignment Component of National 5 Administration and IT Course assessment.

It must be read in conjunction with the general assessment information for this Component of Course assessment.

Valid for session 2014/15 only

School Trip to Paris, France

This edition: January 2015 (version 1.0)

Instructions for candidates

This assessment applies to the assignment for National 5 Administration and IT.

This assignment is worth 100 marks. The marks contribute 100% of the overall marks for the Course assessment. The Course will be graded A–D.

It assesses the following skills and theory:

- use of advanced IT functions in word processing, spreadsheets, databases, presentations and desktop publishing to produce and process information in familiar contexts
- skills in using technology for investigation
- skills in using technology for electronic communication, taking account of the context, audience and purpose of communication
- administrative skills related to organising and supporting an event
- skills in problem-solving.

Your assessor will let you know how the assessment will be carried out and any required conditions for doing it.

In this assessment, you will:

- work through a series of tasks which will test skills and theory listed above
- complete the tasks in the order presented
- be allowed four hours to complete the assignment
- make sure your name, school and task number are entered on each printout submitted.

Assignment Task

School Trip to Paris, France

You work as an Admin Assistant at Park View High School. You will be working with Ms Susan MacFarlane, she is the teacher in charge of organising this year's school trip to Paris, France from 16-22 October 2015.

You have been asked to complete the following planning, support and follow-up tasks.

- **The Assignment should be completed in task order.**

- **Ensure your name, school and task number are displayed on each printout.**

- **Ensure all comments within files are actioned and deleted.**

- **Your teacher/lecturer will provide you with an e-mail address.**

- **Printouts of e-mails must show evidence of sending.**

- **Each spreadsheet or database must be printed on one page.**

To-do-list

Task	Printouts	Marks Available	Completed ✓
1	Letter	12	
2	Database Form	4	
3	Poster	6	
4	Spreadsheet: • value view • formulae view	2 8	
5a	E-mail with evidence of sending	4	
5b	Completed e-file	7	
6a	Database: • Table	4	
6b	Database • Query	4	
7	Itinerary	7	
8a	Spreadsheet: • value view • formulae view	5	
8b	Graph	4	
9	Presentation in handout view	7	
10	E-diary weekly view	4	
11	Database Report	5	
12	Feedback Form	8	
13	Certificate	5	
14	Completed e-file	4	

Task 1

Using the information below, complete and print a copy of the letter. The letter has been started and saved using the filename **Letter.**

[SACRE KOEUR]

Programme: Our plan is to visit famous Parisian landmarks such as the Sacre Coeur, Eiffel Tower and Notre Dame Cathedral. We will also visit the Louvre - a trip to Paris would not be complete without a visit to the Mona Lisa! There will be a full day at Disneyland Paris too.

trs

Trip Includes: Travel by private coach, Eurotunnel, all meals, accommodation and excursions.

/further If you have any / questions, please contact me at the school.

Yours faithfully

- Embolden all paragraph headings.
- Insert the paragraph Programme after the second paragraph.
- Insert the Trip Includes paragraph after the paragraph on accommodation.
- Insert the last paragraph as the final paragraph of the letter.
- Complete the signature block for Susan MacFarlane, Trip Leader.

Task 2

The database file **School Trip** contains the names of pupils who have already signed up for the trip. This form was received late without a deposit. Use the information below to update the tables **Pupils** and **Requirements**.

Park View High School
Grange Road
CRIEFF
Perthshire
PH6 2DZ

PARENTAL CONSENT FORM

Pupil Name	Daniel Kolowski
Date of Birth	9 April 1996
Parent/Guardian Name	Mr Kris Kolowski
Address	2 Firtree Avenue Crieff PH2 6HY
Contact Tel No	07956535255
E-mail address	dank@talk.com
Dietary/Medical requirements	Asthma
Passport No	931522766

