Business and Computing

GLENIFFER HIGH SCHOOL

Name .....

ADMINISTRATION AND IT HIGHER

Achievement Logbook

Acceptance - Ambition - Nurture - Respect - Trust

Learning today for a better tomorrow

Theory

		Green	Amber	Red
Role of Administrative Assistant	Awareness of the Tasks, Duties and Support Provided by:			
	Administration Assistant			
	Senior Administration Assistant			
Strategies for Effective Time and Task Management and Importance	Skills Required (planning, delegating, organising, directing and controlling)			
	Setting Targets (personal development planning, action plans, to-do lists, priorities lists, Gantt charts, e-diary)			
	Dealing with Changes in Priorities			
	Monitoring and Evaluating Progress			
	Time Stealers and Strategies to Minimise Impact			
	Benefits of Good Time and Task Management (Individual and Organisation)			
	Consequences of Bat Time and Task Management (Individual and Organisation)			
Characteristics and the Importance of Effective Teams	Features of Effective Teams			
	Team Formation:			
	Process Teams Go Through			
	Need for Different Personality Types (Belbin)			
	Skills of Team Members			
	Benefits of Teams (Individual and Organisation)			
Knowledge of Workplace Legislation and Strategies of Ensuring Compliance	Employee and Employer Responsibilities:			
	Health			
	Safety			
	Security			
	Data Handling			
	Compliance with Legislation:			
	Information, Training, Risk Assessments, Monitoring			
	Disciplinary Action			
	Analysis of the Most Appropriate Methods to Train			
	Main Provisions and Safety Legislation:			
	Health and Safety (First-Aid) Regulations 1981			
	Workplace (Health, Safety and Welfare) Regulations 1992			
	Health and Safety (Display Screen Equipment) Regulations 1992			
	Fire Precautions (Workplace) Regulations 1999			
	UK General Data Protection Regulation (GDPR)			
	Computer Misuse Act 1990			
	Freedom of Information Act 2000			
	Copyright, Designs and Patents Act 1988			
	Office Layout and Ergonomics			

Impact of Digital Technology on the Layout, Working Practices, Communication Methods, Data Handling and File Management of an Organisation	Flexible Working Options:			
	Homeworking			
	Job Share			
	Flexible Hours			
	Employee Morale and Wellbeing			
	Customer Care			
	Communication Methods			
	Data Management:			
	Software Applications			
	Networks			
	Security			
	Confidentiality			
	File Management			
Customer Care	Features of Good Customer Care:			
	Written Customer Care Policy			
	Loyalty Schemes			
	Monitoring and Evaluation:			
	Market Research			
	Surveys			
	Customer Focus Groups			
	Mystery Shopper			
	Suggestion Schemes			
	Websites and Forums			
Procedures of Organising and Supporting Meetings and Events	The Role of an Administration Assistant			
	The Role of a Chairperson			
	Duties and Tasks to be Completed Before, During and After			
	Documentation Relating to Meetings:			
	Notice of Meeting and Agenda			
	Minutes			
	Evaluation Forms			
	The Use of Digital Technology to Aid Planning			
Appropriate Methods of Communication and Research	Overview of different communication methods			
	Using digital technology to communicate information			
	Making Appropriate Adjustments			
	Possible Barriers			
	Assessing the Reliability and Value of the Information Gathered			

Practical

Word-Processing

Creating and Editing a Wide Range of Business Documents	Green	Amber	Red
Letters			
Forms			
Itineraries			
Business Reports			
Newsletters			
Meeting Documentation			
Working with Documents			
References (Table of Contents, Bookmarks, Cross References, Endnotes and Footnotes)			
Page and Section Breaks			
Page Orientation in Different Sections			
Headers and Footers (Linked and Separated, Different Odd and Even Pages, Different First Page)			
First Page (Formatting Differently)			
Review Functions (Comments, Word Counts and Thesaurus)			
Watermarks (Insertion, Amendment, Deletion)			
Style Gallery (Using and Modifying)			
Tables (Creating, Editing, Enhancing, Text-to-Table and Table-to-Text, Formulae, Sorting on One or Two Columns)			
Forms (Creating and Editing, Protecting, Different Types of Fields)			
Importing (Database, Spreadsheet, Word File, Internet Files, Dynamically Linking Data)			
Mail Merge (Spreadsheet, Database, Word Processing)			
Printing (A4, Multiple-Page, Back-to-Back, Booklets)			

