System of Calculating the Teaching Fees for Lecturers

Shahbaa Mohammed

Msc. in Computer Science, Teacher, Collage of Law and Political Scince,
Al-Iraqia University, Baghdad, Iraq,

Email: shahbaa.abdulmaged@aliraqia.edu.iq

Abstract: We will employ the capabilities of Excel and our simple experience in the work of scientific departments and the department of finance over the past years, to the preparation of the system of calculating the teaching fees for lecturers, and programming it to serve the interests of scientific departments and the department of Finance, and the college in particular and the university in general.

The system will provide the teaching fees form, enter the monthly teaching fees for each lecturer and the system will be flexible, the year and the month can be chosen according to the required date.

The outputs of the system will be all the information needed by both the scientific departments and the finance department.

Keywords: teaching, fees, lecturer.

I. 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 benefitsinclude: 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 systemscan provide administrators and lecturer with the information required for informed planning, policy-making, and evaluation. Management information systemshave 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].

II. PROPOSED SYSTEM

The system consists of two sheets

Start with the general information sheet

As we see in figure(1) 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 (1): basic information.

The next sheet represents the monthly form, which contain the details of the specific monthas days for the whole weeks.

Figure (2): monthly form.

All the statistics shown in Figure (3) at the bottom of the monthly form, which count the sum of lectures hours and summation of fees and other details.

#	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P
25	السبت	18/05/2019													
26	الاحد	19/05/2019						6		0	0				
27	الاثنين	20/05/2019				2				8	نور رشيد فليح				
28	الثلاثاء	21/05/2019								8	محمد جميل فرحان				
29	الاربعاء	22/05/2019								8	حسين محمد خلف				
30	الخميس	23/05/2019				2									
31	الجمعة	24/05/2019													
32	السبت	25/05/2019													
33	الاحد	26/05/2019						6		0	0				
34	الاثنين	27/05/2019				2				8	نور رشيد فليح				
35	الثلاثاء	28/05/2019								8	محمد جميل فرحان				
36	الاربعاء	29/05/2019								8	حسين محمد خلف				
37	الخميس	30/05/2019				2									
38	الجمعة	31/05/2019													
39	مجموع الساعات		0			18				104					
40	مجموع الاجور														
41	رقم الامر الاداري وتاريخه														
42															
43															
44	اسم التدريسي					رئيس القسم					عميد الكلية				
45															
46															
47	موظف المالية					التدقيق									

Figure (3): the bottom of monthly form.

III. DISCUSSIONS

From the previous section we note that the system is not complicated, but it is very easy, and to use it we only enter the required information in the basic information sheet and only for one week of the month specified, and will be configured form of the whole month and the preparation of all required statistics, and can renew the information for another month and so on.

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.

IV. 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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