

**ELECTRONIC DATABASE FOR PERSONNEL
MANAGEMENT OF THE
NATIONAL ORIENTATION AGENCY**

BY

**BEJIDE OLABODE EMMANUEL
PGD/MCS/98/99/773**

**A PROJECT SUBMITTED TO THE
DEPARTMENT OF MATHEMATICS/
COMPUTER SCIENCE
FEDERAL UNIVERSITY OF
TECHNOLOGY MINNA NIGER STATE.**

**IN PARTIAL FULFILMENT FOR THE
AWARD OF POST GRADUATE DIPLOMA
(PGD) IN COMPUTER SCIENCE.**

APRIL 2002

DEDICATION

This project is dedicated to God Almighty, who saw me throughout the period of the course; and to my wife Mrs. M.Bejide.

CERTIFICATION

This project was supervised by Dr. Y. Aiyesimi, a lecturer in the department of Mathematics/Computer Science, Federal University of Technology Minna.

Dr. Y. Aiyesimi

Project Supervisor

Date

MR. L.N. Ezeako

Head of Dept

Date

The External Examiner

Date

ACKNOWLEDGEMENT

My thank first go to God Almighty who has been in total control of my life and seeing to my successful academic pursuit. My profound gratitude and appreciation also go to my able supervisor Dr. Y. Aiyesimi who coordinates and offers useful suggestions towards the success of this project. I wish to thank my H.O.D. Mr. L.N. Ezeako and all the Lecturers who through their wealthy experience saw me through this Course. My thanks also goes to the following people: Messrs Femi Olaleye, Ogunkuade K., Adebami Sunday, Alonge Makinde, Oseni Fatai, for their wonderful encouragement offered to me during the course of this project.

I also wish to acknowledge my indebtedness to my wife and the children for their moral support and encouragement.

Finally, my thanks go to the entire staff of the Department of Mathematics/Computer Sciences both academic and non-academic for their effort in imparting into the best stuff they know and all who cannot be mentioned.

ABSTRACT

The software discussed in this project is termed “Electronic database of National Orientation Agency”. The main objective is to design an electronics database that processes and manage the management records. Since the invention of the fifth-generation computers (from the early 90s’ to date) that involve the use of microcomputers which uses high-level programming language; a lot of changes have been transformed in human operations even in the third world countries.

Hardly can you find any area of study today without the use of computer, starting from simple word processor to complex electronic database e.g. payroll and nominal roll.

This project takes a study into the personnel management record of the National Orientation Agency (NOA) from the existing manual to the electronic system. The writer was not only successful in converting the manual processing into electronic form but at the same time, enhanced and promote the performance in the new system.

TABLE OF CONTENTS

	Page
DEDICATION	i
CERRTIFICATION	ii
ACKNOWLEDGEMENTS	iii
ABSTRACT	iv
CHAPTER ONE	
INTRODUCTION	
1.0 THE IDEA OF COMPUTER	5
1.10 NATIONAL ORIENTATION AGENCY	5
1.20 PERSONNEL MANAGEMENT	6
1.30 ELECTRONIC DATABASE	7
1.40 STATEMENT OF PROBLEMS	7
1.50 OBJECTIVE OF STUDY	8
CHAPTER TWO	
2.0 LITERATURE REVIEWS	9
2.10 THE MANAGEMENT FOCUS	11

2.20	DATABASE SYSTEM ARCHITECTURE	13
2.30	SOME IMPORTANT DEFINITIONS	13
2.40	DATABASE OBJECTS	14
2.41	TABLE	14
2.42	QUERY	18
2.43	FORMS	20
2.44	REPORTS	22

CHAPTER THREE

SYSTEM DESIGN ANALYSIS

3.10	WHAT IS SYSTEM DESIGN ANALYSIS?	24
3.10	PROGRAM ANALYSIS	25
3.2	SYSTEM SPECIFICATION	26
3.20	QUERYING A SET OF RECORD	27
3.30	FILTERING RECORDS	27

CHAPTER FOUR

4.10	SYSTEM IMPLEMENTATION	29
4.10	PROGRAM LANGUAGE	30
4.20	PROGRAM CODING	30
4.30	PROGRAM TESTING	31
4.4	PROGRAM DEBUGGING	33
4.5	SYSTEM HARDWARE	33

4.60	SYSTEM CONSTRAINTS	34
-------------	---------------------------	-----------

4.70	STAFF TRAINING	34
-------------	-----------------------	-----------

CHAPTER FIVE

SUMMARY, RECOMMENDATION AND CONCLUSION

5.0	SUMMARY	36
------------	----------------	-----------

5.10	RECOMMENDATIONS	
-------------	------------------------	--

5.20	CONCLUSION	39
-------------	-------------------	-----------

CHAPTER ONE

INTRODUCTION

1.0 THE IDEA OF THE COMPUTER

Previously Information Technology in most parts of the World especially the developing countries including Nigeria were for centuries using manual manipulation (mentally processed), which are not only tasking, but also cumbersome and time consuming.

With later years of advancement in Technology, man was able to discover computer with its efficiency and rapid speed in information processing particularly in data processing. Since the advent of new generation computer, both the developed and developing countries have accelerated faster in development using computer for data processing particularly processing of management records.

1.10 NATIONAL ORIENTATION AGENCY

The National Orientation Agency of Nigeria was established by Decree 100 of August 1993. Three Significant organs of government, namely; The Public Enlightenment (PE) and the War Against Indiscipline (WAI), National

Orientation Movement (NOM) Divisions of the Federal Ministry of Information and Culture with the Directorate for Social Mobilization, Self-Reliance were all merged together to form the Organization. The Agency was designed to enlighten the public on government policies. It is believed that no nation can achieve its goal of development without a conscious effort at integrating its people and mobilizing them to understand, appreciate and identify with the ideals of development. For a multi-ethnic and culturally diverse nation like Nigerian with very high level of illiteracy, the need for sustained orientation, social mobilization and public enlightenment becomes imperative. In order for it to achieve her objectives based on mandate, an efficient Electronic Database System is needed.

1.20 PERSONNEL MANAGEMENT

Among the major three departments in the ministry, namely Department of Personnel Management, Department of Finance and Supplies and Department of Planning Research and Statistics. The personnel Department has emerged as the central processing unit of any organization; being responsible for staff training and welfare, maintenance and processing of records, secretariats of the ministry's personnel management board and its Committees, Appointment, Promotion and discipline of staff, establishment and welfare lies with relevant bodies outside ministry and among others.

1.30

THE ELECTRONIC DATABASE

In this project, my attention is focused on the personnel electronic database of the National Orientation Agency, which aims at promoting the efficiency in management organization so as to be able to improve in carrying out its goals and objectives; the electronic database enhances easy retrieval of information, effective record keeping, speeding processes of information, easy reference to past record, faster processing of staff salaries and annual budgeting proposal, easy analysis and sorting of records, and elimination of duplicate information etc.

1.40

STATEMENT OF PROBLEMS

The requests for the NOA electronic database system become very much unavoidable due to the increase in her structure which has the obligation of the management to employ more staff in order to accomplish her goals and objectives.

The existing manual system has several flaws; processing of data is cumbersome and time consuming, sometimes this leads to lost of data, low performance in the entire system.

The failure of the Management to acquire a microcomputer database program to manage her information will surely affect the management objectives,

which aims at educating the citizen on the value of government policies and among other functions.

1.50

OBJECTIVE OF STUDY

Electronic Database Management System promotes the efficiency of an organization by using computer to store, organize, access, manipulate, and present information in variety of traditions.