CHECKED

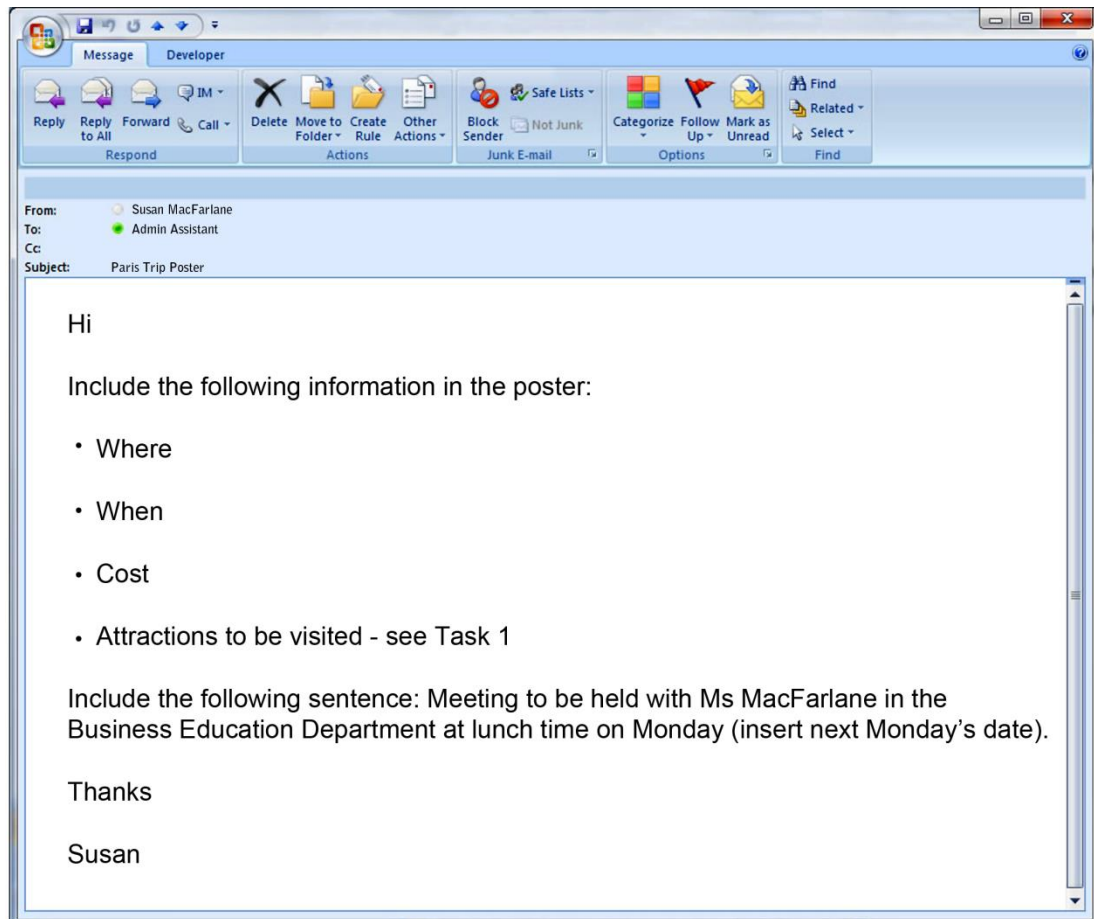Add this pupil to the database using a form. Insert form footer Paris 2015. Print a copy of Daniel's form

FOR OFFICIAL USE	
ID No	21

Task 3

Prepare and print a poster to advertise the Paris Trip. Use various fonts, text formats and graphics.

From: Susan MacFarlane
To: Admin Assistant
Cc:
Subject: Paris Trip Poster

Hi

Include the following information in the poster:

· Where

· When

· Cost

· Attractions to be visited - see Task 1

Include the following sentence: Meeting to be held with Ms MacFarlane in the Business Education Department at lunch time on Monday (insert next Monday's date).

Thanks

Susan

Task 4

A decision on which Coach Company to be used has to be made. Open the spreadsheet file **Costs** and complete the worksheet **Travel Costs** using the information from the table below.

- Print one copy in value view, landscape and on one page with gridlines only.
- Print one copy showing formulae, landscape and on one page with gridlines and row and column headings.

