

**MINISTRY OF EDUCATION, YOUTH & CULTURE
JAMAICA**

**CXC CSEC INFORMATION TECHNOLOGY
(Technical Proficiency)**

Paper 03 – School-Based Assessment

PRACTICAL ASSIGNMENTS

Word-processing

Spreadsheet

Database Management

DESCRIPTION OF PROJECT

It is the football season once again and the Jamaica Secondary Schools Sports Association (JSSSA) is preparing to stage its annual Six-a-Side Football Competition. The competition is open to students between ages 14 and 18 inclusive. This year, for the first time, schools are allowed to enter two teams: a male and/or female team. Each parish has been divided into four zones, with six schools being assigned to each of these zones.

You are one of the Zone Coordinators in your parish and are responsible for all the administrative activities related to registering teams from the schools in your zone. More specifically, you are required to:

1. Prepare a budget
2. Prepare and disseminate the necessary registration guidelines to all interested schools
3. Record the information on each school and team
4. Generate the necessary reports required by the JSSSA
5. Prepare and disseminate correspondence to each registered team.

You have been provided with a computer system, printer and a set of integrated productivity tools consisting of a word-processor, electronic spreadsheet and database management software to aid in completing the assigned tasks.

As these are the only guidelines received from JSSSA, you have been asked to make any assumptions necessary (consistent with the guidelines) to facilitate a smooth registration process.

WORD-PROCESSING

At the Zone Coordinator's briefing held in Montego Bay, the Competition Director presented details of the JamCellular JSSSA Six-a-Side Competition, details of which are listed below:

- ◆ Competition open to male and female teams
- ◆ Players must be between 14 and 18 years old as at April 01, 2006
- ◆ Maximum of twelve teams per zone
- ◆ Composition of team: Eight persons incl. two (2) reserves
- ◆ Registration deadline: February 28, 2006
- ◆ Competition dates: April 11, 18 & 25, 2006

The Director stressed the importance of schools clearly identifying, at registration, who their six starting players are as reserves will only be allowed to play if these named players became ill. He also noted that any attempt to use an over-aged player would result in the team being disqualified. In closing he remarked that *“Zone Coordinators must check the dates of birth very carefully to ensure that the age limits are adhered to”* and encouraged Coordinators to *“use your creativity to get the word out to the schools in the most cost-effective way possible”*.

As Zone Coordinator you now have the following task:

TASK A

1. Design a tri-fold brochure on letter sized paper to be sent to Principals of schools in your zone. The brochure should include:
 - (i) details about the competition and its organizer (JSSSA) and sponsor (JamCellular)
 - (ii) registration guidelines (including the fees to be charged for EACH player, computed in the spreadsheet component – **Task A2**)
 - (iii) prizes to be awarded
 - (iv) a registration form

2. Design the registration form in a way that allows:
 - (i) the data to be handwritten with ease
 - (ii) a school to use one form to register both male and female teams
 - (iii) data to be captured including:

School Data	Player Data
School Name	Name
Address	Gender
Telephone Number	Date of birth
Principal's Name	Player/Reserve
Coach's Name	Amount of Registration Fees Paid
Date registration submitted	

- (iv) inclusion of a note advising schools that “*completed registration forms will not be accepted at the zone office unless they are stamped and signed by the Principal*”.
3. The sponsor has requested that:
 - (i) their logo be included on the front of the page (top centre) and should be approximately 1½ inches wide
 - (ii) a footnote, with ™ as a custom mark, referencing the first occurrence of *JamCellular* in the brochure with the text “Registered trademark of Jamaica Cellular Limited”.

TASK B

The registration process is almost complete and it is now time to finalize the registration process. This will be accomplished by preparing correspondence for mail out to principals. The database query MAILOUT should be used in an integrated manner as the data source for this task.

1. Create a business letter to be sent to EACH principal advising that “*We hereby acknowledge receipt of your registration form dated and are happy to advise that your team(s) is/are registered for the JamCellular JSSSA Six-a-Side Competition which will take place*”.
2. Create a cash receipt, in the lower third of the letter created in **Task B1**. above, that clearly indicates the amount of cash received, the date received, and the name of the school making the payment.
3. A letter should be sent to EACH school that has registered.

