

# Establishing a Student Absentee System in Colleges that Works under Excel 2013 and Visual Basic

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**Abstract:** *We will use the capabilities of Excel and our simple experience in the work of absentee committees for previous years to prepare the absentee system for students and program it in the interest of the work of the absentee committee and the registration department in particular and the college in general, where a lot of time, effort and tasks will be reduced to the absentee committee if it is done, and will provide accuracy in work and avoid mistake. The system will be prepared for four stages and for the morning and evening studies, to accommodate the information of 400 students for each of the above separately, and to enter the details of absences for each student and each subject, and the system has the possibility to change the default rate of absence (10%) to (15%) and according to formal procedures and approvals For exceptional cases and according to controls. The output of the system will be all the information required by the absence committee such as reports and statistics of the warnings and details of students, in addition to the possibility of printing on paper size (A4).*

**Keywords:** Absence, students, excel

## 1. Introduction

There is no doubt that the use of electronic computer of different types in the field of accounting work is required by the nature of the same work on the one hand, and on the other, what can be achieved by this means of benefits. The most important of these benefits include: accuracy and speed in preparing documents and conducting calculations, and the implementation of accounting procedures such as: registration processes, tab, analysis, and archiving documents. This in turn saves time and effort, reduces the size of the calculation errors and reduces the operating costs of the entity's calculations.

The success of any organization, regardless of its activity, is measured first by the ability of management to use the available resources to achieve the goals with great efficiency and great mastery. This can only be achieved by following the latest management methods to accomplish the tasks and the work. Therefore, it is necessary to rely on information technology in university administration. It includes several aspects, including the financial management system [1].

The governance and management of higher education intuitions is primarily saddled with administrative services,

as such the success of its governance is dependent on the effectiveness of its administration [2, 3].

Management information system scan provide administrators and lecturer with the information required for informed planning, policy - making, and evaluation. Management information systems have changed college management in the areas of leadership, decision making, workload, human resource management, communication, responsibility, and planning. These systems can assist the college manager in determining the aims of the college, formulating strategic plans, distributing resources, and evaluating staff performance as well as organizational success. [4].

## 2. Proposed System

The system consists of many sheets

Start with home sheet

As we see in figure (1) we can choose one of the available buttons according to the task required.



Figure 1: Home

The next sheet represents the basic information

As we see in figure (2) we enter the basic general information for each department and study type and details of each lecturer, and select the specific year and month, then fill the details of each day for just one week.

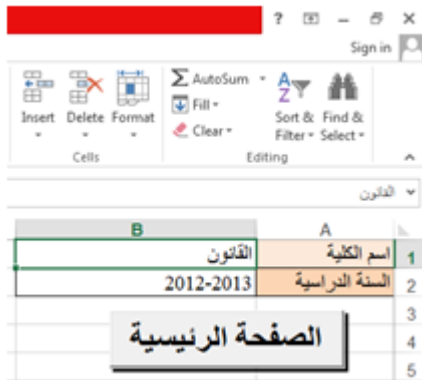


Figure 2: Basic information.



Figure 3: Statistics sheet

The next sheet represents the statistics sheet, which contain the details of statistics for the four stages of paying the financial installment for the evening study for the academic year. As shown in figure (3).

The rest of the worksheets will represent the four study stages and contain the details shown in the figure (4).

Figure 4: One of the four study stages

### 3. Discussions

From the previous section, we note that the system is simple and uncomplicated. All that is required is to enter the basic information regarding the payment of financial installments for students and everything related to it. The system will calculate all the required statistics and show them as tabular results to benefit from them.

The system can be distributed to all colleges in universities, because of its general design and benefit from it by the scientific and financial departments.

Microsoft Excel 2013 application was used to implement the proposed system.

### 4. Conclusion

The proposed system does not require high skill to use and to deal with it, and using this system will reduce the time and effort will be accomplished quickly and accurately.

And the new system is scalable and additions to suit all the wishes of the officials of the scientific and financial departments to meet their needs and to implement the matter in an optimal manner.

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