

TITLE PAGE

**AUTOMATED STAFF TRAINING AND
DEVELOPMENT DATABASE**

A CASE STUDY OF HABIB NIGERIA BANK LIMITED

STAFF DEVELOPMENT CENTRE, KADUNA

By

Abubakar Sanusi

PGD/MCS/2003/2004/1120

**A PROJECT SUBMITTED TO THE DEPARTMENT OF
MATHEMATICS/ COMPUTER SCIENCE.**

IN PARTIAL FUL FILMENT OF THE REQUIEMENTS FOR

THE AWARD OF A POSTGRADUATE DIPLOMA IN

COMPUTER SCEINCE.

FEDERAL UNIVERSITY OF TECHNOLOGY,

MINNA, NIGER STATE


November 2004

DECLARATION

I hereby declare that this project has been conducted solely by me under the able supervision of **Prince R.O. Badmus** of the Department of Mathematics and Computer Science, Federal University of Technology, Minna. And I have neither copied someone's work nor has someone else done it for me. In accordance with the ethics of Project/research work all materials used has been adequately referenced.

Abubakar Sabuni

Student Name



Signature

29 - 11 - 2014

Date

CERTIFICATION

I hereby certify that this project is the original work of **MR. ABUBAKAR SANUSI. PGD/MCS/2003/2004/1120**. Submitted for the award of POSTGRADUATE DIPLOMA IN COMPUTER SCIENCE OF FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA.

MR. R.O.BADMUS
PROJECT SUPERVISOR

DATE

MR L.N EZEAKO
HEAD OF DEPARTMENT

DATE

EXTERNAL EXAMINER

DATE

DEDICATION

This Project work is dedicated to my affectionate parents, **Late Mallam Abubakar Imam and Mallama Hafsat Imam**, whose upbringing and parental guidance made me what I am today. May Allah (S.W.T) reward them with *Aljannah Firdausi, Amin* and I seek their continuous blessing throughout my life.

Also, I dedicate this Project work to **Late Alhaji Adamu** whose moral and financial support cannot be quantified, May Almighty Allah reward him with *Aljannah Firdausi, Amin*.

ACKNOWLEDGEMENT

My profound gratitude goes to Allah (S.W.T) whose magnificent and merciful powers enables me pass through the difficulties right from the beginning down to the end of this programme.

I will like to acknowledge with gratitude the helpful suggestions, stimulation, discussions and the positive criticisms by my able supervisor **Prince R.O.Badmus** May Almighty God protect him and his family.

I also wish to acknowledge the contributions of my able **HOD – Mr. L.N. Ezeako** and other lecturers of the Department who are too numerous to mention.

I wish to acknowledge the understanding and sempiternal love of my darling hearthrob *Hadiza .M. S (Mammy) for her prayers and encouragement.*

May I also acknowledge the contributions of my colleagues in *Seagul* and my *PGD Classmates* for their assistance and advices. To them I am most grateful.

And finally to my entire friends in Minna, Kaduna, Abuja, Adamawa and all over for their prayers and encouragement, to them I am most grateful.

ABSTRACT

This Project work is designed to develop an *Automated Staff Training and Development Database* that will determine the basic criteria used in enrolling staff in training, the best methods to be implied in keeping trainees records, the types of training and the effects of the training on the performance of the staff and the entire bank in general and also to serve as a decision making tool with respect to staff promotions and redeployments.

The automated system further proffers solutions to the problems encountered in using the manual system.

TABLE OF CONTENTS

Title Page	i
Declaration	ii
Approval page	iii
Dedication	iv
Acknowledgement	v
Abstract	vii
Table of Contents	viii

CHAPTER ONE

1.0 Introduction	1
1.2 Purposes of the Study	2
1.3 Why Computerization?	3
1.4 Limitation of the Study	4
1.5 Delimitation of the Study	5
1.6 Definitions of Terms	6

CHAPTER TWO

Literature Review	8
2.1 Habib Bank in Perspective	9
2.2 Staff Training & Development	9

2.3	Staff Training in Habib Nig. Bank Ltd -----	10
	Organisational Chart of Habib Bank	

CHAPTER THREE

3	Preliminary Survey -----	16
3.1	Feasibility Study-----	16
3.2	Systems Analysis -----	17
3.3	Investigation and fact recording-----	17
3.4	Analysis of facts-----	17
3.5	System Design-----	18
3.6	System Analysis-----	18
3.7	System Documentation-----	18
3.8	Cost Analysis of the system-----	19
3.9	Computer System requirements-----	20

CHAPTER FOUR

	Choice of Programming Language-----	23
4.1	Structure of Visual Basic -----	23
4.2	Security Measures-----	25
4.3	Record Specification-----	25

4.4	Field Specification-----	26
4.5	Design of the New System-----	27
4.6	Input Specification-----	29
4.7	Output Specification-----	30
4.8	Menu Specification-----	31
4.9	Manual Operational System -----	32

CHAPTER FIVE

	Findings -----	33
5.1	Summary-----	34
5.2	Conclusion-----	35
5.3	Recommendations -----	36

System Flow Chart

Program Listing

Sample Output

Samples of forms Used in the Program

References

CHAPTER ONE

GENERAL INTRODUCTION

1.1 PRELIMINARY

STAFF Training and Development in any organization is a crucial factor if the organization is to meet its set aims and objectives.

