



ILOCOS SUR POLYTECHNIC STATE COLLEGE



INFORMATION TECHNOLOGY DEPARTMENT  
OF THE ISPSC-CA  
ONLINE

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*Bachelor of Science in Information Technology*

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# ILOCOS SUR POLYTECHNIC STATE COLLEGE

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## **CHAPTER I**

### **INTRODUCTION**

#### **Background of the Study**

During the School Year 2001 – 2002, the course in Bachelor of Science in Information Technology was introduced and offered as a 4-year course by the Ilocos Sur Polytechnic State College – College of Agriculture, Sta. Maria, Ilocos Sur. Thus, the Bachelor of Science in Information Technology was created and was headed by Engr. Evangeline C. Reyes.

The school year started with 21% of the total student population of the college enrolled in Bachelor of Science in Information Technology. There was a hair-line decrease in enrolment with 20% BSIT population of the enrolment during the school year 2002-2003. However the BSIT enrolment school up to as high as 33% with a total of 323 students, a very high edge among the enrollees of the other departments.. an increasing trend of enrolment that went on until school year 2006-2007. During the school year 2004-2005, a steady increase of enrolment took place with 38% increase or 350 students or 433 students in 2005-2006. By the school year 2006-2007 more than one half 51% or 455 students of the whole ISPSC-CA student population were enrolled in Bachelor of Science in Information Technology. Nonetheless, there was a slight decrease during the academic year 2007-2008, the BSIT enrolment was posted at 46% or 520 students of the total ISPSC enrolment. Still, the Bachelor of Science in Information Technology maintains its mark as the alluring course offered by the ISPSC-CA aside now from the Bachelor of Science in Hotel and restaurant Management which was offered in SY 2007-2008.

### **Significance of the Study**

The Online exposure of the information technology department of ISPSC-CA can help the past, current and the incoming IT students view their grades online by simply accessing the internet. BSIT students will no longer undergo a tedious task of going to the registrar's office asking for a report of grade form then going to each of their subject instructors for their grades and at the same time for their signature which is a very time-consuming process compared to the database attached in the Information Technology Department of ISPSC-CA Online. With the rise of the online if properly implemented soon, the students can get their grades in just a few seconds.

### **Objectives**

To create a website that can transform the hard copies of documents into e-files so that the IT students are able to update the public profile of the department and in incoming events of the college campus. And to provide the IT students an access of their grades online other than going to the registrar's office and asking a report of grades form. After the installation of the Information Technology Department of ISPSC-CA online, the exposure of the college is also implied.

### **Statement of the Problem**

The study determined the existing conditions of ISPSC-CA Information Technology Department; specifically it sought to answer the following problems:

- 1) How is the process of ISPSC-CA information technology department in terms of distribution or giving of grades to all the IT students except distributing through class cards?
- 2) What appropriate information/data should be posted into the web?
- 3) How could the IT students, faculty, staff and other personnel be updated of the events in the department, through the internet?
- 4) What is the status of the resource factors of the ISPSC-CA Information Technology Department in terms of technical, human, operational and economic aspects?

### **Conceptual Framework**

The Input-Process-Output model showed the interrelationship between and among the variables of the study.

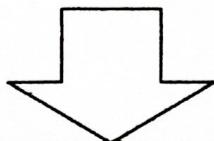
The input block looked into the profile of the information technology department, the grades of the IT students, and the profile of the faculty members where it serves as the content of the site. The process block represented how the data were analyzed. After the analysis of gathered data , the researchers' designed the content of the proposed website for the IT department of ISPSC-CA.

The output block represented the research output or the proposed website for the department which has been developed using a joomla programming language, a website development software.

**INPUT:**

The Status of Information  
Technology Department of ISPSC-CA

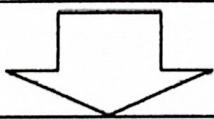
- A. Profile of the Information Technology Department
- B. Grades of the IT students
- C. Profile of the faculty members



**PROCESS:**

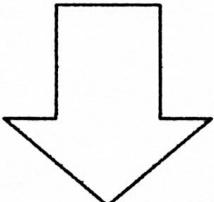
**I. Data analysis**

- A. Include when & How the IT department started
- B. Organize the public profile of the IT department
- C. Reliability test of IT student's grade



**II. Design and Analysis of the IT Department of ISPSC-CA online**

- A. Analysis
- B. Design
- C. Content Management



**OUTPUT:**

**INFORMATION TECHNOLOGY DEPARTMENT OF  
ISPSC-CA ONLINE**

**Figure 1. Conceptual Paradigm**

### **Scope and Delimitation**

The study was delimited to profiles which are kept in the filling cabinet inside the IT Department office like records and important documents and which are also submitted to the Accreditation room. Hard copies of the documents were converted into files into e-files or Electronic Files through the development of a website. Hence, there are not only saved in personal computers.

In terms of securing the data or information posted into the web, only the administrator is authorized to edit, delete, and add the information posted due to the security of logging-in process which required a password in the part of the administrator.