The writer of this project looks critically at the problems associating with manual database such as using file cabinet or desk drawer to organize data kept on paper. The arrangement is slow and risky. Data might easily get missed, the processing is clumsy and boring, the large bulk of files make it difficult to locate a particular record at a paste, thus this system is sluggish and data might perish easily from common disaster like fire and misplacement. But data on the computer make provision for back up storage which replaces lost data at any time; at the same time it make processing, sorting and retrieval of records fast and easy.

CHAPTER TWO

2.0 LITERATURE REVIEW

An organization is a human group that has been deliberately constructed with the aim of seeking specific goals.

Organization needs to be controlled, coordinated and at the same time plan a head for her future prospect. To do so it will need to communicate information and facilities. When computers are introduced into organizations because of the benefits they can provide, it affects the work of staff within the organization. Some jobs are changed, some may be created and some may be lost.

There are many methods of evaluating new methods and technologies. In the area of computerization the main methods are those used in systems development. A proposed computer system is evaluated in terms of how well it can meet the objectives that will enable the organization to meet goal such as optimum service or optimum use of resources.

With high rate of growth in information technology, it will soon reach a level that any organization which is not computerized will be abandoned by the government, even the society.

Computerized database system has the ability to arrange or sort the records in the table according to different fields of data; it analysis data and quickly

produce reports ranging from simple listings to Complex, professional-reports.

This Chapter compares various ideas, past writings of experts and authorities since the idea of computers into every face of organization activities.

The 1984 Data protection Act was intended “to regulate the use of automatically processed information relating to individuals and the provision of services in respect of such information but may also be a discouragement to the use of computers for some applications

C.S. French (1992) noted that data description must be standardized. For this reason, a Data Description Language (DDL) is provided, which must be used to specify the data in base. Similarly a Data Manipulation Language (DML) is provided, which must be used to access data. The function of these two languages may be compared to the declarations and processing statement in a conventional programming language.

Jackson Structured Programming (JSP) is a method invented by Michael Jackson in 1983 for the analysis and design of data processing and real time systems. It emphasizes the need for orderly structure in the development and design systems.

Database Management system constructs, expands and maintains the database. It allocates storage to data. It maintains indices so that any required data can be retrieved, and so that separate items of data in the base can be cross-referenced. The database system maintains the data in the base by:

- (a) Adding new records
- (b) Deleting “dead” records
- (c) Amending records
- (d) Locate records etc.

The trend in the advancement of computer system has greatly hastened the effect on all data processing in other to make office work more efficient, reliable and durable than before.

2.10 THE MANAGEMENT FOCUS

Realizing the significance of a coherent, through and clearly guided and executed programme of social mobilization and political education, the management is looking forward for an efficient electronic database which aims in assisting the organization to achieve her main objectives as described above. Some of the management objectives include:

- i. Ensure that government programmes and policies area better understood by the general public.
- ii. Mobilise favourable opinion for such programmes and policies;
- iii. Encourage informal education through public enlightenment activities and publications.
- iv. Establish appropriate national framework for education, orientating and indoctrinating Nigerians towards developing socially desirable

attitudes, values and culture, which project individual's national pride and positive national image

v. Awaken the consciousness of Nigerians to their civic responsibilities to the promotion of national unity, citizen's commitment to their human rights to build a free, just and progressive society.

v. Develop among Nigerians of all ages and sex, social and cultural values and awareness, which will inculcate the spirit of patriotism, nationalism, self-discipline and self-reliance.

vi. Encourage the people to take part actively and freely in discussions and decisions on matters affecting their welfare.

vii. Promote new sets of attitudes and culture for the attainment of the goals and objectives of a united Nigerian state.

viii. Restore and sustain discipline in our national life

ix. Instill in the populace a sense of absolute loyalty to the fatherland

x. Ensure and uphold leadership by examples; and

xi. Foster respect for constituted authority.

Thus to be able to achieve the above objective, the Management is looking forward for a computerized database system that will monitor her staff to yield optimum result and the new system should be able to:

(i) Quickly search and locate specific records at any time.

- (ii) Make it easy to add and delete records
- (iii) Sorting of records in the table according to different fields of data
- (iv) Analysis and ability to perform some of data in table.
- (v) Multiple access of records by two or more staff at a time.

2.20 DATABASE SYSTEM ARCHITECTURE

A database is an organized collection of related information with duplication of data items been minimized. Database Management System (DBMS) is a database, which is stored on the computer system. In the organization of a modern database system there is a DBMS server, which connect the client application program. The DBMS is a special program, which is able to accept multiple connections from many client program at the same time. The client program sends a request to the DBMS server using a DSL such as Structure Query Language (SQL). SQL statement is treated as a request by the server, which is translated.

Once the DBMS server has translated the SQL statement retrieves data from the database into a data cache where it can be access and manipulated more quickly and easily.

2.30 SOME IMPORTANT DEFINITIONS

- (a) A computer is an electronic device that will accept your data, process it and give you the required output according to a giving set of instructions

- (b) Data: These are facts giving to the computer for processing.
- (c) Information: These are result generated when data are been processed.
- (d) Programs: These are the set of instructions that guide the computer in performing its task.
- (e) A field is the smallest item of information about a record.
- (f) A record is a collection of related fields.

2.40 DATABASE OBJECTS

2.41 TABLE

A table is a collection of data that is organized into columns (fields) and rows (records). The table below (fig.1) shows a sample of list of staff of National Orientation Agency consisting of eleven fields (11 columns) and fifteen records (15rows). Fields are classified according to the type of data it holds. Common fields used in defining database records include: Text, Auto number, Date and Time, Yes/No, OLE object, Currency, Hyperlink, Memo, Look wizard etc.

a. Text: Text data type is used to store data such as names, addresses, and any numbers that do not require calculations, such as phone numbers, part numbers, or postal codes. A Text field can store up to 255 characters, but the default field size is 50 characters. To control the maximum number of characters that can be entered in a Text field, set the default field.

- b. **Memo:** Use the Memo data type if you need to store more than 255 characters. A Memo field can store up to 64,000 characters. If you want to store formatted text or long documents, you should create an OLE field instead of a Memo field. Both Text and Memo data types store only the characters entered in a field; space characters for unused positions in the field aren't stored.
- c. **OLE:** OLE Object fields are used to store data such as Microsoft Word or Microsoft Excel documents, pictures, sound, and other types of binary data created in other programs.
- d. **Number:** These are Numeric data used in mathematical calculations.
 - e. **Date/Time:** Date and Time values are used to declare the format for date and time respectively.
 - f. **Currency:** Currency values and numeric data used in mathematical calculations involving data with one to four decimal places. Accurate to 15 digits on the left side of the decimal places separator and to 4 digits on the right side.
- g. **YES/NO:** Yes and No values are fields that contain only one of two values (Yes/No, True/False, or On/Off).
- h. **Hyperlink:** Text or combinations of text and numbers stored as text and used as a hyperlink address.

Examples of Fields are Surname, Firstname, Date of Birth, and Sex etc.

There are fourteen records in the table.

1.	Chinyeaka	Paschal	11/30/6	M	F/Supp.	06/5	7/11/94	Anambra	Driver /Mech
----	-----------	---------	---------	---	---------	------	---------	---------	-----------------

Above is a record of Chinyeaka Paschal with the data about him e.g. his age, sex, department, state of origin etc.