Most organizations enroll staff for training and keep the records of their staff using the different Manual System depending on the nature of their work and the organizational goal.

Habib Bank Nigeria limited is a leading organization in the Banking sector of the economy and hence the need for an efficient and effective record keeping of its Manpower development cannot be overemphasized. The project tends to find out among others the desirability and use of an alternative automated or computerized system to aid replace the manual system.

1.1 PURPOSE OF THE STUDY

- To determine the basic criteria need to be met by each staff before being recommended to undergo any *Staff Training* exercise.

- To critically examine and clearly state the basic problems associated with the existing system and provide adequate solution to these problems.

- To determine effects of the *Staff Training* exercise on the activities of the organization.

- To determine the best methods of *Staff Training* to ensure that they have obtained sound knowledge and skill in the area of their specialization.

1.2 WHY COMPUTERISATION

The benefits of the *automated system* are stated below:

- **High degree of accuracy:** The *automated system* is characterized by high degree of accuracy. The percentage error even if there is will be of negligible figure.
- **Long term storage:** *Automated system* can store data or information on long term basis.
- **Data and information sharing:** The database file under the new system can be shared and used by several users for the purpose of decision making.
- **High Speed:** The speed of the processing of data into information will be faster than the existing system (manual) this is aimed at bringing about quick implementation of promotions for the staff trained.
- **Consistency:** The new system will be more consistent than the manual system. The mathematical analysis stated in the program will always carry out its operation in a consistent manner, no matter the number of time the program is being run.

1.3 LIMITATION OF THE STUDY

Staff Training and Development procedures being an internal affair of the Bank in which information about it is restricted to the *Personnel department and the management* of the bank,

The major limitations experienced are as follows:

- i. Lack of having first hand information in time due to the confidentiality of such information.
- ii. Time Constraint: Due to the time constraints coupled with the tedious academic activities, the time is too short for the project work.
- iii. Finance Constraints: Taking into consideration, the economic condition of the country affected the smooth execution of the project.

1.4 DELIMITATIONS OF THE STUDY

The research work is limited to finding an *automated* method of determining who is due for training, when is he/she due and what type of training and most importantly to keep a comprehensive database of the training activities.

1.5 DEFINITIONS OF TERMS

Training: This is the process of coaching or accustoming to a mode of behavior or performance, or to make or become proficient with specialized instruction and practice.

Trainee(s): This is an individual or group of individuals receiving training.

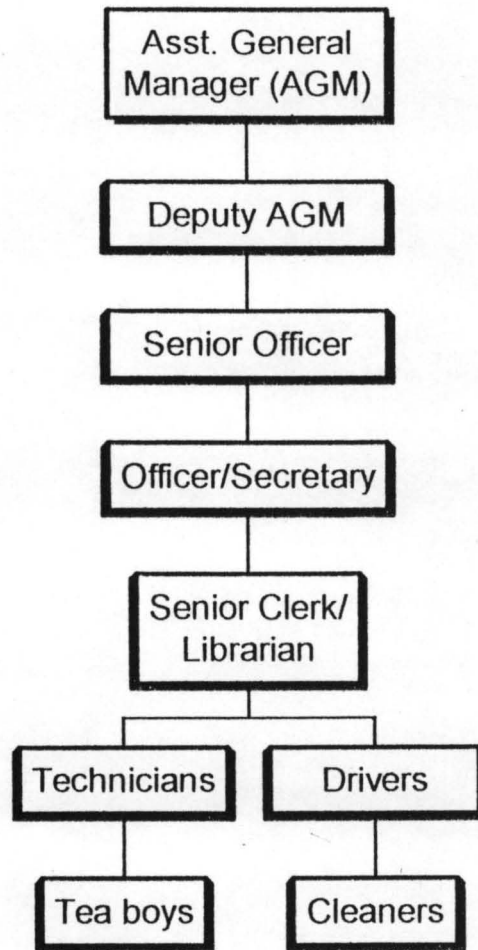
Trainer(s): An individual or group of individuals task with the responsibilities of the training.

Record: A usually written account of events or facts. Or Information on a particular subject collected and preserved. It can also be explained as collection of related information.

Trainee Form: This is the kind of form given to the trainee(s) to fill when enrolled in the Training School.

Processing: The Performance of logical operations and calculations on data including the temporary retention of data in processor storage while it is being operated upon.

ADAMU BELLO CENTRE ORGANISATIONAL CHART



CHAPTER TWO

LITERATURE REVIEW

Staff Training and Development in any organization is a crucial factor if the organization is to meet its set aims and objectives.

Staff Training and Development paves way through which any organization can help its employees develop their career path and be productive. The act is a standard i.e. already laid down procedure which varies from one organization to another each operating its own predefined standard.

Habib Nigeria Bank Limited has been conducting Staff Training and Development for its employees as far back as 1988 and the training is conducted based on the recommendations of the *Administration Department*.

Below is the detail review of the manual system of *Staff Training and Development* otherwise referred to as "The Existing System".

2.1 HABIB BANK IN PERSPECTIVE

Habib Nigeria Bank Limited was established on the 13th March, 1983 and starts banking operations on May 16th, 1983 with *Late General Shehu Musa Yar'adua (rtd)* as the founding Chairman. The bank operates under equity participation i.e. 50% of the shares are owned by Nigerian Promoters while the remaining 50% is solely owned by Pakistanis.

