

Fact-finding for a database system



**ASSIGN
BUSTER**

What kinds of tasks do you perform in a typical day? We book students for interviews which are held every Monday. Students bring the following. Arrive at the college at 8: 00 am Bring three passport size photographs Original and two copies of SEE examination result slips A copy of School leaving certificate Two copies of birth certificate, National ID/Passport Any other relevant certificates. Entrance examination fee Is SSH. 300 They then sit for a written Interview and an oral one after. Finally they fill the application forms and alt to be called for admission letters. . What kinds of data do you work with? Information about every student which includes contacts and results of a student according to progress results slip. 3. What types of reports do you use? A progress results slip. Students' marks are recorded in books/paper then input in an excel worksheet and graybeard is generated after. 4. What types of things do you need to keep track of? Student contact information, academic performance, attendance and character with the help off student tutor. . What courses do you offer?

The following are courses offered;. A) There is the one year Cheekbone certificate In Cookery and Housekeeping. D Plain and above. Intake is done in January, May and September. B) A 2 year Craft certificate In Catering and Accommodation Management. (Examined by knees). C- Minus & above (with a pass In Mathematics examined). Intake Is done In April. C) A 3 year Diploma In Catering and Accommodation Management (examined by knees). Requirements; C Plain & above (with a pass In Mathematics examined). Intake is done May-July.) Short Courses in Housekeeping & Cookery (HOC). The course is open no qualification stated. Once a student has been admitted and pays her fees she goes to the class her course is offered. There

isn't a clear enrollment system. 7. What challenges do you face with the current process of admission? It is tedious and time consuming. Sometimes it takes the whole day instead of half a day from 8. Am to mid-day. Data redundancy. A lot of paperwork. Having to go through all student documents manually to know ho is admitted and for which course.

Chances of form misplacement are very high, because of huge number of applications. A lot of paperwork and human involvement. 8. How is the institution's structure? From the top we have the Principal, Vice principal, Head of departments and then lecturers/teachers. 9. How many departments do you have and which ones are they? There are three departments. Housekeeping and laundry unit. Food and beverage production. Production unit. 10. What is the approximate student population? There are about 400 students.