COACH COMPANY	CHARGES PER DAY FOR SCOTTISH TOURS	CHARGES PER DAY FOR EUROPEAN TOURS
CROWNE COACHES	£350	£500
AAA Coaches	£375	£525
Smith & Son Coaches	£385	£585
Executive Coaches	£399	£599
City Circles	£380	£580
COACH ZONE	£350	£520

DISCOUNT.
All coach companies have agreed that if the total cost is over £4,000 a discount rate of 10% will be given; otherwise a 7% discount will be given.

Task 5a

Pupils who do not have a valid European Health Insurance Card (EHIC) must apply for one.

Find the NHS website where the form can be found.

Copy this link and include it in an e-mail to the office and copy the Head Teacher into it.
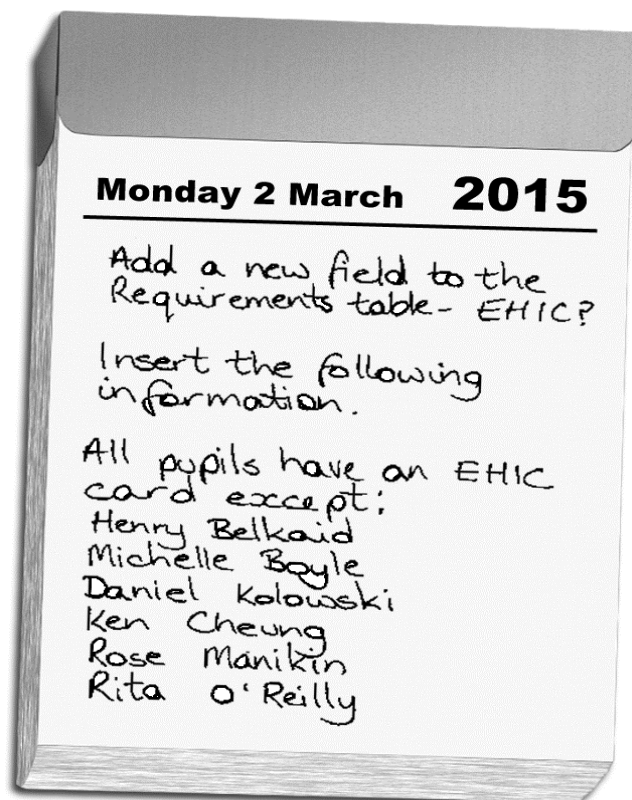
Ask the office to put this link on the school website under the details for the Paris Trip 2015.

Task 5b

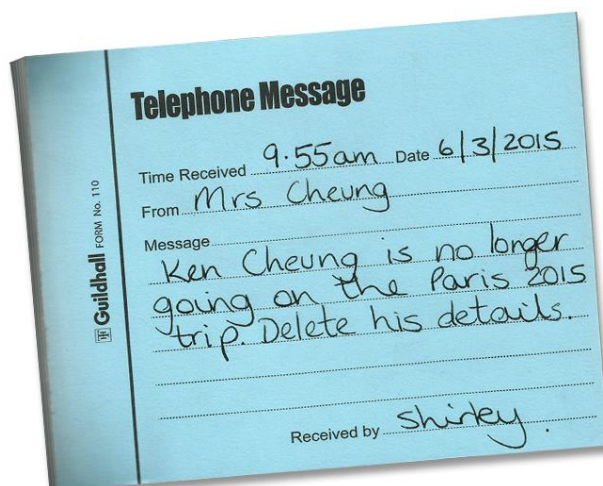Open the file **Internet** and print a copy of your answers.

Task 6a

Update the database using the information below. Print the table showing pupil name, contact tel no, deposit paid, passport checked and EHIC? in that order. Sort in alphabetical order of surname.

Monday 2 March 2015

Add a new field to the Requirements table - EHIC?

Insert the following information.

All pupils have an EHIC card except;
Henry Belkaid
Michelle Boyle
Daniel Kolowski
Ken Cheung
Rose Manikin
Rita O'Reilly

Task 6b

Update the database using the information below. Then search the database for any pupils suffering from asthma or diabetes and who do not have an EHIC.

Print the results of this search showing pupil name, contact no and medical info.

Telephone Message

Time Received 9.55am Date 6/3/2015
From Mrs Cheung
Message
Ken Cheung is no longer going on the Paris 2015 trip. Delete his details.

