



National
Qualifications

Administration and IT

Assignment

Information and Instructions for teachers
and lecturers

Hebridean Hikers

Valid for session 2017-18

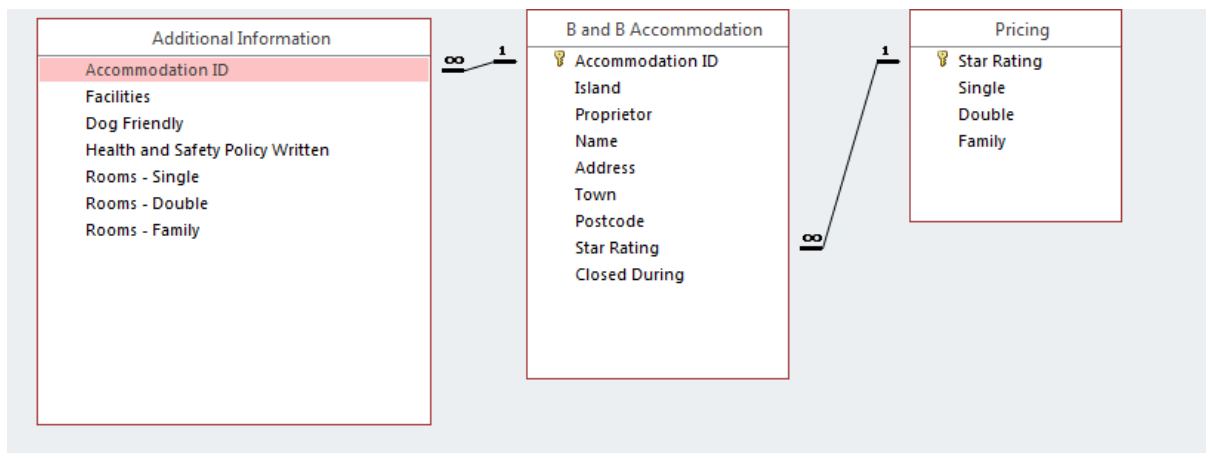
Higher Administration and IT

Assignment 2018

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

Logo	This is a PNG file but can be saved as a Word file if required.
Reviews	This is a word processing file.
October - December Bookings	This is a spreadsheet file.
Information Brochure	This is a word processing file.
Plan of Activities	This is a word processing file.
Mindfulness Escape Costs	This is a spreadsheet file with 4 sheets.
Mindfulness Presentation	This is a powerpoint file.
Hebridean Hikers	This is a database file which contains 3 tables. These tables are also available as Excel files if required - Additional Information, B and B Accommodation, and Pricing. Primary keys and relationships are shown below.



[END OF INFORMATION AND INSTRUCTIONS FOR TEACHERS AND LECTURERS]