

Chapter i

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Chapter I Introduction 1. 1 Introduction of the Study A Campus Information System for Cordillera Career Development College—High School was proposed in replacement of the Manual Enrollment System of the institution for it to have an organized flow of transactions and an ease of work especially to the registrar and accounting of CCDC— High School. The study is concerned on how the manual enrollment performs throughout the company's transaction. The CCDC—High School was observed that they are still using manual based operation because of the demand of the computer utilization to ensure that urgent work is given to proper authority. CCDC— High School needs this Campus Information System because it is faster and more convenient for storing data. With the continuous increasing number of student and the manual processes of enrollment, they encountered a lot of problems which includes slow process of enrollment, volume records that the Registrar's office have to handle and difficulty in generating the student's master list. The researchers have proposed a Campus Information System to CCDC-High School that would help to systematize the enrollment processes of the school.

1. 2 Introduction to the Company The CCDC was first envisioned merely to be a pre-elementary and review and modular computer center. However, with efficient leadership coupled with sufficient educational experiences and with the encouragement given by our leaders, the plan has been altered to include elementary, secondary, technical-vocational, collegiate and yes, even graduate education courses. The Cordillera College is not to compete with but rather to complement and supplement the efforts of the older and bigger institutions with the common goal to educate the youth. The responsibility to provide quality and relevant education that can

be considered at par or equal, if not even better than those of others is also highly regarded. The operation of the college started during the summer term of 1993 in rented classrooms of the Pelizloy Centrum at km. 5 La Trinidad, Benguet with 59 students enrolled in modular computer courses, review class for NTC Examination, and typing classes. The school year 1993-1994 started with the enrollment of more than 100 technical-vocational students in June that increased to more than 200 students during second semester. Amazingly; the enrollment during the start of the school year 1992-1995, rose to more than 500 and it further increased to 870 college students during the second semester. Out of this number, a total of 157 students were among the first graduates in 1995 from the following courses: One year Computer Secretarial, Two year Computer Technician, Two-year Graduate Midwifery and Modular Courses in Computer. From then on, new programs were offered with the enrollment continuo increase of enrollment. The need for expansion was seen, hence, a three story main building was constructed in a 2, 500 square meter lot area in Buyagan, Poblacion, La Trinidad in 1995. This was possible thru a loan from Social Security System with Metro-Bagui as conduit bank. The operation of the college was partially transferred to the new site in January and fully in June 1996. Campus development continued to be implemented with the fencing of the institution's perimeter area, the construction of the open gym, stage and bleachers. To adhere the primary goal of providing quality education, improvement of schools facilities is being addressed. There is the development of the main building mezzanine, the construction of the student center, gym bleachers, laboratory rooms, 3-stair class Hotel and Restaurant

function room, ROTC Armory, Bachelor Officer's Quarter, and comfort rooms. Further, a three storey Basic Education Building is nearing its completion adjacent to the main building to house Department of Education as well as the Secondary and Primary Schools. Vision A center of academic excellence and relevant skills and competencies for holistic development. Mission The student is the center of educational efforts in the Cordillera Career Development College. Its graduates are equipped with the knowledge, skills and values relevant for; (1) employable " job seekers", and entrepreneurial " job providers"; (2) advocates for the rich indigenous resources and the preservation of the desirable cultural traditions and practices of the Filipinos in the Cordilleras; and (3) champions of the Filipino values that makes peace and harmonious living in human society possible. Guiding Values Trustworthiness, Tolerance, Humility, Empathy, Environmental, Awareness, Competence, Courage, Harmony, Honor, Industry, Inquisitiveness, Loyalty, Level-headedness, Discipline and Dignity. Figure 1: Organizational Chart of CCDC-High School Shown in Figure 1 is the CCDC-High School organizational chart with employee corresponding work. 1. 3 Statement of the Problem The current enrollment and grading system of CCDC—High School is being done manually. As observed by the researchers in the current system, sorting is done purely manual. This resulted to slow processing of enrollment and payments of students' accounts and inaccuracy in computation. Sorting alone takes a lot of time to complete the task considering the number of students being admitted every school year. During enrollment and examination period, long queue of student in the enrollment section and accounting section are observed which shows that there is a major problem

in the processing of students' transactions in this area. In this case, time is wasted by parties, employees and student in processing their enrollment and transactions in the student accounting section.

1. 4 Statement of the Objectives

1. 5. 1 General Objective

The CCDC-High School are using manual-based operation for their enrollment which is cause of slow process, time consuming, data are prone to errors, and long queues of students during enrollment and payments. This study aims to design and develop a Campus Information System for CCDC-High School to provide fast, efficient and responsive service for the benefits and needs of employees and students.

1. 5. 2 Specific Objective

- Identify the problem areas in the existing system and potential areas for improvement.
- To analyze, organize and evaluate the existing manual processes of the enrollment and students' accounts system of the CCDC- Laboratory Secondary High School.
- To create a database for the students, to build and develop a computer bases for CCDC- Laboratory Secondary High School especially their enrollment, grading, accounting and student records.

1. 5 Significance of the Study

Due to the increasing population of CCDC-High School, this study will help the school regarding their enrollment transactions. The proposed system aimed to benefit the school in their enrollment facilities such as maintaining the files, especially the enrollment processes itself. The proposed system aimed to benefit the following:

To the Institution This shall adapt the new innovation of technology to help them accomplish their work with optimum performance. The developed system will compensate the flaws and problems that the company is encountering. Employees would not have to worry preparing forms for the clients and reports for the managers because the

system will supply it for them. In addition, this system is of great help to the registrar's office in keeping or filing the students' data as well as easier access to these files when students will need it. Moreover, it will lessen the long time and lines that students had to spend and make during registrations and payments of tuitions. The students will benefit by means of not having a hard time in falling in line and waiting for their turn to register and pay for their tuitions. To the Researchers This study challenged the researchers to push themselves to do their best in developing the enrollment system. The researchers would also benefit from this study since they would value the importance of enhancing their skills and work performance while grasping knowledge throughout the study. To the Future Researchers For the future researchers, this study could be use for references in cases of the some topics if they would wish to research the same but more improved one.

1. 6

Scope and Limitation of the Study The proposed Campus Information system covers the basic processes of the CCDC—High School. The system comprises generating reports, student assessment and storing of records to a central database. The system was design for the secondary high school of CCDC. Elementary, College and Nursery are not included. The proposed system does not include the ATM in paying their account. The Study's scopes are as follows: 1. Enrollment of Student 2. Payment of Tuition Fee 3. Grading of student 4. Generate Reports The study's limitations are as follows: 1. Online Payment 2. Online enrollment 3. Scholarship 4. Nursery, Elementary & College 5. Limited to Implementation