Received by Shirley.

Task 7

Susan MacFarlane has asked you to update the itinerary. Open the file **Itinerary** and update as indicated below. Print a copy of the completed itinerary on one page.

Day 2
Starts at 9.30am when we depart the hotel for a bus tour round the city sights.
We will stop for lunch at Montmartre at noon.
At 1pm there will be a tour of the Sacre Coeur.
At 2.30pm we will climb the Eiffel Tower,
Dinner will be at 5pm

There will be a Bateaux Mouches Trip on the River Seine at 7pm.

The Cook School is having painting work done and have had to change the day. Swap the Cook School trip with the trip to Versailles and Notre Dame cathedral.

Task 8a

Information has been received about costs for the Paris Trip. Open the spreadsheet file **Costs** and complete the worksheet Trip Costs.
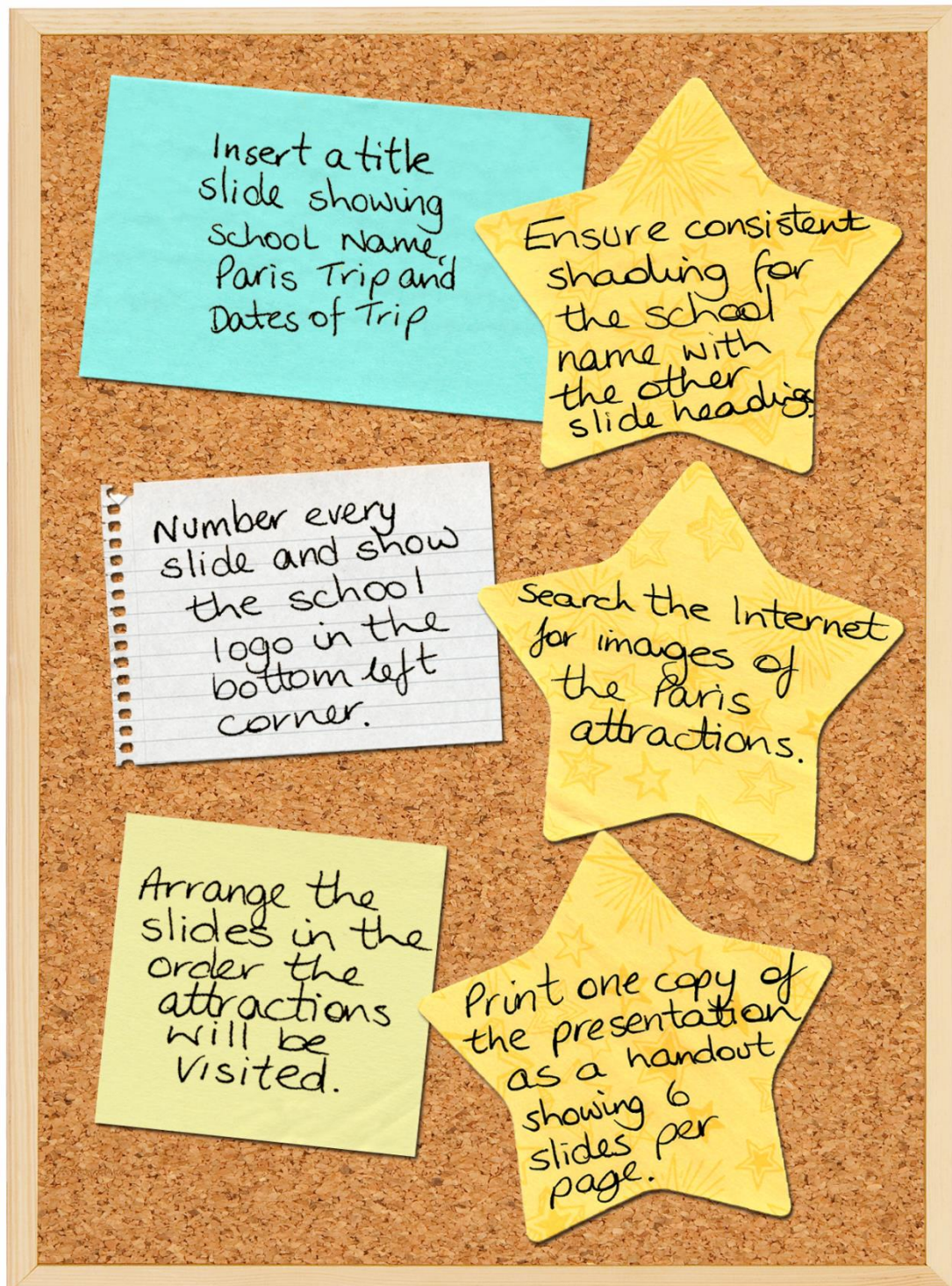
Print one copy of the Trip Costs sheet in value view with gridlines and one in formula view with gridlines and row and column headings.

