

D.U.R.H.A.M

Year 2012

1 Week (1-5) October

- I arrived to Durham on 1st October.
- My first time at New College was next day and I have met with David Taylor (Head of International Partnerships) who cares about of international students. Next person who I met is Antje Turner. My support in office and everywhere. She introduced me history of school, employees, with my work which I will be do and she showed me all places of school at New College.
- My work is not difficult at present because my English isn't good but every day I am improving. . I work from 9.00 am until 5.00 p.m. I undertake tasks as a Clerical Assistant
- I introduced with my placement and work

2 Week (8-12) October

- In present time I try to listen to conversations as to improve my English the only problem that I have is their accent. Sometimes is very hard to understand them.
- I started with simple works. I often work in office called P+CS Management Suite (Principalship&Corporate Services) I copy type on pc, scan documents or shred papers.
- There are so many willing and great people who help me with anything. Everybody is fine here. So I don't have any problem. When I don't know how I can work Always Someone explains it me

3 Week (15-19) October

- Week by week goes by quicker as water and I get have more and more experience. I joined a group called Amigos. That group is for international students from around the world. Meeting place is in Durham Cathedral . It is to improve my English and to meet people. Everyone in group has tag with own name. Then people walk and speak among themselves.
- Every day I am improving in my English and in work.
- At the moment I work on Pc. I wrote over times sheets + sorted + made spread sheet in Microsoft Excel.

- Next my work was in Power point. I made charts, register
- Work with Idox on internet and also copy type on pc, scan documents and shred papers.

3 Week (22-25) October

- This week I started in Main Reception.
- I learned to work with Franking machine (stamp letters and envelopes)
- Answering Phones
- Welcome of Guests
- And That's all because I had Holidays

4 Week (26-30) October

- a work with registrations of students, scan documents
- I made charts in Power Point
- I worked in Microsoft Excel and I was making table about Staff's courses and events.
- Scan documents to system of Idox

5 Week (5-9) November

- I received big file with so many pages to copy type in Microsoft Word on PC. I was doing it almost 4 days with another works as copy type, scan documents and etc.
- Sometimes I work in Admin office. It's my favourite office. I'm here with more people than in Main reception or Manage Suit office.

6 Week (12-16) November

- After Beautiful weekend I was full of energy. I started in Admin Office
- My work for this week was to copy type on PC, usually scan documents and work with programs as Microsoft Word, Excel or Power point.
- Also I have worked in different area than so far. With new people and new placement.
- There I stamped and glued address on letters and envelopes.

- Next my work was scan documents to program called Idox.

7 Week (19-23) November

- My week started in Management Suite with my support.
- I have opened letters and envelopes and then stamped them.
- I worked in Microsoft Excel and I was making table about Staff's courses and events.
- I looked for contacts on the internet.
- I made charts in Power Point

8 Week (26-30) November

- I started working in new office called CIS
- It's bigger office than last time with more people
- My work here is very similar with new tasks
- Scan documents, shred papers, copy type
- I was doing the registration of students to computer
- I folded letter and put in envelopes

9 Week (3-07) December

- All my work in CIS was every day same.
- Registrations of students, scan documents, copy type
- I received registrations of students and entered them on database on a daily basis
- Input students paper enrolment on system
- Search students details on CIS system if data available I disclosed enrolment details on forms

10 Week (10-14) December

- Again in CIS
- ILR Registrations of students, scan documents to pc, copy type
- Input students paper enrolment on system
- Search students details on CIS system if data available I disclosed enrolment details on forms

11 Week (17-21) December

- Last week in CIS
- a work with registrations of students, scan documents

- Input students paper enrolment on system
- Search students details on CIS system if data available I disclosed enrolment details on forms
- Christmas started with my holiday

New Year,.....2013

12 Week (07-11) January

- I started working in the same office (Admin's office)
- My work for this week was to copy type on PC, usually scan documents and work with programs as Microsoft Word, Excel or Power point.
- I was in new office called Marketing office where I cut business cards by guillotine .

13 Week (14-18) January

- I made many appointments for my staff.
- I did weekly returns of employers in program Microsoft Excel
- I worked again in CIS office and I filled student's forms and envelopes.
- Scan documents to system of Idox

14 Week (21-25) January

- I attended few trainings for staff at the College
- I was doing Enquiry details in program Microsoft Excel.
- Scan documents, shred papers, copy type
- Open envelopes and stamped them.

15 Week (28-01) January-February

- I was in CIS office.
- Input students paper enrolment on system
- Search students details on CIS system if data available I disclosed enrolment details on forms
- I filled envelopes letters

16 Week (04-08) February

- Scan documents to system of Idox
- I have opened letters and envelopes and then stamped them.
- shred papers, copy type

- work with Excel and Microsoft Word. (SFP Review, Contractors sign,..)

17 Week (11-15) February

- I worked in new office called CPU
- I checked paper copy of forms with electronic version and if non identical I amended electronic copy. If unable to correct electronic form I made note on paper copy.
- Scan documents to system of Idox
- shred papers, typing set of minutes for manage services of department

18 Week (18-22) February

- a work with registrations of students, scan documents
- I made charts in Power Point
- I worked in Microsoft Excel and I was making table about Staff's courses and events.
- Scan documents to system of Idox

19 Week (25-1) February- March

- work with Excel and Microsoft word I made schemes and charts .
- Charts of Corporate services administration in PowerPoint
- I typed documents about OCC health training.
- Scan documents to system of Idox

20 Week (4-8) March

- I worked in Microsoft Word and I made tables for Contractors Sign in book and I filled them.
- I sorted student's forms to arch for Access office
- separate out useless tel. contacts from the system for Marketing office
- I made tables of enquiries in Excel

21 Week (11-15) March

- I sorted student's forms to arch for Access office
- Scan documents to system of Idox
- Shred papers, opening post office ,
- I typed information about Sports hall

22 Week (18-22) March

- I copy typed files Administration task and OCC Health Training
- I made table of Availability (Easter Rota) for staff in Microsoft Office

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