A PROPOSED GUIDANCE SERVICES SYSTEM FOR ILOCOS SUR POLYTECHNIC STATE COLLEGE

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TABLE OF CONTENTS

CHAPTER I

INTRODUCTION

In this time of new generation, Information Technology is fast growing capability into a wide and various scopes. Computers have proven a lot in its good contributions in the field of businesses, organizations, companies, hospitals and also embedded in the field of educational institution. The power of index finger through clicking on the mouse and computing devices has proven its great effects in file keeping and reproduced any time as needed.

As time passes and modernization continue to invade every nation, we are stricken with this phenomenon. Triggered by this, the combination of technology and people, the birth of "**A NEW GUIDANCE SERVICES SYSTEM for Ilocos Sur Polytechnic State College, Sta. Maria Campus*: A version proposed***" had started to help reduce the use of papers and stocking in individual case folders in offices.

The Ilocos Sur Polytechnic State College is a multi-campus which necessitates the need to have a guidance office for effective governance of the students.

The institution has establishment of guidance office to take charge with the state policies and regulations to the students of ISPSC and some of these rules are now based on the student manuals that are distributed during the starting week of classes.

The existing current system is manual and time consuming. Researchers found that the guidance office has its problem with record keeping. In order to solve the problem the group fined ways to help the irregularities of the guidance office. The

records are collected when the student/s abide the neither regulations nor state policies of the institution by the guidance counselor/s. The current set-up is to take the names of the abiders and given a call slip to have an immediate meeting the college counselor/s to tackle the issue. They are given a form to be filled up and that will be compiled and kept in a cabinet inside guidance office. Yearly, the population of the school is gradually increased as year passed by, and the records are tote up due to the new problem encountered by the students. The current set-up of record keeping in guidance office is disorganized and not filed systematically.

With this kind of file keeping it is inevitable that vital records of students are put to risk due to disasters either natural or manmade such as: fire, floods and earthquakes.

Statement of the Problem

Based on ISPSC Guidance Services experiences the following were observed:

1. Files are kept in precarious cabinets;

2. Student records are being search in the cabinet one-by-one;

3. Some records are being misplaced due to disorganized and unsystematic;

4. Files are prone to damages and risks. These enumerated observations inspired the researchers to conduct the study.

Specifically, this study sought to:

1. To design a **NEW GUIDANCE SERVICES SYSTEM** that will address the needs of the guidance office.

Specifically this will enable to:

1. Improve the Guidance Filing System like adding, editing, saving, and updating records.
2. Enhance the search of specific records of students using a primary key within a short time.
3. Secure the stored files using the New Guidance Services Security System.
4. Produce updated and accurate guidance records of Students.

Conceptual/Theoretical Framework

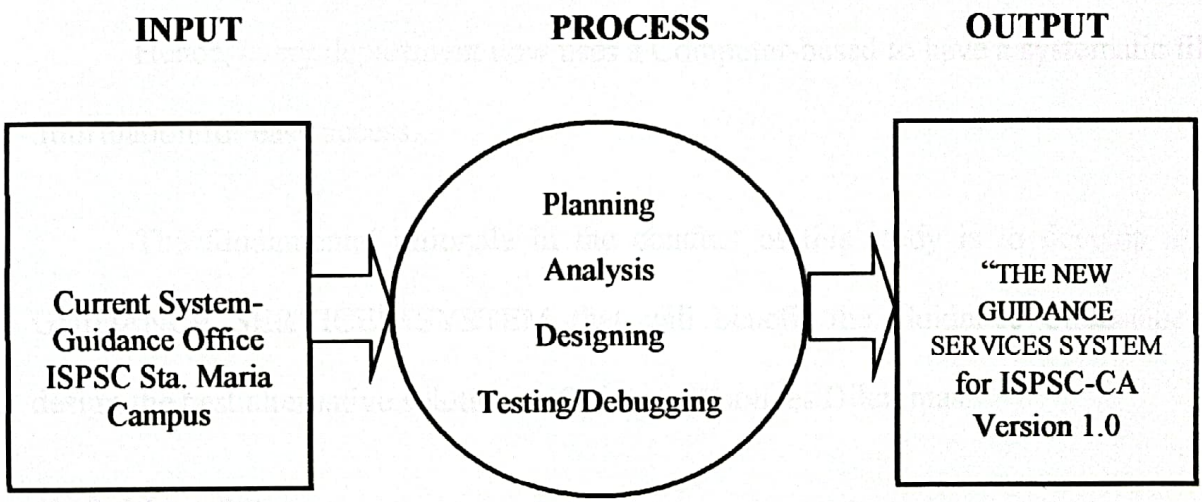

Figure1. Conceptual Framework

Significance/Importance of the Study

At present the guidance office is facing a big challenge which is in neither record keeping nor record management. Records are put to risk and hazards and records deterioration seem to happen due to wear and tear conditions.

The study centered on recording and filing system thru the Guidance Services System" for the guidance office of ISPSC in order to lessen or minimize the problems encountered with the present record keeping system.

It will enable the Guidance Counselor to use and view the records of the students. It can also enable to enter data or information about the students.

Hence, every department now uses a Computer-based to have a systematic file of information for easy access.