Task 8b

Create a pie chart showing the breakdown of costs using the information in the worksheet Trip Costs. Insert an appropriate heading and insert a percentage for each cost. Print the chart on a separate sheet.

Task 9

Susan MacFarlane is planning to give a presentation about the Paris attractions to be visited during the 2015 Trip at the school assemblies next week. Using the file **Presentation** update the presentation from the information below.

Insert a title slide showing School Name, Paris Trip and Dates of Trip

Ensure consistent shading for the school name with the other slide headings.

Number every slide and show the school logo in the bottom left corner.

Search the Internet for images of the Paris attractions.

Arrange the slides in the order the attractions will be visited.

Print one copy of the presentation as a handout showing 6 slides per page.

Task 10

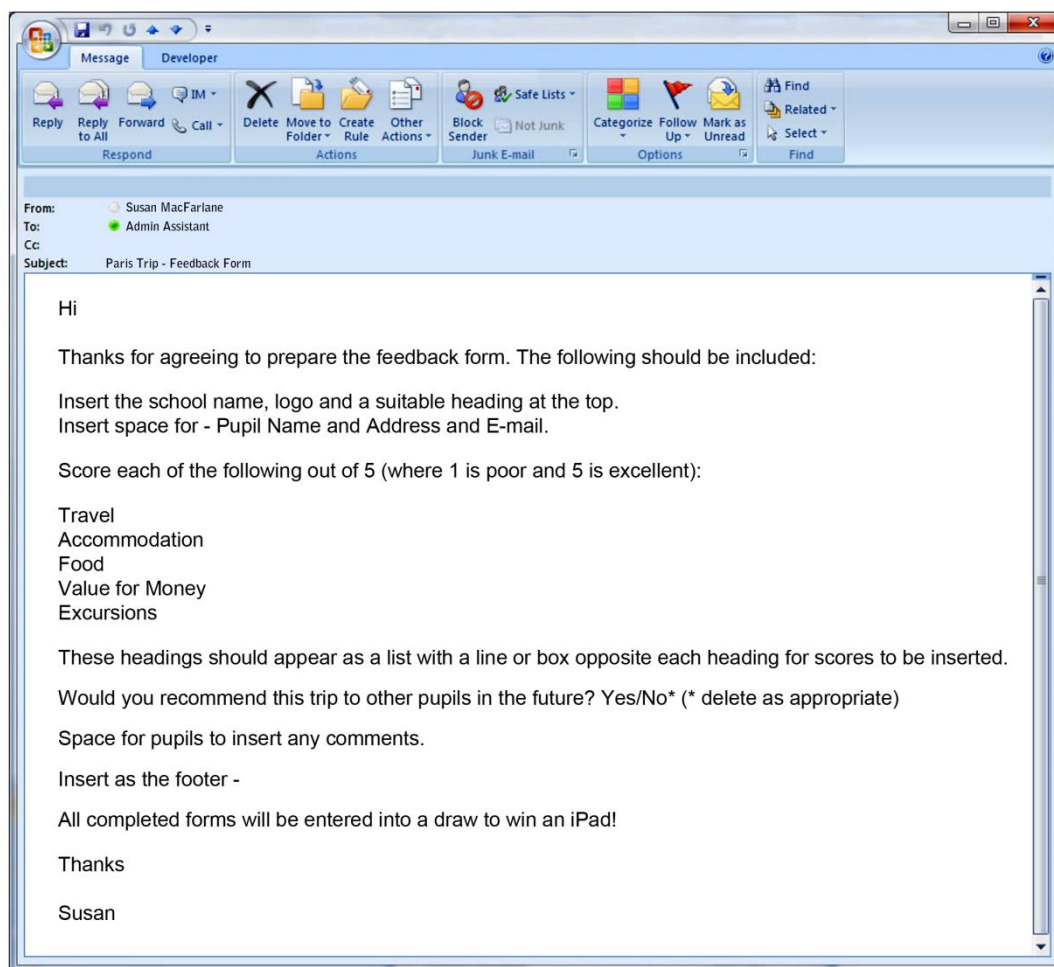Transfer the following meetings to next week's electronic diary.