Spreadsheets

Formatting and Editing	Green	Amber	Red
Using Functions, Formulae and Features:			
Arithmetical			
COUNTA			
COUNTBLANK			
SUMIF			
COUNTIF			
Complex IF			
Rounding			
Vertical and Horizontal Lookups			
Naming Cells and Ranges			
Sorting: Vertical (2 columns) and Horizontal			
Filtering			
Grouping			
Subtotalling			
Conditional Formatting			
Comments (Add, Edit, Remove and Print)			
Charts			
Managing Worksheets and Workbooks:			
Inserting, Copying and Deleting Sheets			
Using Tabs			
Simultaneously Inserting and Formatting Data			
3D Formulae			
Consolidating Data:			
Subtotalling			
Summary Worksheets Using 3D References			
Pivot Tables			
Pivot Charts			
Importing and Exporting Data From and to External Sources:			
Word Processing			
Database Software			
Creating Dynamic Links Between Software Applications			
Printing Results (Value, Formulae, Separate and Embedded Charts, Comments)			

Relational Databases

Working with Relational Databases to Find and Present	Green	Amber	R
Creating Relationships:			
Using Primary and Foreign Keys			
Creating and Editing Relationships (One-to-Many, Many-to-Many, One-to-One)			
Adding, Deleting and Modifying Data in Existing Tables			
Searching the Database using Advanced Functions:			
AND, OR, Null, NOT, Not Null			
Between 2 Numbers			
Between 2 Dates			
Between 2 Letters and 2 Words in Alphabetical Order			
Greater Then or Less Than, Using Number, Date and Text Fields			
Wildcard(s) * Using Anywhere in a String of Text			
Using Calculations:			
Aggregate Functions (SUM, COUNT, AVERAGE, MAX and MIN)			
Calculated Fields (Adding, Subtracting, Multiplying or Dividing)			
Formatting Values Appropriately (Currency and Decimal Places)			
Labelling New Fields			
Advanced Sort			
Ordering of Fields			
Creating Forms:			
Modifying Properties			
Enhancing Appearance (Move, Align, Delete and Edit)			
Headers and Footers			
Creating Reports:			
Grouping Data			
Sorting Data			
Summary Calculations			
Calculations within Report			
Editing Field Names			
Inserting Report and Page Headers and Footers			
Inserting Graphics			
Exporting Data to Spreadsheet, Word Processing and Presentation Applications			
Printing Results:			
Extracts of Tables			
Search Results			
Forms			
Reports			

PowerPoint

Working with Existing Presentations to Create a Final Documents	Green	Amber	Red
Editing, Formatting and Reviewing Features and Functions:			
Inserting Slides and Text			
Adding Data from the Internet			
Customising Animation and Transition			
Embedding Multimedia			
Researching Information and Presenting it Effectively:			
Creating a Hyperlink within a Presentation to a URL and Electronic Documents			
Using Notes			
Managing Presentations:			
Creating Loop Presentations			
Advancing Slides Automatically timed to Speaker Notes			
Printing:			
Full Page			
Full Page with Noes			
Outline			
Handout			

Communication

E-Mail	Green	Amber	Red
Sending, Receiving and Printing			
Creating and Using Mailing Lists			
Creating and Managing Folders			
Managing Messages Automatically			
Creating Automated Responses			
E-mail Etiquette			
Printing Evidence of Sent and Received E-Mails			
E-dairy			
Entering and Editing Appointments			
Entering Recurring Appointments			
Using Task Manger			
Using Tasks and To-Do Lists Functions			
Printing Selected Entries and Tasks			
Printing Different Views			
Emerging Technologies			
Blogs			
Podcasts			
Online Groups			
Webinars			
Collaborative Platforms			

Command Words

	Comments	Green	Amber	Red
State				
Suggest				
Outline				
Describe				
Explain				
Discuss				
Compare				
Justify				
Implications				
Consequences				