

Higher Administration and IT

Assignment 2017

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. These should be placed in a folder named **Twelvetreets**. The files **must** be kept secure and must not be accessed by candidates prior to the Assignment being undertaken.

Glamping

This is a database file which contains 4 tables.

These tables are also available as Excel files if required - Accommodation, Owners, Customers and Bookings). Primary keys and relationships are shown below

Expenditure

This is and spreadsheet file.

New Development Sales

This is and spreadsheet file.

Strathbay Holiday Park

This is a powerpoint file.

Twelvetreets Logo

This is a PNG file but can be saved as a Word file if required.

AGM:

This folder contains a number of Word files

- Owners' Report
- Industry Performance
- Financial Information
- Key Achievements
- Board Members
- Awards
- Front Cover
- Photos