Task 11

Susan MacFarlane is concerned that some pupils have not paid their deposit, provided their passport and submitted their EHIC.

Search the database for pupils who have not met these 3 requirements. Susan can then phone parents to remind them that they must bring in all 3 items as soon as possible.

Print the results as a report inserting a suitable heading and show our logo at the top right hand side.
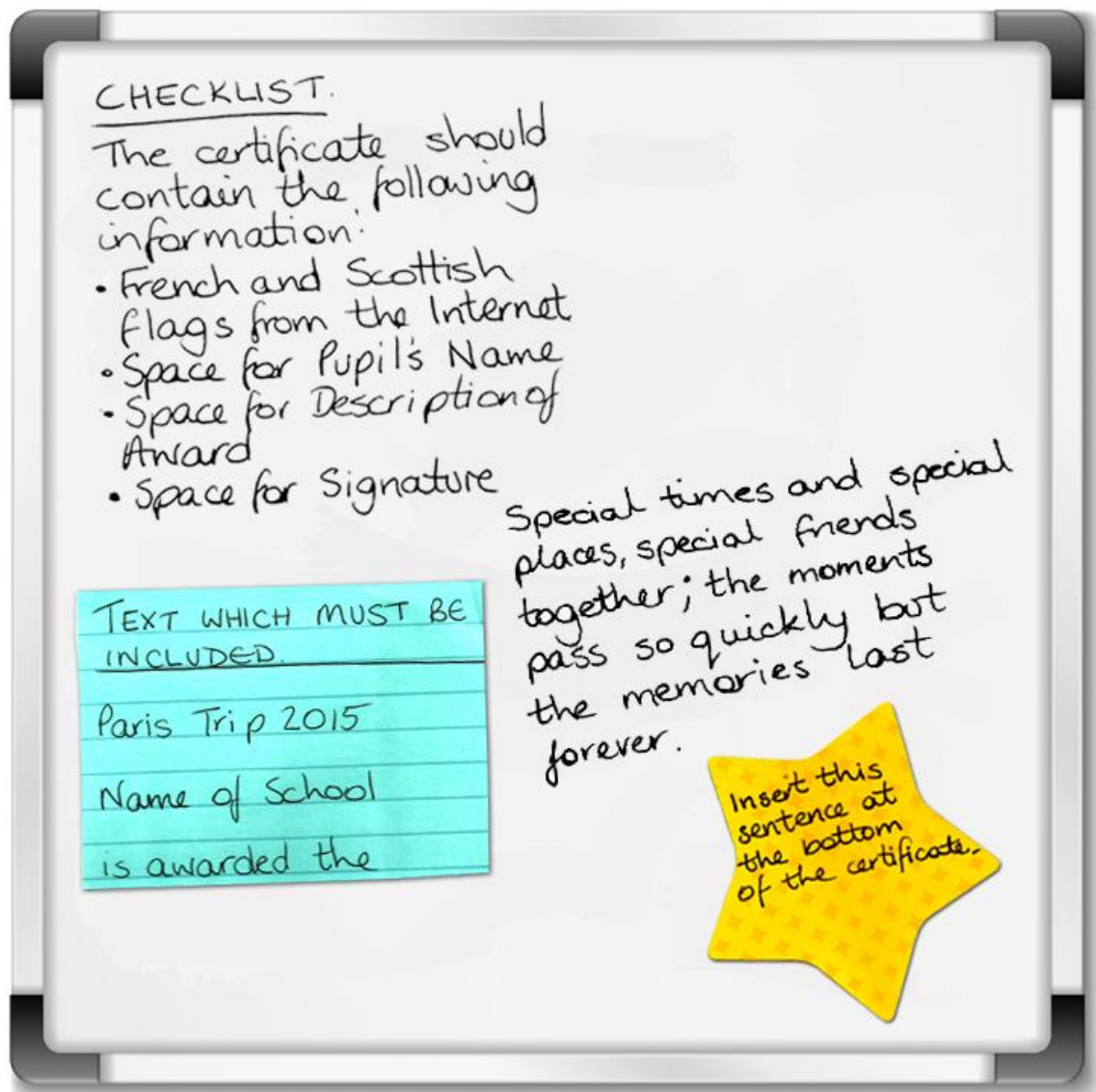
Task 12