A TABLE SHOWING LIST OF SAMPLE STAFF OF NATIONAL ORIENTATION AGENCY

ID	SNAME	FNAME	DOB	SE X	POSTING	SALARY	DOPA	LGA	POST DESIGN
1.	Chinyeaka	Paschal	11/30/6	M	F/Supp.	06/5	7/11/94	Anambra	Driver /Mech
2.	Ochola	David	6/4/66	M	Personnel	06/5	7/12/98	Abia	Asst. .Ex.offr
3.	Okafor	Caroline	4/7/67	F	Pub. Enl	06/03	4/23/90	Benue	Asst. Ex.Offr
4.	Attah	Onoja	11/25/62	M	Apa	12/3	3/20/89	Benue	PMO
5.	Galadima	Soba	2/12/65	M	PRS	13/5	10/2/90	Kaduna	ACRO
6.	Okoye	Josephine	11/26/55	F	M&O	13/5	8/22/90	Anambra	ACRO
7.	Olusegun	Aina	11/11/64	M	F/Supp.	06/4	8/22/88	Ekiti	Driver
8.	Igonoh	Laraba	6/16/67	F	Personnel	06/5	1/7/89	Kogi	Asst. Ex.Offr.
9.	Edward	Samuel	4/23/91	M	Orientation	13/5	12/15/97	Ondo	Asst. Ex.Offr.
10.	Babangida	Bilikisu	6/23/62	F	Finance	12/3	9/23/91	Kano	Asst .Director
11.	Ahmed	Sanni	3/5/70	M	Personnel	5/3	4/6/88	Kano	AEO
12.	Ekaete	Nnmani	2/14/66	M	Finance	06/5	5/6/90	Anambra	Driver
13.	Samson	Nda	6/2/56	M	Personnel	06/5	52/5/96	Benue	Asst .Ex.Offr.
14.	Olusegun	Abiola	4/5/78	M	Finance	06/2	2/7/98	Lagos	Clerk I

FIG 1.

2.42

QUERY:

A query is a question you ask of the data contained in your database. You use queries to view data in different ways, to analyze data, and even to exchange existing data. Since queries are based on tables you can also use a query as the source for forms and reports. You can create a query to sort out a group of records with a give condition. For example from fig. 1 above we can create queries to sort out the female records Benue state records (see fig.2a & 2b below respectively). The criterion for selecting this record is “F” which denote for female field and “Benue” which denotes records from Benue state.

The five types of queries are described as follow:

- (i) **Select Query:** Retrieves the specific data you request from one or more tables, then displays the data in a query datasheet in the order you specify. This the most common type of query.
- (ii) **Crosstab query:** Summarizes large amounts of data in an easy-to-read, row-and-column format.
- (iii) **Parameter query:** Displays a dialog box prompting you for information, such as criteria for locating data. For example a parameter query might request the beginning date and ending date, then this display all records matching dates between the two specified values.

- (iv) **Action query:** Makes changes to many records. There are four types of action queries: a-make-table query creates a new table from selected data in one or more tables; an update query makes update changes to records, such as when you need to raise salaries of all staff by 7%; an append query adds records from one or more tables to the end of other tables; and a delete query deletes records from a table or tables.
- (v) **SQL query:** created using (SQL) Structured Query Language Used in Microsoft Access.

QUERY SHOWING LIST OF FEMALE FROM BENUE (FROM FIG. 1

ID	SNAME	FNAME	DOB	SEX	POSTING	SALARY	DOPA	LGA	POST DESIGN
3.	Okafor	Caroline	4/7/67	F	Pub. Enl	06/03	4/23/90	Benue	Asst. Ex.Offr
6.	Okoye	Josephine	11/26/55	F	M&O	13/5	8/22/90	Anambra	ACRO
8.	Igonoh	Laraba	6/16/67	F	Personnel	06/5	1/7/89	Kogi	Asst. Ex.Offr.
10.	Babangida	Bilikisu	6/23/62	F	Finance	12/3	9/23/91	Kano	Asst .Director

FIG. 2A

QUERY SHOWING LIST OF STAFF FROM BENUE (FROM FIG. 1)

ID	SNAME	FNAME	DOB	SEX	POSTING	SALARY	DOPA	LGA	POST DESIGN
3.	Okafor	Caroline	4/7/67	F	Pub. Enl	06/03	4/23/90	Benue	Asst. Ex.Offr
4.	Attah	Onoja	11/25/62	M	Apa	12/3	3/20/89	Benue	PMO
13.	Samson	Nda	6/2/56	M	Personnel	06/5	52/5/96	Benue	Asst .Ex.Offr.

FIG.2B

2.43

FORMS

Forms are database objects used primarily for data entry and making changes to existing records. Forms are based on an underlying table and include design elements such as descriptive text, titles, labels, lines boxes, and pictures. Forms often use calculations as well to summarize data that is not listed on the actual table.

Forms make with long lists of data easier. They enable people to use the data in the tables without having to shift through many lines of data to find the exact record.

Forms are linked to the underlying table by using Controls. Controls are items that can be selected; it can be sized or moved. The most common type of control is a textbox. A text box displays data from table. The form usually includes a label with each text. A Form can be display in one of four different

Views: Form Design view, Form view, Form Datasheet view, and form Preview.

Example of Data Entry form of Table 1 is given in fig 4.

NATIONAL ORIENTATION AGENCY DATA FORM

ID	1	DATE OF PRESE	7/11/94
STIDNO	94501	STATE	ANAMBRA
SURNAME	CHINYEAKA	LGA	NKIKOKA
FIRSTNAME	PASCHAL	POST DESIGNATI	DRIVER/MECH
OTHERNAME	T.	GRADE LEVE	06/5
DATE OF BIRTH	11/30/56		
SEX	FEMALE		
DEPARTMENT	F/SUPPLY		
BASIC SALARY -	20,060.00		
TOTAL ALLOWA	10,000.00		

ID	2	DATE OF PRESE	7/12/98
STIDNO	98122	STATE	ABIA
SURNAME	OCHOLA	LGA	APA
FIRSTNAME	DAVID	POST DESIGNATI	ASS.EX OFFR
OTHERNAME	H.	GRADE LEVE	06/5
DATE OF BIRTH	4/7/67		
SEX	MALE		
DEPARTMENT	PERSONNEL		
BASIC SALARY -	22,067.00		
TOTAL ALLOWA	7,000.40		

ID	3	DATE OF PRESE	4/7/67
STIDNO	90402	STATE	BENUE
SURNAME	OKAFOR	LGA	ADO
FIRSTNAME	CAROLINE	POST DESIGNATI	ASST.EX OFFR
OTHERNAME	E.	GRADE LEVE	06/3
DATE OF BIRTH	4/23/90		
SEX	FEMALE		
DEPARTMENT	PUB.ENL		

2.44

REPORTS

Reports are the printed output you generate from tables or queries. Records in a report can be grouped into categories to allow you to analyze the data. There are two ways to view the report, as it will appear when printed. You can use print preview to view the entire report page by page because this view displays all the data in the report, it takes longer to generate. The Report for the list of Staff of National Orientation Agency given in table 1 is shown in fig.5.