Presently, *Habib Nigeria Bank Limited* has 51 branches and 3 cash centres nationwide. The head office of the Bank is located in Kaduna. The head office runs a Training School known as *Adamu Bello Centre* in Kaduna.

2.2 STAFF TRAINING AND DEVELOPMENT

The continual success of any organisation depends mainly on its employees who, indeed, are its primary resource and so the development of an organization's employee is crucial if it will continue to meet both current and future needs.

Staff Training and Development is an act of teaching and giving staff the necessary practice in order to bring to a desired standard of behaviour, efficiency and physical condition and to improve their productivity.

2.3 STAFF TRAINING IN HABIB NIGERIA BANK LIMITED

The bank started operations in 1983 but did not have a coherent Staff Training policy of its own until about 1987 when the *Training Division* was created within the *Administration Department* of the Bank. The division then was essentially an administrative outfit saddled with the coordination of staff attendance to *short and long term courses* as well as the organisation of *In-plant* courses for officers of the Bank. There was no definite training policy to guide the activities of the unit. It was then realized that the corporate training needs of the Bank were far from being met with the above arrangement. Consequently, in 1988, the management of *Habib Nigeria Bank Limited* decided to establish the *Staff Training and Development Centre* known

as *Adamu Bello Centre* to cater for the perceived training needs of the Bank.

The concept of the Training Centre is, therefore, to train staff in all aspects of the Bank's operations. The idea is to ensure that all categories of staff will at one time or the other pass through the Training Centre either for Induction Courses, In-house training, In-planned courses and General Behavioural Courses.

2.1 THE EXISTING SYSTEM

The existing system of *Staff Training and Development Database* in **ABTC**, Habib Nigeria Bank Limited is Manual System.

Presently, **ABTC** undertake three types of training. These are:

(a). INDUCTION TRAINING

The bank places considerable emphasis on the induction of the new employees into the organisation. Each induction is tailored to meet individual needs as appropriate,

but all employees shall be required to undergo a formal induction course soon after joining the Bank.

(b). ON-THE-JOB TRAINING

This is the type of training for employees that are not new employees. It shall be the responsibility of every supervising officer to ensure that all employees under him receive adequate on-the-job training.

(c). GENERAL BEHAVIOURAL

This is the type of training where each and every junior staff is to undergo once or twice in a stipulated period of time.

Manual system here implies the type of the training being conducted by the system, determining the methods of keeping record or database and so on are done manually. The manual system requires a lot of expertise who perform the task of keeping complete records of trainees, assessing their performance at the end of a stipulated time. It can be seen that the manual system purely depends on human

efforts and his degree of accuracy and therefore, it is error prone and not so reliable.

The manual system is not cost efficient, it involves a lot of expertise in keeping records, assessing and selecting the trainees, it also involves procurement of stationeries, erasers etc. and the unfortunate is the frequent misplacement and disappearance of trainees records.

Other problems associated with the manual system of operation in the Training Centre includes among others:

- The slow pattern of the existing system with regard to information retrieval.
- The existing system is unprotected from dubious actions of fraudulent persons.
- It is inefficient as it fails to meet all the information needs of the management.
- The system currently in use i.e. the manual system is unreliable.
- The existing system is also open to human errors. An example is the case of finding a wrong document in a file

after losing hopes of getting such a document for its correct owner again.

In summary, the overall objectives of this research work is to develop automated package on *Staff Training and Development* that will take care of records or database of the trainees and the activities of the Centre through the production and analysis of data relating to Staff Training through the provision of better and more information on the size, criteria and cost of the training.

Staff Training and Development Database automation is aimed to equip *Habib Nigeria Bank Limited* and *Adamu Bello Training Centre (ABTC)* in particular to take better informed decisions, with the resource constraints that will obtain.

The automated *Staff Training and Development* in **ABTC** will also perform the following tasks:

- ◆ Provide management with key information/processed data, compiled and abstracted.
- ◆ Facilitate decision-making

- ◆ Improve efficiency and effectiveness of management functions.

CHAPTER THREE

PRELIMINARY SURVEY

The purpose of this survey is to establish whether there is need for a new system. The preliminary survey gives an insight into the report being sent to the user of the new system.

3.1 FEASIBILITY STUDY

Feasibility study stage involves a broad study of a system to ascertain:

- ✓ The cost of the problem to be solved
- ✓ To carry out a comprehensive investigation so as to provide necessary information that will justify the new system.
- ✓ To outline on one more solution to the problem.

3.2 SYSTEM ANALYSIS

System analysis is simply defined as methods of determining how best to use computers with other resources to perform tasks, which meet the information needs of an organisation. System analysis consists of different stages. Some of the stages are as follows:

3.3 INVESTIGATION AND FACT RECORDING

The following tools were employed in the process of fact finding, namely:

- ❖ Documentation
- ❖ Observation
- ❖ Interviewing

3.4 ANALYSIS OF FACTS

It is pertinent to note that analyzing the facts is the bedrock or foundation towards designing a cost-effective system. So thorough analysis of the facts cannot be over-emphasized.

In view of the above, the information received was analyzed in order to come out with reliable and tangible facts.

3.5 SYSTEM DESIGN

In order to develop objectives for the proposed system (new system), we are obliged to analyse the current problem at the beginning of the system design.

