

TASK 1: DEVELOPING EMPLOYEE DATABASE

Objective

The students are able to:

- Plan purchase meeting the needs for office supplies
- Conduct cross-departmental coordination

Introduction

Using Excel and/or Access to develop employee database, which will cover columns for first names, last names, departments, positions, addresses, phone numbers, email addresses, and tasks to be completed.

Instrument and Material Preparation

- Laptop/ computer
- Internet network

Activities

No	Activities	Duration
1	The VP directs two department members who are familiar with Excel and/or Access to develop employee database with columns containing the information of: first names, lastnames, departments, positions, addresses, phone numbers, email addresses, and tasks to be completed.	30'
2	From the information contained in the database, the VP or CEO then makes a discussion group involving the company in facilitating communication and work coordination. The discussion group can use the applications LINE, Whatsapp and others. The CEO is allowed to make another group restricted to CEO, VP and Facilitator.	10'
3	The employee information is sent to the department VP.	5'

Output

- Employee database