Although the proposed website for the ISPSC-CA Information Technology Department is under the provision of the said College, only IT-related information will be mastered into the web to the advantage of the IT students, faculty and staff.

### **Assumption**

After the researchers finished implementing the design and organized the gathered data, they assumed to create an interactive website for the ISPSC-CA Information Technology Department to enjoy the presence of internet access in the college campus. The saving of files and documents in a manual process or keeping it up in the filling cabinet can be easily saved into the web to minimize the process of securing files. But keeping related files in a manual process is also recommended as a backup or copy to avoid inconvenience.

In the period of implementation, the students are able to access on the web their grades for the past and present academic year of schooling.

## **Definition of Terms**

### ***Online chat***

Can refer to any kind of communication over the Internet, but is primarily meant to refer to direct one-on-one chat or text-based group chat (formally also known as synchronous conferencing), using tools such as instant messengers, Internet Relay Chat, talkers and possibly MUDs. The expression online chat comes from the word *chat* which means "informal conversation".

### ***Online and Offline***

The terms online and offline (also on-line and off-line) have specific meanings with respect to computer technology and telecommunication. The concepts have, however, been extended from their computing and telecommunication meanings into the area of human interaction and conversation, such that even *offline* can be used in contrast to the common usage of *online* (e.g., "I bought that shirt offline").

### ***E-file***

It is the means for electronically transmitting information. E-FILE is a form of Electronic Data Interchange.

### ***The World Wide Web***

(Commonly shortened to the Web) is a system of interlinked hypertext documents accessed via the Internet. With a Web browser, one can view Web pages that may contain text, images, videos, and other multimedia and navigate between them using hyperlinks.

### ***The webmaster***

Also called the **web architect**, the **web developer**, the **site author**, or the **website administrator** is the person responsible for designing, developing, marketing, or maintaining a website. On community websites, webmasters are able to change and manipulate any comment that the users make.

### ***A shoutbox, saybox, tagboard, or chatterbox***

It is a chat-like feature of some websites that allows people to quickly leave messages on the website, generally without any form of user registration. In their simplest form, shoutboxes are simply lists of short messages, possibly with information about their authors. The page may be automatically refreshed after a certain interval, or polled dynamically in order to keep new messages visible. Older posts are often deleted after a certain number of messages have been written in order to preserve space on the server.

### ***A website***

It is a collection of Web pages, images, videos or other digital assets that is hosted on one or more web servers, usually accessible via the internet.

A Web page is a document, typically written in (X) HTML, which is almost always accessible via HTTP, a protocol that transfers information from the Web server to display in the user's Web browser. The pages of a website can usually be accessed from a common root URL called the homepage, and usually reside on the same physical server. The URLs of the pages organize them into a hierarchy, although the hyperlinks between

them control how the reader perceives the overall structure and how the traffic flows between the different parts of the site. Some websites require a subscription to access some or all of their content. Examples of subscription sites include many business sites, parts of many news sites, academic journal sites, gaming sites, message boards, Web-based e-mail, services, social networking websites, and sites providing real-time stock market data. Because they require authentication to view the content they are technically an Intranet site.

## **CHAPTER II**

### **REVIEW OF RELATED LITERATURE**

South Plains College recognizes the importance of developing and maintaining a website on the World Wide Web. The purpose of the college's presence on the World Wide Web is to provide online access to the college whereby internal and external users may obtain information about the college, its programs and services. To this end, the SPC Website is considered an official college publication in electronic format, which communicates the vision, mission, aims and philosophy of the college. The SPC Website functions to inform encourage and persuade individuals to seek higher education in the context of a comprehensive community college setting. Additionally, the SPC Website exists to support the instructional process in innovative and creative ways, provide students with online access to services and programs, and facilitate the development of a viable learning community. The purpose of the SPC Web Policies and Guidelines is to:

- Establish standards of conformity and good practice for official pages posted on the SPC Website.
- Ensure proper use, accuracy and consistency of the SPC Website.
- Develop policies that foster professional use of the SPC Website by faculty, staff, and students.
- Aid faculty, staff, and students in publishing web pages that reflect the mission and goals of South Plains College.

***Oversight Responsibilities***

To assure a unified image, high quality content and acceptable use, all South Plains College web pages and information will be subject to these oversight policies.

Non-instructional information, use and content will be directed through the Office of College Relations. The Web Content Coordinator is responsible for monitoring content of uploaded pages, training users in use of software for building and uploading pages, questions about the content and design of SPC pages, and monitoring resources being used by the SPC Website. The Office of College Relations will periodically review the Website for accuracy, currency and compliance with SPC Website Policies and Guidelines.

Instructional Website information and pages, use and content will be directed through the Office of Instructional Technology. Departmental chairpersons or instructional dean(s) will have full control over and responsibility for departmental information within established policy and guidelines. In addition, the Office of Instructional Technology will serve as a source for assistance in setting up and maintaining web pages that are appropriate for instructional purposes. The Office of Instructional Technology will periodically review instructional Website content for accuracy, currency and compliance with SPC Website Policies and Guidelines.