A TABLE SHOWING LIST OF SAMPLE STAFF OF NATIONAL ORIENTATION AGENCY

ID	SNAME	FNAME	DOB	SE X	POSTING	SALARY	DOPA	LGA	POST DESIGN
1.	Chinyeaka	Paschal	11/30/6	M	F/Supp.	06/5	7/11/94	Anambra	Driver /Mech
2.	Ochola	David	6/4/66	M	Personnel	06/5	7/12/98	Abia	Asst. .Ex.offr
3.	Okafor	Caroline	4/7/67	F	Pub. Enl	06/03	4/23/90	Benue	Asst. Ex.Offr
4.	Attah	Onoja	11/25/62	M	Apa	12/3	3/20/89	Benue	PMO
5.	Galadima	Soba	2/12/65	M	PRS	13/5	10/2/90	Kaduna	ACRO
6.	Okoye	Josephine	11/26/55	F	M&O	13/5	8/22/90	Anambra	ACRO
7.	Olusegun	Aina	11/11/64	M	F/Supp.	06/4	8/22/88	Ekiti	Driver
8.	Igonoh	Laraba	6/16/67	F	Personnel	06/5	1/7/89	Kogi	Asst. Ex.Offr.
9.	Edward	Samuel	4/23/91	M	Orientation	13/5	12/15/97	Ondo	Asst. Ex.Offr.
10.	Babangida	Bilikisu	6/23/62	F	Finance	12/3	9/23/91	Kano	Asst .Director
11.	Ahmed	Sanni	3/5/70	M	Personnel	5/3	4/6/88	Kano	AEO
12.	Ekaete	Nnmani	2/14/66	M	Finance	06/5	5/6/90	Anambra	Driver
13.	Samson	Nda	6/2/56	M	Personnel	06/5	52/5/96	Benue	Asst .Ex.Offr.
14.	Olusegun	Abiola	4/5/78	M	Finance	06/2	2/7/98	Lagos	Clerk I

FIG 1.

CHAPTER THREE
SYSTEM DESIGN AND ANALYSIS
INTRODUCTION

3.0 WHAT IS SYSTEMS DESIGN?

The Oxford Dictionary defines analysis as follows: separation of a substance into parts for study and interpretation; detailed examination.

In the case of system, the "substance" is the business system under investigation and the parts are the various sub-systems which work together to support the business.

Systems analysis and design is an existing, challenging difficult changing, new solutions are discovered everyday. Before designing a computer system, which will satisfy the information requirement of a company, it is important that the nature of the business and the way it currently operates are clearly understood. The detailed examination will then provide the design team with the specific data they require in order to ensure that all the client's requirement are fully met.

The investigation or study conducted during the analysis phase may build on the results of an initial feasibility study and will result in the production of a document, which specifies the requirements for a new system. This document is usually called the requirements specification or functional

specification. A system analyst will be required to perform a number of different tasks in carrying out the analysis phase of a development.

The various phases are discussed below:

3.10 PROGRAM ANALYSIS

The software discussed in this project is termed ELECTRONIC DATABASE OF NATIONAL ORIENTATION AGENCY. The main objective of this package is to process data in basic and some advanced database of the organization. The case study processes the nominal roll, such as, assessing personnel records, appending, retrieving, sorting and searching.

The package consists of main program and several other modules. The programming language used is Visual Basic 6.0. The program package allows the user to input his or her data through the required input unit [either using keyboard or mouse] and the output can be obtained through the visual display unit or printed output in form of hard copy.

3.11 SYSTEM SPECIFICATION

The specification of the modules in this Electronic Database of NOA is as follows:

The System:_The system title is Electronic Database at the top of the menu. The screen has the following options:

- 1.ACCESSING RECORD
- 2.SEARCHING FOR RECORD
- 3.APPENDING ECORRD
- 4.QUERYING RECORDS
- 5.GENERALISING A SUMMARY REPORT
6. OTHER TASKS
7. EXIT

After the user has clicked his/her option, each option consists of submenu, for Option

One Accessing Record, you have to select general record or specific record.

For Option Two, searching for record, this allows you to locate a specific record at a time. Appending record, this option allows you to add new records and at the same time make alteration on any of the old records.

Querying a record will allow you to use select a particular set of records that met a given criteria for example, you can select a female list, determine the number of staff form a particular state among other things.

3.20 QUERYING A SET OF RECORDS

To a query a set records, the query design view has been designed, all you have to do is to; open the NOA database:

- i. Click on Query,
- ii. Click on design
- iii. At the design view, look for criteria from the title row, then type, the query criteria e.g. female, male, age (>40 or <20), State (Kano, Sokoto, Zamfara. etc.). etc.
- iv. Click on run from the menu bar or press enter key.

The summary option will allow you to generate a summary report of given set of records that meet specified criteria.

3.30 FILTERING A SET OF RECORDS

To filter a set of records, open your NOA database, click on staff list table. Then select or highlight a record field to signify the criteria you want to use for your filtration, e.g. select personnel to filter the personnel records then click on record from the menu bar, select filter and click on filter by selection, you can see that all the personnel records will be display out . you can save your selection if you like or print it out.

4.40

PRINTING YOUR OUTPUT

To print your output, after opening the document you want to print. Click on file menu or right click on the document page then click on print, the print dialog box will be display, complete the fillings and click on **OK**. But make sure that the printer folder installed on your system is selected i.e. the default printer folder. You can click on **CANCEL** to annul the print command.

CHAPTER FOUR

4.10 SYSTEM IMPLEMENTATION:

This involves the coordination of the entire task, which is necessary in ensuring the operation of the new system. System implementation comprises of two major tasks; Programming and Staff Training.

Programming is the act of setting up well defined and constructed instructions, which direct the activities of the computer system.

Staff Training involves practically showing to the staff the laid down procedure for effective operation and use of the new system.

4.10 PROGRAMMING LANGUAGE

The programming language used in designing this project is Visual Basic (version 6.0). In the analysis Microsoft Access is used. Visual Basic is interesting and fun because it enables you to write sophisticated professional programs for windows in a very short time.

There are several reasons for Visual Basic; it was specially designed to promote an orderly disciplined approach to computer programs. Its use therefore encourages the development of programs that are logical, well organized, clearly written and relatively free of errors. Moreover, the language is available for particularly on any computer, these might include

mainframe, minicomputer and microcomputers. The characteristics are summarized as Clarity, Simplicity, Efficiency, Modularity and Generality.

Visual Basic uses Microsoft Windows as its operating system. Microsoft Windows is a very popular operating system; this is because it is a device-independent operating system i.e. no matter what printer you are using, as long as Windows accepted the printer at the time you installed the printer, the printer will work fine with every program you design.

At the same, Window is so popular because the user interface is the same for all Windows applications; you don't have to tell your user how to operate your programs. So the user can use the clipboard to cut, copy,, and paste text and graphics; minimize and maximize the Windows of your programs; and complete other conventional windows operations. Windows also provide for sound, sprite Animation creating your OLE objects.

4.2 0 PROGRAM CODING

This consists of the actual program codes for NOA database package. The entire code programming is giving below. Writing the programs involves two steps:

- (i) The visual programming step
- (ii) The code Programming step

During the visual programming step, the are design by using tools, that comes with the Visual Basic programming packages.

In the code programming step hence text editor is used to programs. The programs are composed of statements written in the Visual Basic programming language.

Other steps involve:

The summary of the program coding is given below:

- (i) Creating your working directory
- (ii) Creating your new project
- (iii) Creating your form and declaring the form properties
- (iv) Creating objects and the objects' codes
- (v) Creating an Executable file
- (vi) Executing your program codes

4.30

PROGRAM TESTING

Having written the program coding and generate your executable files, to make the program ready for use, the program has to undergo various tests to check that it is well coded and transcribed correctly and does *what it is* supposed to do. These tests aim at detecting any error, which have to be corrected. Hence this program has been subjected to the following tests and they are all correct:

- (i) Unit Testing: This tests the various program modules individually
- (ii) Integration Testing: This involves testing the separate components as they are put together.

- (iii) System Testing: This is final testing of the whole program together
- (iv) User Acceptance Testing: This allows the user of the program to see that the program has achieved the purpose to which it is design.

Anybody who can operate any windows application program can use this application database. This system is protected to disallow any intruder having access to the program.

