

X214/302

NATIONAL
QUALIFICATIONS
2007

WEDNESDAY, 30 MAY
10.40 AM – 12 NOON

ADMINISTRATION
HIGHER
Paper 2

You have 1 hour 20 minutes to complete this paper. No alterations can be made to tasks after this time. However, if you do not have the opportunity to print out all/any of the material during this time you will be given time at the end to do so.

- 1 60 marks are allocated to this paper.
- 2 Your name should be displayed on all work submitted. **Key in** your name on each printout.
- 3 At the end of the examination, place your printouts inside the envelope provided. Hand the envelope to the invigilator.



INFORMATION FOR CANDIDATES

You are an Administrative Assistant with Dunedin District Council, working within the Education and Leisure Department.

You report directly to Ken Gibson, General Manager of Dunedin's 4 leisure centres. Ken wants you to finalise some information required for the monthly Council meeting.

These tasks are detailed in the following memo and should be completed today. The e-files required for the tasks can be found in the folder Dunedin.

Familiarise yourself with these files before starting the tasks.

The job reference is:

Dunedin/Council Meeting/May 2007

MEMORANDUM	
TO	Administrative Assistant
FROM	Ken Gibson, General Manager – Leisure Centres
DATE	30/05/07
SUBJECT	Dunedin – June Council Meeting

- 1 a Dunedin is increasing the number of classes offered by the 4 leisure centres. We want to create a simple form to allow class details to be entered and viewed. Create a form showing the following fields in this order:

Class Code, Class Name, Staff ID, Class Max and Class Fee.

- Change the font size of the field labels and entries to 12 point
- Insert the Council logo as a header
- Insert the job reference as a footer at the right hand side

Print **ONLY** the record for ABPG, Body Pump, in form view.

- b There is a temporary vacancy at the Millrigg Centre for a full-time coach. It has been decided to telephone part-time Council employees at home to see if any of them are interested. Identify only those staff who teach Aerobics (class codes start with “A”) or Health and Fitness (class codes start with “H”), who also have full disclosure and do not require first-aid training before December this year. Print the staff names only.

Using this information, create and print a database report:

- Show class names in alphabetical order
- Show staff names in alphabetical order, under the one field heading
- Insert a suitable report heading
- Insert the organisation’s logo on the report
- Insert the job reference in the footer

- c Please calculate the maximum income the Council could receive from each class in Kirklee Leisure Centre. Print this information.

- 2 a Trade unions are expected to ask for pay increases for all levels of staff in the coming months. The Human Resources Department has estimated these pay demands and I would like you to work out the new hourly rate for all staff and their estimated weekly wage.

Print a formulae view on one page, showing only those staff employed at the Glenburn Sports Centre, sorted according to Department and then Surname.

- b Calculate the estimated total weekly wages for each centre. Show this information in the budget summary sheet. Insert a formula to state whether the estimate is over the budgeted amount.

Print this information in formulae view.

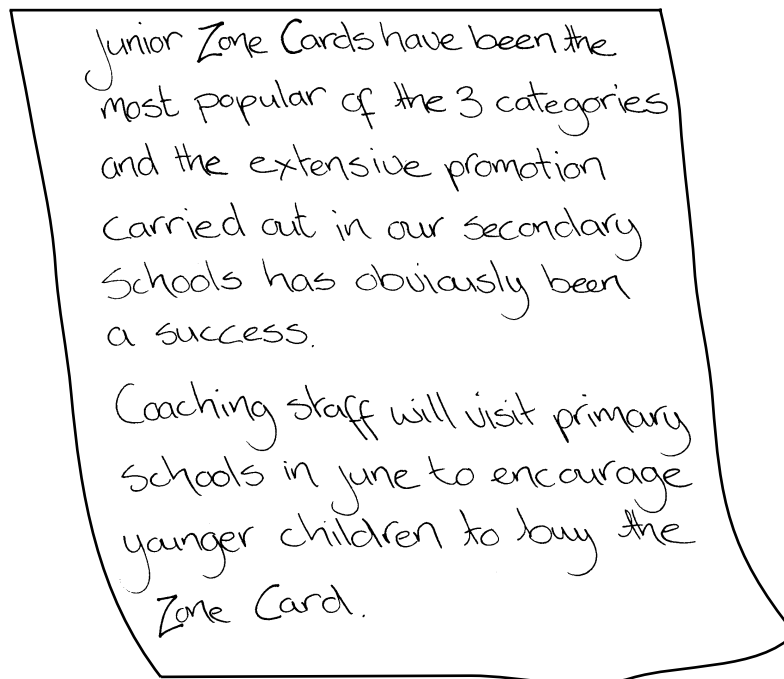
3 Complete and print the monthly report to the District Council carrying out the following instructions:

- Create a front cover with the Dunedin Education and Leisure Services logo on it and the 2 headings below. Enhance the front page.

DUNEDIN COUNCIL MEETING

MAY 2007 – MONTHLY REPORT

- Insert:
 - estimated percentage increases as bulleted points
 - the summary budget figures
 - the names of candidates for the job vacancy
 - “Prepared by” followed by your own name (on each page)
 - page numbers (the front cover should not be numbered)
 - the following text as the final 2 paragraphs about Zone Cards



Junior Zone Cards have been the most popular of the 3 categories and the extensive promotion carried out in our secondary schools has obviously been a success.

Coaching staff will visit primary schools in June to encourage younger children to buy the Zone Card.

- Create a contents page, as the second page, in double line spacing.

[END OF QUESTION PAPER]