The Information Technology Office is responsible for administering web server equipment, assigning and managing accounts for faculty, staff, and student, maintaining system security and integrity, and providing technical support.

Each SPC department (i.e. Nursing, English, Industrial Technology, Counseling) is responsible for assigning at least one person to be responsible for the web content of that department, to help that department develop its web presence, and to work with the Web Content Coordinator in developing each department's web pages(s). Approved web authors are responsible for maintaining the department's collective web pages, evaluating the content of these pages, and checking the external links. The department head or chairperson is responsible for the approval and periodic review of content for the department.

The SPC Web Content Advisory Committee is responsible for periodic review of the SPC Website to make sure the SPC Website is achieving its goals and expected outcomes and that policies and guidelines are being followed.

### ***Definitions***

***Official SPC Web Pages:*** Official SPC pages are professional faculty, staff, department, or student organization pages that are created for and represent the programs, services and activities of South Plains College. Such pages are considered SPC publications and must adhere to the same standards and publishing criteria and policies as any other SPC publication. Official pages must be hosted on approved SPC web servers. Unofficial pages will not be hosted on the SPC Website.

***Unacceptable Material:*** Material that promotes activities that are illegal and/or violate existing SPC policies including, but not limited to, criminal acts, intellectual property violations, pirated software, viruses, and offensive materials is deemed unacceptable material. Offensive materials are those that are obscene in nature, pornographic in nature, or that negatively impact SPC. Questionable material, such as artwork, must be used under sensible discretion and must include a disclaimer.

***Layer:*** Layer 1 is the main SPC homepage. Layer 2 is the submenu contained on the left, or any submenu linked to and from Layer 1. Layer 3 is specific college and department pages hosted on the SPC server, or redirected from the SPC server. Layer 4 is individualized pages posted through the MySPC Portal, or redirected from the SPC server.

### ***Acceptable Use Policy***

Use of an official SPC web page must be consistent with the mission and goals of South Plains College.

Materials placed on the College Website represent South Plains College, not individual staff or students.

All users are expected to provide materials that are consistent with federal and state law and college policies and established procedures. Beyond these limits, users are

expected to provide materials that are high in quality, are technically complete and adequate to the purpose, and provide information that result in a benefit to the college.

Use of the Website and computer equipment must follow existing college policies. Please read Computer and Internet Usage policies regarding the acceptable use of SPC equipment and network. (Need to cite our own equipment usage policies.

### ***Design Consistency***

South Plains College has adopted a Content Management System (CMS) that provides for design consistency throughout the Website. All web pages must conform to CMS standards. Acceptable page templates are available from the Web Content Coordinator for use. Any modifications to CMS standards must be approved by the Web Content Coordinator.

### ***Links***

Links to external commercial and non-commercial sites must be appropriate to the mission and purpose of the college and must be properly approved by the Offices of College Relations, Instructional Technology, Information Technology, or the departmental chairperson.

External links from the SPC Website to a Website outside of South Plains College must be verified to at least three levels to ensure there are no links to unacceptable

material or offensive material. (i.e. an SPC page links to xyz.com which links to abc.com which links to a pornography site).

External Links from SPC pages can link to a commercial site only if the site is being used as an educational resource rather than a way to compete with local businesses or as a source of college or personal revenue. Links to commercial sites cannot interfere with existing SPC contracts.

The page creator should check links at regular intervals to check for dead links, missing pages, and links to unacceptable material. All external links are subject to review and approval by the Web Content Coordinator.

Intellectual property posted to the SPC Website, which has been written or created by a user, shall have its ownership determined by applicable law. One is prohibited from using, either for commercial purposes or for nonprofit academic publication, any file or programs created by a student or employee without that person's written permission. It is the responsibility of the user to determine that there is a clear legal right to use the information.

SPC web pages must follow all existing privacy policies and laws. Publication Procedures the Web Content Coordinator will provide access to relevant files that are needed by the user, and the Web Content Coordinator will provide any training necessary in the publication of web page files to the SPC Server.

***Personal Home Pages***

Home pages for personal use by employees or students will not be allowed on the SPC web server. Links from faculty or staff web pages to personal home pages are not permitted.

***Commercial Advertising***

Commercial advertising or commercial use of pages is not allowed on the SPC Website. This includes promotion or advertisement of specific book publisher items.

***Continuing Review***

Web page authors should check their pages regularly to make sure information is up-to-date and links are operational. The entire Website will be reviewed continuously for currency and accuracy of links. Every page will be checked for expiration date, continuation of the person indicated as being responsible for the page, continued existence of the links embedded in the page, etc. Discrepancies will be noted to the responsible departmental web author or individual for correction. Any page that is not upgraded after notification will be removed.

The Offices of College Relations, Instructional Technology and Information Technology reserve the right to remove or refuse server uploads for any programs,



HTML documents, graphics, audio, video, forms, or data that do not comply with the SPC Website Policies and Guidelines. When opinions differ on the appropriateness of materials or a page's compliance to these policies and guidelines, differences will be resolved through appropriate supervisory channels.

Reference: <http://www2.southplainscollege.edu/>