Becoming a 21st Century Administrator

Proficiency in reading, writing, and arithmetic has traditionally been the entry-level threshold to the job market.

21st century is a complex and interconnected world that is undergoing many technological, cultural, economic, informational, and demographic changes.

Characteristics

- Economy is driven by innovation and knowledge.

- Marketplaces are engaged in intense competition and constant renewal.
- The world is full of tremendous opportunities and risks.

- Society is facing complex business, political, scientific, technological, health and environmental challenges.

- Diverse workplaces and communities are now hinged on collaborative relationships and social networking.

Any work place requires any professional to possess the ability and capability of the 4Cs:

- Critical thinking and problem solving,

- Communication

- Collaboration

- Creativity and innovation
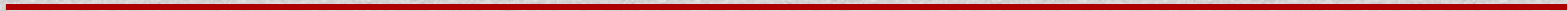
Skills and Traits Employers Seek For 21st Century

Teamwork	The ability to work with others cooperatively toward a common goal, i.e., being a "good team player," is usually at the top of every hiring manager's list of desirable traits. No project is likely to be completed without the resolution of conflicts and the building of cooperation. Look for classes where a team project is required. Join organizations where you will be part of a team sharing a common purpose.
Writing Ability	The ability to write well is in high demand for both technical and non-technical people. New hires must be able to write clear memos and proposals, compose reports in a readable style, and convey complex information to a lay readership. Be prepared to offer a writing sample to prospective employers.

Public Speaking	It is imperative that you prepare yourself to be able to stand in front of a group and say something intelligent without losing composure. Expose yourself to situations where you must speak in front of a group. This includes both prepared talks and impromptu speaking.
Analytical	Successful applicants will be able to demonstrate that they have previous experience and the ability to look at a problem which has no obvious answers and develop possible solutions. Take classes that involve "problem solving." Team problem solving is especially valuable.
Researching	Many entry-level positions require the ability to get your fingers dirty in the data, by unearthing information that is needed by others who will not be able or willing to do the digging themselves. Researching on-line is fast becoming the primary mode.

Organizing & Coordinating	Being able to bring order out of chaos, be it people, resources, tasks, problems, information, or schedules, is a skill in demand for almost any job. Volunteer for leadership positions or work with organizations where your responsibility is "keeping it all together".
Adaptability & Flexibility	The 21st century workplace requires people who can change and develop as the market demands. This means being able to learn new skills or upgrade current skills on a continuing basis.
Quantitative Reasoning	This hiring term in simple language means not being afraid of numbers. On the job it means you can face mathematical concepts and statistical data and apply them to problem solving. For non-technical majors, make sure a few of your courses are "number crunching" classes (e.g., econ, stats, accounting, math, etc.)

People Skills & Interpersonal Communication	**People with "strong interpersonal skills" will be able to relate warmly, effectively, and consistently with a wide range of people, even those who irritate you, confuse you, or are just plain unpleasant.**
Valuing & Ethical Behaviour	**In former days, this was called "integrity." Business ethics require that you have the ability to sense the effects that your work may have on others, and apply right-and-wrong, good-or-bad, do-or-don't to the possibilities and choices that you will encounter.**
Foreign Languages & Global Perspective	**As a result of our increasingly global economy, employers value the ability to speak and/or read other languages, a sensitivity to the cultural differences of other people, and knowledge of their countries. Developing an "international or global perspective" means that you understand and appreciate why others may not see things the same way you do.**

Information Management & Technology	The four most valuable computer skills new hires will need are: • word-processing abilities, • an understanding of databases, • knowledge of spread sheets, and • an ability to navigate the Internet. These basic tools will enable you to work more effectively in almost any setting. Curiosity, Energy, & Enthusiasm will also go a long way.

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Exercise 1

Activity	Skill/Function Needed
1. Make entry of 5 members of staff showing: title, surname, first name, other names, gender. (type all in lowercase)	Data entry in columns
2. Change all column headings to capital letters	Text Formatting: Upper
3. Create 3 new columns (Surname Cap, First name Cap, Other names cap) and fill these 3 columns with the corresponding names in capital letters for each staff.	Text Formatting: Upper, Copy and Paste formula
4. Create a new column named Full Name Proper and merge all the three names as full names for each staff. The first letter of each name should be capitalised (Proper).	Text Formatting: Proper, Concatenation (merging); Copy and paste
5. Copy and paste the full names as values in the same cells	Copy and Paste as value

6. Delete the original columns (surname, first name and other names i.e. column B, C, D).	Delete columns
7. Create a new column and name it 1st 3. Fill the column with the 1st 3 letters of the Full Name of each.	Text Formatting: Left
8. Create a new column and name it last 3. Fill the column with the last 3 letters of the Full Name of each staff.	Text Formatting: Right
9. Create a new column and name it middle 3. Fill it with the 3 letters of the Full Name starting from the second letter of each staff	Text Formatting: Mid
10. Create a new column and name it 1st Space. Fill it with the position of the first "space" in the full Name Proper counting from the left.	Text Formatting: Find

11. Create a new column and name it 2nd Space. Fill it with the position of the second "space" in the full Name Proper counting from the left.	Text Formatting: Find
12. Create a new column and name it Proper surname. Fill the column with the surname of each staff cut off from the Full Name Proper.	Text Formatting: Left
13. Create a new column and name it Proper First Name. Fill it with the first names extracted from the Full Name Proper.	Text Formatting: Mid, Find
14. Create a new column and name it First name Initial. Fill it with the initial of the first name of each staff.	Text Formatting: Left
15. Create a new column and name it surname and initial. Fill it with the Proper Surname and the First name initial of each staff.	Text Formatting: concatenation

Exercise 2

1. Make entry of 10 members of staff showing: title, surname, first name, other names, gender, date of resumption, post, monthly basic allowance.

2. Categorise them into cadres: A=anyone earning 50000 and above, B =30000 and above, C= 20000 and above, D= below 20000.

3. Calculate the following allowances: Transport =7.7% of basic, Housing = 10% of basic
Find the monthly gross of each staff and total monthly allocation for salaries

4. If the only deduction made for PAYE tax is 5% of Basic, Calculate the net pay for each staff and total mount on the bank schedule and Tax schedule.

5. The annual leave policy is that only staffs who have worked for at least 6 months can go on leave. Where cadre A is entitled to 30 days, cadre B 21 days, cadre C 14 days, others 7 days. Leave bonus is 10% of annual basic. Prepare the annual leave proposal: how many leave days and leave bonus for each and the total amount needed by management.

6. As the Admin officer, in your organisation, The Manager has asked that you come up with a proposal for the end of the year awards using the following criteria: Every male staff should have 15% of their monthly basic allowance as bonus for every year worked while every female should have 14.5%. Please oblige the manager.

Thank You