The analysis may lead to number of possible alternative designs. For example, different combinations of manual and computerised elements may be considered. Once one alternative has been selected the purpose of the design stage is to work from the requirements specification to produce a system specification. The system specification will be a detailed set of input documents, forms, report layouts, which provide details of all features of the system.

3.6 SYSTEM DOCUMENTATION & MAINTENANCE

The system documentation & maintenance stage usually encompasses whatever changes and enhancements

need to be made after the system is up and running and to carefully manage the software (Staff Training and Development) in an effective way.

3.7 COST ANALYSIS OF THE SYSTEM

Some of the costs taken into consideration under this research work which has been completed with cost of continuing with the existing system and has proven effective and economical are as follows:

- Equipment cost: It is obvious that a project of such a magnitude will require some computing equipment and that prompted the purchase of the following equipments:
 - (1). Computer Set
 - (2). A laserjet printer
 - (3). A4 Papers
 - (4). Pack of Diskettes

In a nutshell, the equipment cost around **N200,000.00**

- **Installation cost:** The installation of the software (Visual Basic 6.0) was done solely by me the researcher though the cost of the purchase of the software is around **N3,500**.

- **Development cost**

Though the development cost is unquantifiable in terms of Naira as it involves the time the researcher spends coding and testing the program as well as making amendments when the need arises, the cost may be put approximately **N100,000**.

Software consultancy and future upgrading when necessary

- Software organisation cost
- Operation cost
- Maintenance cost
- Cost of consumables e.g. tapes, disks etc.

3.8 COMPUTER SYSTEM REQUIREMENTS

Computer system requirement can be categorized into two namely: Software and Hardware.

(a). SOFTWARE

These are of instructions, which tell the computer how to accomplish or perform a given task. These instruction are coded in computer understandable form called Program.

Computer software can also be categorized into two namely: System and application software.

System Software: These are programs written by computer manufacturers. These programs are designed to manage the computing resources. With regard to this project work, the program is designed to run on Windows operating system.

Application Software: These are programs written to solve user's problem. They do not have any effect on the efficiency of the Computer system. For example, Microsoft Visual Basic 6.0.

(b). HARDWARES

These refer to those physical components or devices that we can see, feel and touch around a computer system. They are made up of electronic parts and some smaller mechanical

parts. Some of these hardware devices are CPU, Storage Unit, Control Unit, Input and Output Devices.

CHAPTER FOUR

CHOICE OF PROGRAMMING LANGUAGE

The programming language chosen for this project work is *Visual Basic 6.0* developed by Microsoft Corporation.

4.1 THE STRUCTURE OF VISUAL BASIC

Microsoft Visual Basic is an Object-Oriented Programming Language by Microsoft Cooperation, is a type of high-level computer language that uses self-contained, modular instruction sets for defining and manipulating aspects of a computer program. These discrete, pre-defined instruction sets are called *Objects* and may be used to define variables, data structures, and procedures for executing data operations. In Microsoft Visual Basic, objects have built-in rules for communicating with one another. They can also be manipulated or combined in various ways to modify existing programs and to create entirely new ones from parts of other programs.

One especially powerful feature of Microsoft Visual Basic is a property known as *Inheritance*. Inheritance allows an object to take on the characteristics and functions of other objects to which it is functionally connected. Programmers connect objects by grouping them together in different classes and by grouping the classes into hierarchies. These classes and hierarchies allow programmers to define the characteristics and functions of objects without repeating source code, the coded instructions in a program. Thus, using Microsoft Visual Basic can greatly reduce the time it takes for a programmer to write an application. And also reduce the size of the program. Visual Basic and other OOP Languages are flexible and adaptable, so programs or parts of programs can be used for more than one task. Programs written with Visual Basic are generally shorter in length and contain fewer bugs or mistakes, than those written with other languages that are non-OOP languages.

4.2 SECURITY MEASURES

Security is very important in every data processing environment to protect the software (data, programs, and information) hardware and other data processing equipment from damage, theft and most importantly unauthorized access to them.

The following security measures were put into consideration in this project work. They are:

- ✓ A password is incorporated into the program, so that only authorized persons get access to the program.
- ✓ Backing up of Training Database files and programs.
- ✓ Provision of fire extinguisher in the Computer room was recommended to the management of the Staff Training and Development Centre.

4.3 RECORD SPECIFICATION

The record keeping in this field of study involves *Batch* processing which is the accumulation of records in batches before processing them. It is faster to use sequential data

organisation than random access organisation with keys and transformation algorithms when presenting a large amount of data in sequence. In Index Sequential, records are stored in sequence with one important difference – an index is provided to enable individual records to be located.

An index sequential file organisation method has therefore been adapted to cater for storage/retrieval of data.

4.4 FIELD SPECIFICATION

Field is collections of related characters e.g, class. The fields used in the program are of variable length and are either numeric, alphabetic and/or alphanumeric.

It is pertinent to note that the variable assigned to numerical fields must be of '*numeric properties*', while the variables for alphanumeric and alphabetic fields should be are assigned to '*text*'. Likewise the date should be assigned '*date string*'.

4.5 DESIGN OF THE NEW SYSTEM

This is another sensitive task, because the researcher makes use of his initiatives to design a layout of the proposed system based on the data and information he collected in Chapter Three. The following is the breakdown of the steps followed towards the successful design of the new system.

