

OFFICE ADMINISTRATOR

As you finish creating the spreadsheet for Erica, you decide to do some work on one of the office databases for Kevin. In your work as an office administrator, you create databases and define the fields before you enter information. For example, your office keeps a database of students who purchase textbooks from Bookends each semester. The databases for each semester are linked so that the system can search them at the same time. You are able to view and edit the information in these databases.

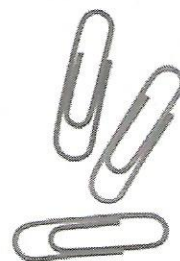
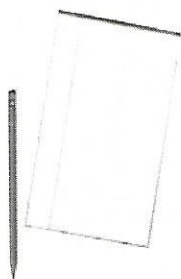
Sometimes, one of your supervisors asks you to find a group of records, such as the records for all seniors who purchased textbooks last semester. The computer takes the information you enter and searches the database for it, retrieving the records that match your requirements. Then you generate a document that links the records in one or more tables, based on a one-to-many relationship. You give this document to your supervisors so that they clearly can see any relationships.



STEP 13 MATH AND ACCOUNTING PRACTICES

- ☐ On Tuesday morning you realize you need to run to Offices “R” Us supply store to pick up some supplies. Your list of supplies includes the following:

Qty	Description	Unit Price
2	Staplers	13.50
6	Boxes of staples	2.99
2	Staple removers	1.25
14	Boxes of paper clips	1.35
3	Boxes of one dozen pencils	4.95
4	Boxes of one dozen pens	5.12
4	Pairs of scissors	4.80
2	Rolls of tape	.75
10	Hi-Lighters	1.99
30	Reams of copier paper	6.50



PULLING IT ALL TOGETHER: PRACTICUM

As the clerk rings up your purchases, you make sure he gives you the 12 percent college discount. Then you write him a check. The check number is 435, the date is Oct. 30, 20XX, and the invoice number is 122. The balance in Bookends and Academic Apparel's checking account before you wrote the check was \$1,598.

When you get back to the office, Jen tells you that Erica dropped off the receipts from her business trip to New Orleans last week. Erica wanted you to fill out an expense report for her. The receipts are as follows:

IN-000005216 AI-303111111
ITINERARY FOR SMITH, ERICA

DATE PREPARED 01SEPXX FABULOUS TRAVEL

AIRLINE	FLT	DATE	FROM	TO	DEP	ARR
AIRPLANE AIR	234	18OCT	CLEVELAND	NEW ORLEANS	0120P	0255P
AIRPLANE AIR	432	20OCT	NEW ORLEANS	CLEVELAND	0820A	1150A

FARE	372.00
TAX/CHARGE	23.00
TOTAL	395.00

French Quarter Courtyard Hotel

Dates:

Check-in Oct. 18, 20XX
Check-out Oct. 20, 20XX

Room:

1 King \$100.00 per night
1 adult

Room	300.00
Tax	54.00
Total:	354.00

CAPTAIN'S PLACE

10-19-XX 03122/0005

Grilled Chicken Meal	18.00
Beverage	2.00
Tip	4.00

Tax	<u>4.00</u>
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TOTAL	28.00
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*Thanks for your
business!*

OFFICE ADMINISTRATOR



Lafayette Cemetery Tour

10-19-XX 8:00 PM

Admit 1 12.50



two brothers' café

10-18-XX 14831XXX

ID# 60-91075-030-429

Lunch/Dessert Combo #1 8.75

Medium Drink 1.50

TAX 2.00

TOTAL 12.25



STEP 14 OFFICE MANAGEMENT AND ETHICAL AND LEGAL ISSUES

- ☐ Some time has passed at Bookends and Academic Apparel, and you've been given more and more responsibility in your work as an office administrator. As you finish the morning's work, Erica and Andrew ask you to come to Erica's office. Andrew has been swamped with work recently, and Erica has decided he needs some help. They want you to become Andrew's personal office manager to help with some of the human resources duties of the stores. A new office administrator will be hired to take your position and help Jen.



Erica explains that you exhibit the five basic management qualities sought in employees and that she wants you to be a part of a sales committee that meets each week. You ask a few questions about the human resources responsibilities you'll take on, and Andrew explains that you will partake in the four main human resources responsibilities when it comes to the office employees and clerk and shipping employees of the stores. As Erica and Andrew continue to explain the position and its duties, you feel honored that they selected you, and you are confident that you can do the job. You accept the position as the office manager for Bookends and Academic Apparel!

20 and an Academic Apparel traffic Oct. 20 spreadsheet.

37. In Step 13 you purchase a list of supplies from Offices "R" Us. Write the check to Offices "R" Us in the correct amount—remember to subtract the 12 percent discount. Also fill out the check stub using the information you were given.
38. In Step 13 Erica brings you five receipts. Using the information on those receipts, fill out the expense report.