SPREADSHEET

The competition sponsor, JamCellular, has offered to underwrite 80% of the administrative costs associated with the registration process. The remaining portion will be financed by registration fees paid by players. It is therefore important that all the costs related to this registration exercise are adequately budgeted for and that all the actual income and expenditure are properly recorded. To aid in this process, the Competition Director has made available a sample budget template that may be utilized for this purpose.

Sample Budget Template

Income	Budgeted	Actual
	\$	\$
Registration Fees (Players)		
Sponsorship		
Expenditure		
Telephone Calling Cards		
Envelopes		
Stamps		
Printing Paper		
Ink cartridge(s)		
Other		
Surplus/Deficit		

The following guidelines have been provided for the budgeting exercise:

1. there should neither be a surplus nor a deficit when the development of the budget is complete;
2. the non-sponsored portion of the total expenses should to be apportioned equally among all the players who are projected to be a part of the competition.

Task A

1. Prepare a budget using the template provided **as a guide**.
2. Compute the registration fee to be charged for EACH player.

In a separate worksheet (from that used to do the two previous task requirements):

3. Record ALL *player data* as taken from the completed registration forms received from the schools.
4. Sum the registration fees received.

Task B

1. Sort the player data recorded above to allow each player's name to be viewed in ascending order alphabetically within their respective schools.
2. All female players EXCEPT ONE paid the required registration fee; remove the row containing data for this player.
3. In a new area of the SAME worksheet, extract data relating to eligible players only.
4. Compute the surplus/deficit on the actual side of the budget after updating the budget with the actual monies received and expended, considering the following:
 - (i) the fact that the sponsors sent their cheque for 65% of the amount previously budgeted;
 - (ii) all expenses were 15% below budget.

Task C

1. Create a column chart that shows a comparison of budgeted versus actual expenditure for the 1st, 3rd & 5th expense categories. This chart should be placed in the same worksheet, directly under the data used to create it and should be appropriately sized such that both the worksheet and the chart will print on a single page.
2. Create a pie-chart that shows the proportion of income received from sponsorship as compared to registration fees paid by players.

Both charts should be adequately labeled.

DATABASE MANAGEMENT

As Zone Coordinator, you are expected to store all the registration data in an efficient manner to facilitate the easy retrieval of information. This information will be utilized in the completion of the registration process. For example, the Competition Director will require a list of all teams that are eligible to play in the competition, that is, they must meet the age criteria and also their registration form should be submitted before the closing date. Consequently, you are required to perform the following tasks.

Task A

1. Design, create and populate a table named
 - (i) SCHOOL with data captured from the School Data section on
 - (ii) PAYMENT that captures data from the registration forms, ensuring that EACH record can be uniquely identified.
2. Create a table named TEAM by importing the player data from the spreadsheet component of the project.
3. Modify the database template by making changes to the tables/fields indicated:
 - (i) TEAM: field type for player status (player/reserve) should be logical
 - (ii) PAYMENT: create a field named **Balance** to store monetary data.
4. Establish the necessary relationships to ensure that the database you have created is efficient.

Task B

You are required to modify data in/extract data from one or more tables using queries.

1. Delete ALL records for teams who submitted their registration forms after the registration deadline. Name this query DEADLINE.
2. Count the number of eligible teams. Name this query TEAMCOUNT.
3. List ALL eligible players, registered as reserves. Name this query RESERVES.
4. List ALL contact and payment information for teams that are eligible to play in the competition. Name this query MAILOUT.

Database Management - Task C

Generate reports that provide:

1. a list of players in alphabetical order. The report should also contain the player's age, gender and school.
2. ALL registration details captured from the registration forms. The data for each school should be on separate pages such that the relevant page(s) can be sent to the respective schools as a record of their registration.

SUBMISSION REQUIREMENTS

You are required to submit:

Word-processing

- (a) a brochure
- (b) the primary document (showing the merge fields)
- (c) printouts of the 1st, 2nd and 4th letters sent to Principals

Spreadsheet

- (d) budget showing projected income and expenditure, with formula, before and after update, complete with column chart
- (e) player data, with formula, before & after deletion
- (f) list of eligible players, with formula/extraction range
- (g) appropriately labeled pie chart

Database Management

- (h) a description of EACH table structure
- (i) a printout of the data contained in EACH of the three (3) tables
- (j) a printout of the relationships
- (k) a printout of the query results and the related SQL statements/design view
- (l) both reports

The candidate's attention is drawn to the fact that a total of 6 of the 60 marks have been allocated to communicating information in a logical way using correct grammar.

- end of project -