FILE LAYOUT

This program contains three (3) different files holding different database altogether and each file consists field names, variable names, variable type and width of each record in the file were stipulated appropriately.

1. INDUCTION (*New Intake*) File Layout

Field Name	Data Type	Field Size
ID No.	Number	Long Integer
Name	Text	30
Date of Employment	Date/Time	
Branch	Text	20
Designation	Text	20
Course	Text	25
Duration	Text	14
Sex	Text	8

2. On-The- Job File Layout

Field Name	Data Type	Field Size
ID No.	Number	Long Integer
Name	Text	30
Date of Employment	Date/Time	
Branch	Text	20
Designation	Text	20
Course	Text	25
Duration	Text	14
Sex	Text	8

3. General Behavioural File Layout

Field Name	Data Type	Field Size
ID No.	Number	Long Integer
Name	Text	30
Date of Employment	Date/Time	
Branch	Text	20
Designation	Text	20
Course	Text	25
Duration	Text	14
Sex	Text	8

4.6 INPUT SPECIFICATION

This section defines and illustrate how data can be entered (*i.e. data entry*) during program execution.

The input specification comprises of the form design, tables with which data is entered in the system

INPUT FORM DESIGN

This term can be expressed as the techniques or process of transferring human reliable data such as *Trainee Record* into a complete system. In addition, the processes are further divided into two stages; they are:

- The human understandable data are converted into machine code, this stage is known as data entry.
- The second stage has to do with the transfer of the machine-readable data directly to tape or disks or to the system for processing.

It is pertinent to note that all entries are via keyboard and mouse.

4.7 OUTPUT SPECIFICATION

At this stage, all the data entered during the *Input Specification* will be processed, the computer will process such data based on the instructions given (i.e. in the program) and will generate the required output either as a soft copy (i.e. on the screen or monitor), and/or as a hard copy (i.e. through the printer).

It is important to note that the expected output depends largely on the *Output Form Design*. A clear design of the expected output form is as discussed below:

OUTPUT FORM DESIGN

This is a term used to describe the process of generating reports out of processed input data in format that will be useful to the management either in keeping a comprehensive record and also decision making. The output expected in this process should include mainly the *Trainee record* consisting of comprehensive report on Who the trainee is, The type of training, From which branch did he/she comes, His/her

designation and the rest of other important facts about the Trainee.

4.8 MENU SPECIFICATION

The menu layout in this project work consists of the Main Menu and several sub-menus. After the Opening Screen, then comes the *Access or Password Screen*, which gives the user access to the *Main Menu* only when he is authorized i.e. by knowing the Identification No., from the Menu comes the Main Menu which is made up of four options designed in a driven-form. The four options are *File, Edit, View, Help* and those *Menus* have Sub-menus under them. For example the *File* option consist of *Training* and under *Training* one come across *Induction, On-The-Job, General*, when you click any option it takes to the data entry screen of that option. The same process appears to the remaining options.

4.09 MANUAL OPERATIONAL SYSTEM

The system operated by HABIB Bank Nigeria Limited in enrolling staff into the different training programmes and the keeping of the databases and necessary records is manual operational system i.e. where files and papers are used in determining who is due for training and keeping of the database and records.

The system introduced or rather proposed is a computerized system for efficient record keeping and also a fair selection of the trainees towards and effective and efficient service delivery at the Habib Bank Nigeria Limited.

CHAPTER FIVE

FINDINGS, SUMMARY, CONCLUSION AND RECOMMENDATIONS

FINDINGS

After an exhaustive research on the Manual operational system in enrolling staff for training and the record keeping Habib Bank Nigeria Limited , some lapses which include among others:

- i. Lack of proper documentation
- ii. Lack of efficient method of selection
- iii. Time wastage and loose of valuable information e..t.c

Were identified and hence the urgent need for a computerised or automated system for the smooth operation and execution of the said of the operational system.

5.1 SUMMARY

From the discussions in the foregoing chapters, it can be summarized that:

Chapter One Introduces the topic for the research and it tries to discuss briefly about HABIB Nigeria Bank Limited (Case Study) and also what staff training means.

In chapter two, the researcher was able to review the literature of staff training in HABIB Nigeria Bank Limited i.e. The Manual System.

In chapter three, the methods used in the research were discussed. For example, methods of data collection and the research design were thoroughly discussed.

In chapter Four, the data collected in chapter three were subjected to analysis and the findings were presented.

In Chapter five, summary and conclusions takes the center stage while recommendations were made.

5.2 CONCLUSION

The result and findings of this project work has proven beyond reasonable doubt very satisfactorily and in addition has been able to identify the area of weakness of the existing system such as lack of accuracy, comprehensiveness and integrity employed in keeping records otherwise known as *Database*.

The automated system when fully implemented will in no doubt be a vital tool in decision making to the management of HABIB Nigeria Bank Limited i.e. my case study, and also other organisations who deem it fit to operate the new system

5.3 RECOMMENDATION

After careful Research work, the research was able to identify some lapses in the existing system (*Manual System*) that is why the use of an automated system becomes paramount and requires commitments. Meanwhile the following are some recommendations made with regard to the training.