To operate the software:

STEPS

- (i) Click on start button
- (ii) Select program
- (iii) Click on NOA electronic database
- (iv) The computer will request for your passwords before you can be allow access to the system; this disallows intruder from accessing the system. Enter your correct password. (The program will be loaded into the memory of the computer)

You can perform any of the following tasks:

- a. Viewing your records
- b. Locate and fetch a particular record or group of records
- c. Adding new records and updating
- d. Delete invalid records
- e. Use input form to enter new records and use professional reports to generate the hard copy for groups of records.

4.40

PROGRAM DEBUGGING

Program debugging is some how similar to program testing in that it relies on test output to signify the presence of errors. Debugging is the process of identifying those areas of the program which are in error and modifying them to correct the error.

The process of debugging involves:

1. Locating those parts of the program code which are incorrect at which causes some specification not to be met.
2. Correcting error or modifying the program so that it meets its requirements. After modification program testing must be repeated to ensure that the change has been carried out correctly.

4.50

SYSTEM HADWARE

As earlier stated, the high-level language used for this Electronic Database is VISUAL BASIC 6.0. Any 32 or 64 bits computer machine that is purely software compatible should be able to run the program. This 4 bytes computer must be using Windows 95, Windows 98, Windows 2000, Windows NT.

The size of the computer memory should at least vary from 560MB to 20GB or higher. The computer system may have one or two 3^{1/2} floppy disks drive with CD ROM.

4.60

SYSTEM CONSTRAINTS

This application program is design for Windows 98,2000 and NT Windows. One common disadvantage of any Windows application programs is subjection to modification from time to time. This is due to review of Windows operating system frequently. The cost of maintenance and time of review thus constitute the constraint.

4.70

STAFF TRAINING

Computer manager and Staff operators are responsible for the coordination of all machine-processing operations and for ensuring a smooth flow of work through the operations department.

These staff are to undergo training to allow them acquire the knowledge thy require in operating the system. They should be able to control data so as to prevent loss of data, misuse or disclosure, and at the same time for security alert.

The followings aids would be provided along with the training:

- (a) Handbooks:. These would be provided as part of or as development from the system specification.
- (b) Courses:. Depends on the management opinion, part-time and full-time provision will be made available to provide a conducive and convenient medium.

- (c) Lectures:- General background of computer knowledge and necessary areas will be discussed in detail.

CHAPTER FIVE

SUMMARY, RECOMMENDATION AND CONCLUSION

5.0 SUMMARY

This project aims at designing an electronic Database system for processing personnel records of National Orientation Agency so as to replace the existing manual system, which is boring, cumbersome and difficult to maintain.

Chapter one described the computer age preview, electronic database and statement of problems. Chapter two discussed the literature review, database Architecture and database objects including, table, queries, forms and reports. Chapter three covers the system analysis and design. In Chapter four, system Implementation including programming language overview were discussed. This last Chapter gives the summary and the recommendation note and the conclusion.

5.10 RECOMMENDATIONS

Electronic database remains the most effective method for processing data and managing information in any organization. In view of this good planning must be undertaken before embarking on laborious project of computerization.

A through planning and appraisal would involve the following:

- a. Establish the aims and setting goal for the project.
- b. Determine the main activities and events to attain the required goal.
- c. Specify the manpower requirement and resource to achieve the set goals
- d. Define the proper sequencing of these activities.

All these have to be thoroughly planned and proper controls put in place to ensure reliability of results, a good audit procedure to be applied to guarantee prompt detection and correction of errors to eradicate or minimize official abuses. Also developing a computerized information network which every organization should look forward to.

In view of the successful conversion of the manual databale to electronic database the writer which to employ the management for quick implementation of this project.

5.20

CONCLUSION

The purpose of this project is strictly limited to the use of educational research work only. It should therefore not to be used as measure to access the efficiency of National Orientation Agency programs. However the result of the should not be overlook.

The project work itself is not a means to an end but could be reviewed by the National Orientation Agency management from time to time to allow further improvements as more resources are allocated and reallocated from time to time.

```
Private Sub Form_Load()  
    dataview.DatabaseName = "C:\NOA\noanew.mdb"  
    sqlQuery = frmNOAQ.Combo1.Text + " Like '" + Trim(frmNOAQ.txtquery.Text) + "'"&  
    dataview.RecordSource = "select * from noastafflist where " + sqlQuery  
    dataview.Refresh  
End Sub
```

```

Dim sqlQuery As String

Private Sub cmdMovefirst_Click()
    Adodcl.Recordset.MoveFirst
End Sub

Private Sub cmdMovelast_Click()
    Adodcl.Recordset.MoveLast
End Sub

Private Sub cmdNext_Click()
    With Adodcl.Recordset
        If .EOF Then
            .MoveLast
        Else
            .MoveNext
        End If
    End With
End Sub

Private Sub cmdOk_Click()

    sqlQuery = Combol.Text + " Like '" + Trim(txtquery.Text) + "'"
    Adodcl.Recordset.Filter = sqlQuery
    cmdView.Enabled = True
End Sub

Private Sub cmdPrevious_Click()
    With Adodcl.Recordset
        If .BOF Then
            .MoveFirst
        Else
            .MovePrevious
        End If
    End With
End Sub

Private Sub cmdView_Click()
    frmview.Show
End Sub

Private Sub Form_Load()
    Dim db As Database
    Dim fld As Field
    Adodcl.ConnectionString = "Provider=Microsoft.Jet.OLEDB.4.0;Data Source=C:\NOA\noanew.mdb;Persist Security Info=False"
    Adodcl.RecordSource = "select * from noastafflist"
    Adodcl.Refresh
    Set db = OpenDatabase("C:\NOA\noanew.mdb")
    For Each fld In db.TableDefs("noastafflist").Fields
        Combol.AddItem fld.Name
    Next

    'datacombol.RowSource=
End Sub

```

```
Private Sub cmdAdd_Click()  
    Datal.Recordset.AddNew  
End Sub
```

```
Private Sub cmdDelete_Click()  
    On Error Resume Next  
    Datal.Recordset.Delete  
    Datal.Recordset.MoveNext  
End Sub
```

```
Private Sub cmdRefresh_Click()  
  
    Datal.Refresh  
End Sub
```

```
Private Sub cmdUpdate_Click()  
    On Error Resume Next  
    Datal.UpdateRecord  
    Datal.Recordset.Bookmark = Datal.Recordset.LastModified  
End Sub
```

```
Private Sub cmdClose_Click()  
    Unload Me  
End Sub
```

```
Private Sub mnuFileExit_Click()  
    End  
End Sub
```

```
Private Sub mnuFileQuery_Click()  
    frmNOAQ.Show  
End Sub
```

```
Private Sub mnuFileStaff_Click()  
    frmNOA.Show  
End Sub
```

