HIGHER TECHNICAL INSTITUTE

COURSE IN COMPUTER STUDIES

DIPLOMA PROJECT

(USER MANUAL)

COMPUTERIZED ADMINISTRATION SYSTEM FOR A CONSERVATORY

CS / 225

BY: THEOCHAROUS ELISAVET

JUNE 1999

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COMPUTERIZED ADMINISTRATION SYSTEM FOR A CONSERVATORY

By

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1. Introducing the system

The system is an administration system and is designed for Ethnikon Odeon Kyprou. With the help of this system, users will be able to give at any time:

- Information about the students of the conservatory. For example, the debit amount of each student, their progress report, what lessons have each student and some personal details of each student.
- Information about the different branches of the conservatory. For example, the earnings from the fees of their students.
- Information about the teachers of the conservatory. For example, the students of each teacher, the day/time and the class that have lessons.
- Information about the different lessons that the conservatory provides.
- Information about the concerts and seminars of the conservatory. For example, some information about the students that participate in the concerts and some personal information about the lecturers that participate in the seminars of the conservatory.
- Information about the incomes and expenses of the conservatory. For example, if the conservatory has profit or loss at the end of each month and at the end of each year.
- Provide on line computations in order to find out which students have debts to the conservatory and the amount that must pay.
- Generate different reports.
- Employ Backup and Recovery procedures.

The system operates in user-friendly environment and offers useful facilities that are easy to use and save time. By using the Windows environment the user has the best control of the data.

Using the system is very simple, even if the user has not any previous experience with computers. The On-line Help and the User Manual will make it more easy for the user to operate the system.

Everything about the operations and features of the system, as well as a step by step guidance is explained in this book.