They are as follows:

1. The staff working in the Center needs to be trained on the usage of the intended system as this will improve the efficiency and will enhance accuracy in keeping records.
2. To motivate the working class of the data entry section, fringe benefits and promotional opportunities should be given to them.
3. Considering the confidentiality involved in record keeping generally, the system intended should be complemented with strict security measures so as to check the ugly activities of unauthorized users.

4. Apart from the ugly activities of unauthorized users, the center accommodating the proposed package should be equipped with security techniques, For example Fire extinguisher, smoke detectors and their likes so as to arrest the problem that will lead to the disabling of the Computer Center and the equipment from functioning properly.
5. Finally, on the part of the Project approval, the researcher wish to appeal to the authorities concerned to hasten the process of approving project topics for students i.e. project topics need to be approve starting from the first week of the first semester HND2 so that students will have enough time to plan and develop workable and presentable packages.

REFERENCES

- Aronu , D.I (1999): Information Systems Techniques,
Ola Jamon Printers and Publishers,
Kaduna.
- Couger et al (1972) : System Analysis Techniques,
John Wiley & Sons.
- Greg Perry et al (1987) Teach Yourself Visual Basic 6 in
24 Hours, Microsoft Corporation
Inc.
- Heathcote, et al (1992): Tackling Computer Projects
(DP Publications Ltd., London).
- HABIB Nigeria Bank** Write Up and Bulletin (1997 – 1998)

R.O. (2004) Lecture Notes on System Analysis
and Design.

'Program to allow the User Enter Password

```
Dim count1 As Integer
```

```
Private Sub cmdcance_Click()
```

```
End
```

```
End Sub
```

```
Private Sub cmdlogin_Click()
```

```
Dim usernam As String
```

```
Dim pasword As String
```

```
Dim certificate As Boolean
```

```
count1 = count1 + 1
```

```
certificate = True
```

```
pasword = LCase(LTrim(RTrim(txtpassword.Text)))
```

```
usernam = UCase(LTrim(RTrim(txtusername.Text)))
```

```
Select Case usernam
```

```
Case Is = "Training Officer"
```

```
    If pasword = "SAS" Then
```

```
        Unload Me
```

```
        Unload Txthabib
```

```
        frmmain.Show
```

```
    Else
```

```
        certificate = False
```

```
    End If
```

```
Case Else
```

```
    Beep
```

```
    MsgBox "Unauthorized User", vbOKOnly, "Authorization"
```

```
    txtusername.SetFocus
```

```
    txtusername.SelStart = 0
```

```
txtusername.SelLength = Len(txtpassword.Text)
```

```
Exit Sub
```

```
End Select
```

```
End Sub
```

'SUB TO SENT INDUCTION RECORDS TO THE PRINTER

Option Explicit

Dim trtable As Database

Dim txt As String

Dim i As Integer

Dim n As Integer

Dim rsdept As Recordset

Private Sub cmdok_Click()

Unload Me

End Sub

Private Sub cmdcancel_Click()

End

End Sub

Private Sub Cmddone_Click()

Unload Me

End Sub

Private Sub Form_Load()

Set trtable = OpenDatabase("c:\habib\training.mdb")

Set rsdept = trtable.OpenRecordset("select *from trtable order by
[name]")

Printer.Print Tab(5); "INDUCTION REPORT"