The fundamental rationale in the conduct of this study is to develop a NEW GUIDANCE SERVICES SYSTEM that will benefit the Guidance Counselor/s and design the best alternative solution to Guidance Services Dilemmas.

Definition of Terms

Computer — is a programmable, multi-use machine that accepts data (raw of fact and figures) and processes, or manipulates information that we can use such as summaries and totals. **Data Flow Diagram** — is a figure that illustrates the flow of data within a system and operations performed on data.

Data or Information — refers to the unprocessed and processed data or information, consisting of raw facts and figures that are processed into information.

Hardware — are the device and other physical things involve in processing information, such as computers, workstations, physical network, data storage and transmission devices.

Information Technology — refers to the advanced use of the hardware and software that make information system possible.

Software — is the computer programs that enter user inputs and tell the hardware what to do.

System Development Life Cycle — is a process by which system analyst, software engineers, provides a conceptual framework for presenting and understanding the activities involved throughout the system process.

Scope and Delimitation

This study focused on the NEW GUIDANCE SERVICES SYSTEM for the Ilocos Sur Polytechnic State College Sta. Maria Campus. This service will address the problems in filing and recording of student's information, offenses and irregularities.

CHAPTER II

REVIEW OF RELATED LITERATURE

The Guidance Services System meets the accountability demands with our comprehensive in record keeping. The true challenge for developing the guiding principles for their appropriate implementation lies on the inclusion of all the Students. Record keeping has been necessary in order to preserve intellectual property rights of such students. Computer-based System is a rising fast in different companies not only globally but in local sectors, from educational institution to the business world. The increased use of electronic

Information technologies have created added concern about issues of intellectual property, privacy and security.

File management system is a very significant part of an operating system. File system performs various tasks which involve mapping of various files to the physical devices such as a disk. A file system keeps track of the files in an operating system. Each file is a collection of data and has certain attributes such as file name, file type and operations that could be performed on the file. File system is responsible for making the files accessible. There are different ways of accessing files via a file system; such as a sequential access, direct access and indexed access. All files (and the information about files) are stored in directories. It is really important for a file system to be reliable so as to preserve our data. To end with, we can say that file system is one of the most important aspect of any operating system. *(filemanagement.com)*

What is a file management system? We can define file management system as a system that an operating system uses to keep track of different files. Unlike the CPU and memory management aspects of the operating system, which aim mainly towards an optimum use of the CPU, file management aims to provide a convenient programming environment for the users of the system. In fact, file management is often used by the users as a measure of how good the operating system is. Even if a system obtains a near 100% CPU utilization, it is still not good enough to users unless it is easy to use. Therefore, we can say that file management aspect of the operating system is the most visible service of the operating system.

There are several functions that must be performed by an efficient file system. These functions include storing of files in an orderly fashion, accessing the stored files, appending the stored files and protecting the files from loss of data. It is highly important for an operating system to have an efficient file management system to protect the files from unexpected loss of data. File management systems also make it easy to share file among different users. File access mechanisms make this sharing of files possible. Currently, we have many file systems floating around. Each operating system has a specific file management system associated with it. However, there are some operating systems that support multiple file systems. FAT, FAT32 and NTFS are examples of common file systems used by Microsoft Windows operating system.

From a beginner's point of view, a file could be defined as contiguous set of words (bits, bytes or instructions). More appropriately, a file is collection of data. We can

store different kinds of information in a file; for example source codes, images, text documents, and so forth. Files are of different types depending on the information stored in a file and therefore each file has its own structure which is type dependent. Everything on a computer is stored as a file. It is the job of the operating system to map this sequence of words (i.e. files) into physical devices. This gives us another alternative definition of a file system – The part of operating system that maps various files to the physical devices is called as file management system. It is clear that the main objective of the file systems is to free the users of the details of storing the information in the physical devices.

Files - Attributes

The particular information kept for each file varies from operating system to operating system. No matter what operating system one might be using, files always have certain attributes or characteristics. Different file attributes are discussed in this section of the report.

- **File name** - The symbolic file name is the only information kept in human-read form. As it is obvious, a file name helps users to differentiate between various files. A file name generally consists of a string of characters, for example "cs384report.doc". The string of characters prior to the "." is called as filename and the part after it is called the file extension (or file type) that differentiates between different types of files. We can have files with same names but different extensions and therefore we generally refer to a file with its name along with its extension and that forms a complete file name.

- **File type** - A file type is required for the systems that support different types of files. As discussed earlier, file type is a part of the complete file name. We might have two different files; say "cs384report.doc" and "cs384report.txt". Therefore the file type is an important attribute which helps differentiating between files based on their types. File types indicate which application should be used to open a particular file.
- **Location** - This is a pointer to the device and location on that device of the file. As it is clear from the attribute name, it specifies where the file is stored.
- **Size** - Size attribute keeps track of the current size of a file in bytes, words or blocks.
- **Protection** - Protection attribute of a file keeps track of the access-control information that controls who can do reading, writing, executing, and so on.
- **Usage count** - This value indicates the number of processes that are currently using (have opened) a particular file.
- **Time, Date, and Process Identification** - This information may be kept for creation, last modification, and last use. Data provided by this attribute is often helpful for protection and usage monitoring. Each process has its own identification number which contains information about file hierarchy.*(http://msdn.microsoft.com)*