NOA STAFF LIST

4/24/02

194501	CHINYEAKA	PASCHAL	T	11/30/56	FEMALE	F/SUPPLY	06/5	20,060.00	10,000.00	7/11/94	ANAMBRA	NKIKOKA	DRIVER/MECH
298122	OCHOLA	DAVID	H	4/7/67	MALE	PERSONNEL	06/5	22,067.00	7,000.40	7/12/98	ABIA	APA	ASS EX OFFR
390402	OKAFOR	CAROLINE	E	4/23/90	FEMALE	PUB ENL	06/3	20,564.78	6,506.88	4/7/67	BENUE	ADO	ASST EX OFFR
489453	ATTAH	ONOJA	G	11/25/62	MALE	APA	12/3	40,329.00	13,562.00	3/20/89	BENUE	OTUKPO	PMO
590542	GALADIMA	SOBA	B	2/12/65	MALE	PRS	13/5	450,876.00	13,500.00	8/22/88	KADUNA	SOBA	ACRO
688234	OKOYE	JOPSEPHINE	O	11/25/65	FEMALE	M&O	06/4	40,000.00	15,000.00	8/22/88	ANAMBRA	IDEMILO	ACRO
789245	OLUSEGUN	AINA	O	11/11/64	FEMALE	F/SUPP	06/5	20,000.00	10,223.00	11/7/89	EKITI	IDO-OSI	DRIVER
897654	IGONOH	LARABA	S	6/16/67	FEMALE	PERSONNEL	06/5	21,865.50	14,689.10	12/15/97	KOGI	DEKINA	ASST EX OFFR
991457	EDWARD	SAMUEL	F	4/23/77	MALE	ORIENTATION	06/5	18,896.00	5,876.00	9/23/91	ONDO	AKOKO EAST	ASST EX OFFR
1088103	BABANGIDA	BILIKISU	H	6/23/62	FEMALE	FINANCE	13/5	46,780.00	28,652.00	4/6/88	KANO	BANAWA	DRIVER
1196455	AHMED	SANNI	H	3/5/70	MALE	PERSONNEL	7/8	42,000.00	15,000.76	5/6/90	KANO	BANAWA	AEO
1290654	EKAETE	NNAMANI	E	2/14/66	MALE	FINANCE	5/3	19,005.00	5,780.00	5/1/690	ANAMBRA	ONITSHA	DRIVER
1396675	SAMSON	NDA	Y	6/2/56	MALE	PERSONNEL	06/2	19,454.00	7,000.00	2/5/96	BENUE	OTUKPO	ASS EX OFFR
1498546	OLUSEGUN	ABIOLA	B	4/5/78	MALE	FINANCE	06/5	22,007.00	12,000.00	2/1/798	LAGOS	EPE	CLERK I
1579432	DAVIDSON	AMINU	K	5/8/73	MALE	ORIENTATION	7/8	19,560.00	10,005.00	4/2/79	KEBBI	SANGAMA	ACRO
1687987	WALSON	MADIGI	M	4/6/67	FEMALE	ADMIN	7/8	23,768.00	12,341.00	3/1/76	KADUNA	ZARIA	PMO
1776890	AHMED	ABBA	S	3/1/56	MALE	APA	17/1	200,060.00	83,670.00	5/7/76	ZAMFARA	GUSAU	DIRECTOR GENERAL/C
1898768	AFOLABI	REMI	A	6/7/81	MALE	PUB ENL	9/4	32,350.00	12,678.00	4/6/98	OSUN	MODAKEKE	ADMIN OFFICER I
1978543	NMA	OGAZY	L	3/5/80	FEMALE	PRS	5/7	15,670.00	3,420.00	7/9/00	BENUE	OTUKPO	ASST EX OFFR
2089865	JOHN	ADOKO	E	5/9/66	FEMALE	PRS	7/8	23,220.00	6,050.00	7/8/89	EDO	UROMI	ACRO
2179567	ERIC	COOKEY-GEM	A	4/6/78	MALE	M&O	8/9	33,540.00	15,670.00	6/9/79	LAGOS	IKORODU	PMO
2290543	NETTE	EDEKOBI		7/9/60	MALE	F/SUPP	12/6	45,643.00	20,000.00	7/6/90	DELTA	WARRI NORTH	ASST. DIRECTOR
2398065	FASLAT	ADESANYA	H	5/9/70	MALE	FINANCE	9/4	30,120.00	19,567.00	5/9/98	OGUN	OTTA	AEO
2477891	BALOGUN	GRACE	B	9/9/83	MALE	COMPUTER	6/5	17,406.00	7,650.00	3/3/77	OGUN	ABEOKUTA	DRIVER
2501786	JAMES	EGENE	C	2/7/80	FEMALE	FINANCE	5/2	15,400.00	3,562.00	3/5/01	DELTA	UROMI	CLERICAL OFFICER I
2699612	SAWAN	IGBA	J	3/7/65	FEMALE	COMPUTER	6/5	17,975.00	6,573.00	3/2/99	RIVER	PORT-EAST	SENIOR DATA OPERAT
2788945	JIBRIN	IBRAHIMT	N	3/5/71	FEMALE	F/SUPP	10/5	34,009.00	12,451.00	6/6/88	BORNO	MAIDUGURI NOR	AEO
2899674	AKANGEE	IORKYOSU	V	4/6/78	FEMALE	PERSONNEL	7/8	23,450.00	10,678.00	7/8/99	DELTA	IBORY SOUTH	ADMIN OFFICER II
2998762	HANNY	MOFFAT	F	5/23/66	FEMALE	PUB ENL	10/6	34,562.00	19,200.00	2/5/98	ANAMBRA	ONITSHA	AEO
3079325	CHIZO	AKAUBA	E	6/21/69	FEMALE	APA	13/5	54,677.00	20,010.00	2/6/95	AKWA-IBOM	ORIANUM	ASS DIRECTOR
3192497	RUBEN	ESTHER	J	6/2/69	FEMALE	COMPUTER	7/8	23,000.00	8,900.00	5/1/597	CROSS RIV	IKOT EPEN	SYSTEM ANALYST II
3201234	ALIYU	MUSA	F	5/7/76	MALE	F/SUPP	06/5	18,000.00	6,000.00	3/3/01	KANO	SABO	ASS EX OFFR
3378543	BULAIMA	ANGELA	N	9/8/67	FEMALE	ORIENTATION	13/4	45,787.00	23,457.00	5/7/78	SOKOTO	SABO	ASS DIRECTOR
3488765	NWOSU	UCHE	T	9/6/60	FEMALE	FINANCE	15/5	75,900.00	21,290.00	5/8/88	ABIA	UMAHA	DIRECTOR
3598432	WAHAB	DOSUMU	D	8/1/769	MALE	PRS	9/7	28,987.00	24,523.00	9/7/98	LAGOS	IKORODU	EX OFFICER
3696543	UCHE	NNAMANI	Y	7/9/87	FEMALE	M&O	9/4	16,700.00	1,453.00	7/6/96	ENUGU	UDI	ADMIN OFFICER I
3788675	ALIYU	MOHAMMED	D	6/7/64	MALE	F/SUPP	10/5	35,437.00	21,006.00	5/7/88	KEBBI	AUGORIMI	AEO
3876543	ARIBISALA	JANET	M	1/2/68	FEMALE	ORIENTATION	11/5	34,987.00	1,820.00	6/7/78	EDO	EAST	AEO
3997548	BAMBO	OLUWATOBI	H	9/2/62	MALE	COMPUTER	7/8	23,670.00	6,580.00	8/6/97	OYO	OJOO	SYSTEM ANALYST
4098712	IRETEKHALI	FRANCIS	D	2/8/70	MALE	ADMIN	12/4	40,895.00	22,209.00	4/7/98	EDO	UROMI	ADMIN OFFICER I
4105678	LANVAL	ABIOLA	A	2/7/76	FEMALE	ACCOUNT	10/9	38,500.00	18,000.00	7/18/00	LAGOS	EPE	ACCOUNTANT I
4299761	YAKUBU	MATA	L	8/7/76	FEMALE	PMO	06/2	15,000.00	5,600.00	9/8/99	DELTA	IBORI NORTH	SECRETARY
4386754	BABA	KINGIBE	G	5/23/65	MALE	ADMIN	12/8	45,678.00	20,000.00	6/9/86	BORNO	TUNDUN-WADA	PESONAL ASSITANT