Printer.Print " ";

```
Printer.Print "S/no"; Tab(8); "ID No"; Tab(15); "Name"; Tab(30);  
"Empl.Date"; Tab(42); "Branch"; _  
Tab(60); "Designation"; Tab(75); "Course"; Tab(105); "Duration";  
Tab(120); "Sex"  
Printer.Print String(125, "~")
```

```
With rsdept
```

```
    n = .RecordCount
```

```
    For i = 1 To n - 1
```

```
        Printer.Print i; Tab(8); !idno; Tab(15); !Name; Tab(30); ![date of  
employment]; Tab(42); !branch; _
```

```
        Tab(60); !designation; Tab(75); !course; Tab(105); !duration;  
Tab(120); !sex
```

```
        .MoveNext
```

```
    Next i
```

```
End With
```

```
Printer.EndDoc
```

```
End Sub
```

```
Private Sub pRINI_Change()
```

```
End Sub
```

```
Private Sub mnind_Click()  
frminduction.Show  
End Sub
```

```
Private Sub mnindi_Click()  
rep.Show  
End Sub
```

```
Private Sub mnindu_Click()  
frminduction.Show  
End Sub
```

```
Private Sub mnuexit_Click()  
End  
End Sub
```

```
Private Sub mnuGen_Click()  
frmgen.Show  
End Sub
```

```
Private Sub Mnuhepro_Click()  
Form3.Show  
End Sub
```

```
Private Sub mnuinduct_Click()  
Form1.Show  
End Sub
```

```
Private Sub mnuonthejo_Click()
```

```
frmMonthejo.Show
```

```
End Sub
```

```
Private Sub cmdadd_Click()
```

```
    Combo1.Text = Clear
```

```
    Combo2.Text = Clear
```

```
    Combo3.Text = Clear
```

```
Data1.Recordset.AddNew
```

```
End Sub
```

```
Private Sub cmdadd_KeyPress(KeyAscii As Integer)
```

```
    If KeyAscii = 65 Then
```

```
        Data1.Recordset.AddNew
```

```
    End If
```

```
End Sub
```

```
Private Sub cmdcancel_Click()
```

```
    Me.Hide
```

```
End Sub
```

```
Private Sub cmddel_Click()
```

```
    With Data1.Recordset
```

```
        .Delete
```

```
        .MoveNext
```

```
        If .EOF Then .MoveLast
```

```
    End With
```

```
End Sub
```

```
Private Sub cmdgrid_Click()
```

```
    On Error GoTo cmdGrid_ClickErr
```

```
    'Dim f As New frmDataGrid
```

```
Set f.Data1.Recordset = Data1.Recordset
f.Caption = Me.Caption & "Enquiry Panel"
f.Show
Exit Sub
cmdGrid_ClickErr:
End Sub
```

```
Private Sub cmdprint_Click()
'repfrm.Show
End Sub
```

```
Private Sub Combo1_DropDown()
While Combo1.ListCount > 0 ' Delete existing items.
    Combo1.RemoveItem 0
Wend
Combo1.AddItem "Yola North", 0
Combo1.AddItem "Mubi South", 1
Combo1.AddItem "Mayo Belwa", 2
Combo1.AddItem "Fufore", 3
Combo1.AddItem "Doka", 4
Combo1.AddItem "Makera", 5
Combo1.AddItem "Kachia", 6
Combo1.AddItem "Zaria", 7
Combo1.AddItem "Sabon Gari", 8
Combo1.AddItem "Bebeji", 9
Combo1.AddItem "Kano Municipal", 10
Combo1.AddItem "Gombe", 11
Combo1.AddItem "Fagge", 12
Combo1.AddItem "Dala", 13
Combo1.AddItem "Gombe", 14
```

```

    Combo1.AddItem "Akko", 15
    Combo1.AddItem "Numan", 16
    Combo1.AddItem "Kaltungo", 17
    Combo1.AddItem "Hawul", 18
    Combo1.AddItem "Biu", 19
    Combo1.AddItem "Bama", 20
    Combo1.AddItem "Bauchi", 21
    Combo1.AddItem "Torro", 22
    Combo1.AddItem "Song", 23
End Sub

Private Sub Combo2_DropDown()
While Combo2.ListCount ' Delete existing items.
    Combo2.RemoveItem 0
Wend
    Combo2.AddItem "Male", 0
    Combo2.AddItem "Female", 1
End Sub

Private Sub Combo3_DropDown()
While Combo3.ListCount ' Delete existing items.
    Combo3.RemoveItem 0
Wend
    Combo3.AddItem "3 months", 0
    Combo3.AddItem "2 months", 1
End Sub

Private Sub Data1_Error(DataErr As Integer, Response As Integer)
MsgBox "Error:" & vbCrLf & "Illegal operation..." & Error$(DataErr)
Response = 0

```


End Sub

Private Sub Data1_reposition()

Screen.MousePointer = vbDefault

On Error Resume Next

Data1.Caption = "Record:" & (Data1.Recordset.AbsolutePosition + 1)

End Sub

Private Sub cmdrefresh_Click()

Data1.Refresh

End Sub

Private Sub cmdsave_Click()

Data1.UpdateRecord

Data1.Recordset.Bookmark = Data1.Recordset.LastModified

End Sub

Private Sub txtbranch_Change()

End Sub

Private Sub picFields_Click(Index As Integer)

picFields(Index).InsertObjDlg

End Sub

Private Sub picture2_Click()

Picture2.InsertObjDlg

End Sub

Option Explicit

Private Sub Text1_Change()

End Sub

Private Sub txtok_Click()

Unload Me

End Sub

```
Option Explicit
Dim trtable As Database
Dim txt As String
Dim i As Integer
Dim n As Integer
Dim rsdept As Recordset
Private Sub cmdok_Click()
Unload Me
End Sub
```

```
Private Sub cmdcancel_Click()
End
End Sub
```

