De La Salle University - Dasmariñas

DLSU – D Computer Studies Department Automated Office Management System

An Undergraduate Special Problem

Presented to

the Faculty of Computer Studies Department

De La Salle University – Dasmarinas

Dasmarinas, Cavite

In Partial Fulfillment

of the Requirements for the Degree

Bachelor of Science in Computer Science

by

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ABSTRACT

The De La Salle University - Dasmariñas Computer Studies Department has always relied on manual processing in the sense that for every document it has to produce, for data gathered, and for every report generated, tons of paperwork are always involved. These documents are then stored in file cabinets for later reference. Over the years, these documents pile up causing space shortage in the department. When this occurs, many other problems arise such as data loss, redundancy and inconsistency of formats. The chair of the department needed a new system that would assist him and the department as a whole in terms of data storage, elimination of unnecessary documents resulting in more space for the office and efficiency in the issuance of reports.

The system would be containing important information regarding both students and faculty staff like personal data, schedules, loading, evaluation reports, attendance, progress charts, etc. The system also includes utilities needed by the department chair like pre-loaded templates for different types of documents, which are forwarded to various locations in the school.

The system will allow the users (mostly, the chair and secretary), to retrieve necessary faculty or student data from databases stored in the system, therefore, lessening unnecessary papers/forms in the department. It also includes ready-made forms/documents given out by the department regularly like evaluation forms to eliminate repeated creation of said documents over and over again.

LIST OF APPENDICES

LIST OF FIGURES