NOA STAFF LIST

4/24/02

ID	STAFF ID	SURNAME	FIRST NAME	I	DOB	SEX	DEPT	GR	BASIC PAY	TOTAL PAY	DOA	STATE	LGA	POSITION
44	95643	BALA	ZAINAB	K	7/9/74	FEMALE	PMO	8/5	34,200.00	12,096.00	1/5/95	TARABA	JALINGO	ASS.DIRECTOR
45	92457	OMERUA	EMEKA	J	9/14/71	MALE	PERSONNEL	6/5	18,950.00	8,970.00	2/7/92	IMO	Mbase	DRIVER
46	83456	ABU	SAMBO	H	5/6/63	MALE	ADMIN	15/4	70,450.00	32,040.00	8/19/83	KASTINA	FUNTUA	DIRECTOR
47	90546	AWILO	LOGOMBA	H	4/4/75	MALE	PERSONNEL	7/2	22,000.00	13,570.00	5/17/90	BENUE	OTUKPO	ADMIN OFFICER II
48	90678	HARUNA	AISHAT	V	12/6/98	FEMALE	ACCOUNTS	11/2	50,000.00	17,980.00	5/4/90	DELTA	OPOBO	EXEC. OFFICER
49	98072	CHINEDU	AUSTIN	F	3/5/73	MALE	AUDIT	7/8	24,000.00	8,800.00	5/6/98	EDO	ETSAKO	AUDITOR
50	82921	OJO	DAVID	S	2/5/59	MALE	FINANCE	13/2	50,000.00	2,220.00	11/21/82	EKITI	IJESA-ISU	ACCONTANT
51									0.00	0.00				
52	67543	GANI	JERRY	F	2/8/56	MALE	PERSONNEL	06/5	23,456.00	2,345.00	8/8/79	KADUNA	KAFACHAN	CLERK

STAFF FEMALE LIST

4/24/02

194501	CHINYEAKA	PASCHAL	T.	11/30/56	FEMALE	F/SUPPLY	06/5	20,060.00	10,000.00	7/11/94	ANAMBRA	NKIKOKA	DRIVER/MECH
390402	OKAFOR	CAROLINE	E.	4/23/90	FEMALE	PUB.ENL	06/3	20,564.78	6,506.88	4/7/67	BENUE	ADO	ASST.EX.OFFR
688234	OKOYE	JOPSEPHINE	O.	11/25/65	FEMALE	M&O	06/4	40,000.00	15,000.00	8/22/88	ANAMBRA	IDEMILO	ACRO
789245	OLUSEGUN	AINA	O.	11/11/64	FEMALE	F/SUPP	06/5	20,000.00	10,223.00	11/7/89	EKITI	IDO-OSI	DRIVER
897654	IGONOH	LARABA	S.	6/16/67	FEMALE	PERSONNEL	06/5	21,865.50	14,689.10	12/15/97	KOGI	DEKINA	ASST.EX.OFFR
1088103	BABANGIDA	BILIKISU	H.	6/23/62	FEMALE	FINANCE	13/5	46,780.00	28,652.00	4/6/88	KANO	BANAWA	DRIVER
1687987	WALSON	MADIGI	M.	4/6/67	FEMALE	ADMIN	7/8	23,768.00	12,341.00	3/1/76	KADUNA	ZARIA	PMO
1978543	NMA	OGAZY	L.	3/5/80	FEMALE	PRS	5/7	15,670.00	3,420.00	7/9/00	BENUE	OTUKPO	ASST.EX.OFFR
2089865	JOHN	ADOKO	E.	5/9/66	FEMALE	PRS	7/8	23,220.00	6,050.00	7/8/89	EDO	UROMI	ACRO
2501786	JAMES	EGENE	C.	2/7/80	FEMALE	FINANCE	5/2	15,400.00	3,562.00	3/5/01	DELTA	UROMI	CLERICAL OFFICER I
2699612	SAWAN	IGBA	J.	3/7/65	FEMALE	COMPUTER	6/5	17,975.00	6,573.00	3/2/99	RIVER	PORT-EAST	SENIOR DATA OPERA
2788945	JIBRIN	IBRAHIMT	N	3/5/71	FEMALE	F/SUPP.	10/5	34,009.00	12,451.00	6/6/88	BORNO	MAIDUGURI NOR	AEO
2899674	AKANGEE	IORKYOSU	V	4/6/78	FEMALE	PERSONNEL	7/8	23,450.00	10,678.00	7/8/99	DELTA	IBORY SOUTH	ADMIN. OFFICER II
2998762	HANNY	MOFFAT	F.	5/23/66	FEMALE	PUB.ENL	10/6	34,562.00	19,200.00	2/5/98	ANAMBRA	ONITSHA	AEO
3079325	CHIZO	AKAUBA	E.	6/21/69	FEMALE	APA	13/5	54,677.00	20,010.00	2/6/95	AKWA-IBO	ORIANUM	ASS. DIRECTOR
3192497	RUBEN	ESTHER	J	6/2/69	FEMALE	COMPUTER	7/8	23,000.00	8,900.00	5/1/597	CROSS RIV	IKOT EPEN	SYSTEM ANALYST II
3378543	BULAIMA	ANGELA	N.	9/8/67	FEMALE	ORIENTATION	13/4	45,787.00	23,457.00	5/7/78	SOKOTO	SABO	ASS. DIRECTOR
3488765	NWOSU	UCHE	T.	9/6/60	FEMALE	FINANCE	15/5	75,900.00	21,290.00	5/8/88	ABIA	UMAHA	DIRECTOR
3696543	UCHE	NNAMANI	Y	7/9/87	FEMALE	M&O	9/4	16,700.00	1,453.00	7/6/96	ENUGU	UDI	ADMIN.OFFICER I
3876543	ARIBISALA	JANET	M.	1/2/68	FEMALE	ORIENTATION	11/5	34,987.00	1,820.00	6/7/78	EDO	EAST	AEO
4105678	LANVAL	ABIOLA	A	2/7/76	FEMALE	ACCOUNT	10/9	38,500.00	18,000.00	7/18/00	LAGOS	EPE	ACCOUNTANT I
4299761	YAKUBU	MATA	L	8/7/76	FEMALE	PMO	06/2	15,000.00	5,600.00	9/8/99	DELTA	IBORI NORTH	SECRETARY
4495643	BALA	ZAINAB	K.	7/9/74	FEMALE	PMO	8/5	34,200.00	12,096.00	1/5/95	TARABA	JALINGO	ASS.DIRECTOR
4890678	HARUNA	AISHAT	V.	12/6/98	FEMALE	ACCOUNTS	11/2	50,000.00	17,980.00	5/4/90	DELTA	OPOBO	EXEC. OFFICER