Prepare and print a Feedback Form for the Paris Trip, using shading where appropriate.

From: Susan MacFarlane
To: Admin Assistant
Cc:
Subject: Paris Trip - Feedback Form

Hi

Thanks for agreeing to prepare the feedback form. The following should be included:

Insert the school name, logo and a suitable heading at the top.
Insert space for - Pupil Name and Address and E-mail.

Score each of the following out of 5 (where 1 is poor and 5 is excellent):

Travel
Accommodation
Food
Value for Money
Excursions

These headings should appear as a list with a line or box opposite each heading for scores to be inserted.

Would you recommend this trip to other pupils in the future? Yes/No* (* delete as appropriate)

Space for pupils to insert any comments.

Insert as the footer -

All completed forms will be entered into a draw to win an iPad!

Thanks

Susan

Task 13

A certificate of participation will be presented to pupils on the final day of the trip. Use a variety of fonts and text formats to design this certificate. Print a copy.

CHECKLIST.

The certificate should contain the following information:
- French and Scottish flags from the Internet
- Space for Pupil's Name
- Space for Description of Award
- Space for Signature

TEXT WHICH MUST BE INCLUDED.

Paris Trip 2015

Name of School

is awarded the

Special times and special places, special friends together; the moments pass so quickly but the memories last forever.

Insert this sentence at the bottom of the certificate.

Task 14

We will be visiting the Louvre in Paris. There will be many security measures in operation. Open the file **Security**, answer the questions and print a copy.

Appendix 1: Copyright

Task 1 – Ringbinder notebook – cammep/Shutterstock.com

Task 2 – School logo – Ann Precious/Shutterstock.com

Task 2 – Checked stamp - Aquir/Shutterstock.com

Task 6a – Block calendar – Wolfgang Zwanzger/Shutterstock.com

Task 7 – As Task 1

Task 9 – Corkboard – piotr_pabijan/Shutterstock.com

Task 10 – Ring notebook – Ohishiapply/Shutterstock.com

Task 13 – Whiteboard – Aleksandr Bryliaev/Shutterstock.com

Administrative information

Published: January 2015 (version 1.0)

History of changes

Version	Description of change	Authorised by	Date

Copyright

N5 Administration and IT
Assignment
Instructions to Teachers/Lecturers

Prior to candidates starting the Assignment, teachers and lecturers should ensure that the following e-files have been downloaded and are available for candidates to use. The files **must** be kept secure and must not be accessed by candidates prior to the Assignment being undertaken.

2015 To-do-list – this is a word processing files which may be useful for candidates to complete as they do the tasks. It is not compulsory and does not need to be handed in.

Costs – this is a spreadsheet file

Logo – this is a jpeg file

Headed Paper - this is a word processing file

Internet – this is provided as a publisher file and a word processing file

Itinerary – this is a word processing file

Letter – this is a word processing file

Presentation – this is a powerpoint file

School Trip – this is a database file containing 2 tables (also provided as files exported to Excel format to be used if required – Pupils, Requirements)

Security – this is provided as a publisher file and a word processing file

Task 5a – email

Candidates should be supplied with 2 functioning email addresses so that they are able to send an email to 2 addresses for this task. It is acceptable for this to be the teacher/lecturer's emails. Candidates will need to provide proof of the sent email only.