STAFF MALE LIST

4/24/02

NO	SSN	NAME	LAST NAME	INITIAL	DOB	SEX	DEPT	CD	BASE PAY	HOUSE	DATE	STATE	LOCALITY	POSITION
2	98122	OCHOLA	DAVID	H.	4/7/67	MALE	PERSONNEL	06/5	22,067.00	7,000.40	7/12/98	ABIA	APA	ASS.EX.OFFR
4	89453	ATTAH	ONOJA	G.	11/25/62	MALE	APA	12/3	40,329.00	13,562.00	3/20/89	BENUE	OTUKPO	PMO
5	90542	GALADIMA	SOBA	B	2/12/65	MALE	PRS	13/5	450,876.00	13,500.00	8/22/88	KADUNA	SOBA	ACRO
9	91457	EDWARD	SAMUEL	F.	4/23/77	MALE	ORIENTATION	06/5	18,896.00	5,876.00	9/23/91	ONDO	AKOKO EAST	ASST.EX.OFFR
11	96455	AHMED	SANNI	H.	3/5/70	MALE	PERSONNEL	7/8	42,000.00	15,000.76	5/6/90	KANO	BANAWA	AEO
12	90654	EKAETE	NNAMANI	E.	2/14/66	MALE	FINANCE	5/3	19,005.00	5,780.00	5/1/690	ANAMBRA	ONITSHA	DRIVER
13	96675	SAMSON	NDA	Y.	6/2/56	MALE	PERSONNEL	06/2	19,454.00	7,000.00	2/5/96	BENUE	OTUKPO	ASS.EX.OFFR
14	98546	OLUSEGUN	ABIOLA	B.	4/5/78	MALE	FINANCE	06/5	22,007.00	12,000.00	2/1/798	LAGOS	EPE	CLERK I
15	79432	DAVIDSON	AMINU	K.	5/8/73	MALE	ORIENTATION	7/8	19,560.00	10,005.00	4/2/79	KEBBI	SANGAMA	ACRO
17	76890	AHMED	ABBA	S.	3/1/56	MALE	APA	17/1	200,060.00	83,670.00	5/7/76	ZAMFARA	GUSAU	DIRECTOR GENERAL/
18	98768	AFOLABI	REMI	A.	6/7/81	MALE	PUB.ENL	9/4	32,350.00	12,678.00	4/6/98	OSUN	MODAKEKE	ADMIN OFFICER I
21	79567	ERIC	COOKEY-GEM	A.	4/6/78	MALE	M&O	8/9	33,540.00	15,670.00	6/9/79	LAGOS	IKORODU	PMO
22	90543	NETTE	EDEKOBI		7/9/60	MALE	F/SUPP.	12/6	45,643.00	20,000.00	7/6/90	DELTA	WARRI NORTH	ASST. DIRECTOR
23	98065	FASLAT	ADESANYA	H.	5/9/70	MALE	FINANCE	9/4	30,120.00	19,567.00	5/9/98	OGUN	OTTA	AEO
24	77891	BALOGUN	GRACE	B	9/9/83	MALE	COMPUTER	6/5	17,406.00	7,650.00	3/3/77	OGUN	ABEOKUTA	DRIVER
32	01234	ALIYU	MUSA	F.	5/7/76	MALE	F/SUPP.	06/5	18,000.00	6,000.00	3/3/01	KANO	SABO	ASS.EX.OFFR
35	98432	WAHAB	DOSUMU	D	8/1/769	MALE	PRS	9/7	28,987.00	24,523.00	9/7/98	LAGOS	IKORODU	EX.OFFICER
37	88675	ALIYU	MOHAMMED	D	6/7/64	MALE	F/SUPP.	10/5	35,437.00	21,006.00	5/7/88	KEBBI	AUGORIMI	AEO
39	97548	BAMBO	OLUWATOBI	H	9/2/62	MALE	COMPUTER	7/8	23,670.00	6,580.00	8/6/97	OYO	OJOO	SYSTEM ANALYST
40	98712	IRETEKHALI	FRANCIS	D.	2/8/70	MALE	ADMIN	12/4	40,895.00	22,209.00	4/7/98	EDO	UROMI	ADMIN OFFICER I
43	86754	BABA	KINGIBE	G.	5/23/65	MALE	ADMIN	12/8	45,678.00	20,000.00	6/9/86	BORNO	TUNDUN-WADA	PESONAL ASSITANT
45	92457	OMERUA	EMEKA	J.	9/14/71	MALE	PERSONNEL	6/5	18,950.00	8,970.00	2/7/92	IMO	MBASE	DRIVER
46	83456	ABU	SAMBO	H.	5/6/63	MALE	ADMIN	15/4	70,450.00	32,040.00	8/19/83	KASTINA	FUNTUA	DIRECTOR
47	90546	AWILO	LOGOMBA	H.	4/4/75	MALE	PERSONNEL	7/2	22,000.00	13,570.00	5/17/90	BENUE	OTUKPO	ADMIN OFFICER II
49	98072	CHINEDU	AUSTIN	F.	3/5/73	MALE	AUDIT	7/8	24,000.00	8,800.00	5/6/98	EDO	ETSAKO	AUDITOR
50	82921	OJO	DAVID	S.	2/5/59	MALE	FINANCE	13/2	50,000.00	2,220.00	11/21/82	EKITI	IJESA-ISU	ACCOUNTANT
52	67543	GANNA	JERRY	F	2/8/56	MALE	PERSONNEL	06/5	23,456.00	2,345.00	8/8/79	KADUNA	KAFACHAN	CLERK

88103	BABANGIDA	BILIKISU	H.	6/23/62	FEMALE	FINANCE	13/5	46,780.00	28,652.00	4/6/88	KANO	BANAWA
96455	AHMED	SANNI	H.	3/5/70	MALE	PERSONNEL	7/8	42,000.00	15,000.76	5/6/90	KANO	BANAWA
01234	ALIYU	MUSA	F.	5/7/76	MALE	F/SUPP.	06/5	18,000.00	6,000.00	3/3/01	KANO	SABO

PERSONNEL STAFF

4/24/02

ID	NAME	SURNAME	DOB	SEX	STATUS	DATE	AMOUNT	TOTAL	DATE	STATE	LOCATION	POSITION	
298122	OCHOLA	DAVID	H.	4/7/67	MALE	PERSONNEL	06/5	22,067.00	7,000.40	7/12/98	ABIA	APA	ASS.EX.OFFR
897654	IGONOH	LARABA	S.	6/16/67	FEMALE	PERSONNEL	06/5	21,865.50	14,689.10	12/15/97	KOGI	DEKINA	ASST.EX.OFFR
1196455	AHMED	SANNI	H.	3/5/70	MALE	PERSONNEL	7/8	42,000.00	15,000.76	5/6/90	KANO	BANAWA	AEO
1396675	SAMSON	NDA	Y.	6/2/56	MALE	PERSONNEL	06/2	19,454.00	7,000.00	2/5/96	BENUE	OTUKPO	ASS.EX.OFFR
2899674	AKANGEE	IORKYOSU	V	4/6/78	FEMALE	PERSONNEL	7/8	23,450.00	10,678.00	7/8/99	DELTA	IBORY SOUTH	ADMIN. OFFICER II
4592457	OMERUA	EMEKA	J.	9/14/71	MALE	PERSONNEL	6/5	18,950.00	8,970.00	2/7/92	IMO	MBASE	DRIVER
4790546	AWILO	LOGOMBA	H.	4/4/75	MALE	PERSONNEL	7/2	22,000.00	13,570.00	5/17/90	BENUE	OTUKPO	ADMIN OFFICER II
5267543	GANNA	JERRY	F	2/8/56	MALE	PERSONNEL	06/5	23,456.00	2,345.00	8/8/79	KADUNA	KAFACHAN	CLERK

REFERENCES

1. Avison, D.E. Fitzgerald, G.(1986): Information system Development – Methodologies, Techniques and Tools, London: Black Well Scientific Publications
2. French C.S. (1999). Oliver and Chapman's Data Processing and Information Technology; Tenth Edition London: Letts Educational.
3. Gore Marvin R. & John W. Stubbe (1998) (1989); Computer & Information system; New York: MC Graw Hill Book Company.
4. National Orientation Agency (NOA); (1998) Moving Nigeria to Greatness Abuja:
5. Nwaobi; G.C. (1998); Computing Technology and behavioural Research: An Interpreted Approach; First Edition, Ghana: Quanterb.