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

```
Private Sub Form_Load()
Set trtable = OpenDatabase("c:\habib\training.mdb")
Set rsdept = trtable.OpenRecordset("select *from trtable order by
[name]")
```

```
Printer.Print Tab(5); "INDUCTION REPORT"
Printer.Print " ";
```

```
Printer.Print "S/no"; Tab(8); "ID No"; Tab(15); "Name"; Tab(30);
"Empl.Date"; Tab(42); "Branch"; _
```

```
Tab(60); "Designation"; Tab(75); "Course"; Tab(105); "Duration";  
Tab(120); "Sex"  
Printer.Print String(125, "~")
```

```
With rsdept
```

```
    n = .RecordCount
```

```
    For i = 1 To n - 1
```

```
        Printer.Print i; Tab(8); !idno; Tab(15); !Name; Tab(30); ![date of  
employment]; Tab(42); !Branch; _
```

```
        Tab(60); !Designation; Tab(75); !Course; Tab(105); !Duration;  
Tab(120); !Sex
```

```
        .MoveNext
```

```
    Next i
```

```
End With
```

```
Printer.EndDoc
```

```
End Sub
```

```
Private Sub pRINI_Change()
```

```
End Sub
```

```
Private Sub cmdadd_Click()  
    Combo1.Text = Clear  
    Combo2.Text = Clear  
    Combo3.Text = Clear
```

```
Data1.Recordset.AddNew  
End Sub
```

```
Private Sub cmdadd_KeyPress(KeyAscii As Integer)  
    If KeyAscii = 65 Then  
        Data1.Recordset.AddNew  
    End If  
End Sub
```

```
Private Sub cmdcancel_Click()  
    Me.Hide  
End Sub
```

```
Private Sub cmddel_Click()  
    With Data1.Recordset  
        .Delete  
        .MoveNext  
        If .EOF Then .MoveLast  
    End With  
End Sub
```

```
Private Sub cmdgrid_Click()
```

```
On Error GoTo cmdGrid_ClickErr
'Dim f As New frmDataGrid
Set f.Data1.Recordset = Data1.Recordset
f.Caption = Me.Caption & "Enquiry Panel"
f.Show
Exit Sub
cmdGrid_ClickErr:
End Sub
```

```
Private Sub cmdprint_Click()
'repfrm.Show
End Sub
```

```
Private Sub Combo1_DropDown()
While Combo1.ListCount > 0 ' Delete existing items.
    Combo1.RemoveItem 0
Wend
Combo1.AddItem "Yola North", 0
Combo1.AddItem "Mubi South", 1
Combo1.AddItem "Mayo Belwa", 2
Combo1.AddItem "Fufore", 3
Combo1.AddItem "Doka", 4
Combo1.AddItem "Makera", 5
Combo1.AddItem "Kachia", 6
Combo1.AddItem "Zaria", 7
Combo1.AddItem "Sabon Gari", 8
Combo1.AddItem "Bebeji", 9
Combo1.AddItem "Kano Municipal", 10
Combo1.AddItem "Gombe", 11
Combo1.AddItem "Fagge", 12
```

```
Combo1.AddItem "Dala", 13
Combo1.AddItem "Gombe", 14
Combo1.AddItem "Akko", 15
Combo1.AddItem "Numan", 16
Combo1.AddItem "Kaltungo", 17
Combo1.AddItem "Hawul", 18
Combo1.AddItem "Biu", 19
Combo1.AddItem "Bama", 20
Combo1.AddItem "Bauchi", 21
Combo1.AddItem "Torro", 22
Combo1.AddItem "Song", 23
```

End Sub

```
Private Sub Combo2_DropDown()
```

```
While Combo2.ListCount ' Delete existing items.
```

```
    Combo2.RemoveItem 0
```

```
Wend
```

```
    Combo2.AddItem "Male", 0
```

```
    Combo2.AddItem "Female", 1
```

End Sub

```
Private Sub Combo3_DropDown()
```

```
While Combo3.ListCount ' Delete existing items.
```

```
    Combo3.RemoveItem 0
```

```
Wend
```

```
    Combo3.AddItem "3 months", 0
```

```
    Combo3.AddItem "2 months", 1
```

End Sub

```
Private Sub Data1_Error(DataErr As Integer, Response As Integer)
MsgBox "Error:" & vbCrLf & "Illegal operation..." & Error$(DataErr)
Response = 0
End Sub
Private Sub Data1_reposition()
Screen.MousePointer = vbDefault
On Error Resume Next
Data1.Caption = "Record:" & (Data1.Recordset.AbsolutePosition + 1)
End Sub
```

```
Private Sub cmdrefresh_Click()
Data1.Refresh
End Sub
```

```
Private Sub cmdsave_Click()
Data1.UpdateRecord
Data1.Recordset.Bookmark = Data1.Recordset.LastModified
End Sub
```

```
Private Sub txtbranch_Change()

End Sub
```

```
Private Sub picFields_Click(Index As Integer)
picFields(Index).InsertObjDlg
```


End Sub

Private Sub picture2_Click()

Picture2.InsertObjDlg

End Sub

Option Explicit

Private Sub cmdadd_Click()

Combo1.Text = Clear

Combo2.Text = Clear

Combo3.Text = Clear

Data1.Recordset.AddNew

End Sub

Private Sub cmdadd_KeyPress(KeyAscii As Integer)

If KeyAscii = 65 Then

Data1.Recordset.AddNew

End If

End Sub

Private Sub cmdcancel_Click()

Me.Hide

End Sub

```
Private Sub cmdDel_Click()  
  With Data1.Recordset  
    .Delete  
    .MoveNext  
    If .EOF Then .MoveLast  
  End With  
End Sub
```

```
Private Sub cmdPrint_Click()  
  'repfrm.Show  
End Sub
```

```
Option Explicit
```

```
Private Sub Text1_Change()  
  
End Sub
```

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

```
Private Sub cmdOK_Click()  
  frmAbout.Show  
End Sub
```

```
Option Explicit
Dim trtable2 As Database
Dim txt As String
Dim i As Integer
Dim n As Integer
Dim rdept As Recordset
Private Sub cmdok_Click()
Unload Me
End Sub
```

```
Private Sub cmdcancel_Click()
End
End Sub
```

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

```
Private Sub Form_Load()
Set trtable2 = OpenDatabase("c:\MY DOCUMENTS\TR2TABLE.mdb")
Set rdept = trtable2.OpenRecordset("select *from trtable2 order by
[name]")
```

```
Printer.Print Tab(5); "ON-THE-JOB REPORT"
Printer.Print " ";
```

```
Printer.Print "S/no"; Tab(8); "ID No"; Tab(15); "Name"; Tab(30);  
"Empl.Date"; Tab(42); "Branch"; _  
Tab(60); "Designation"; Tab(75); "Course"; Tab(105); "Duration";  
Tab(120); "Sex"  
Printer.Print String(125, "~")
```

```
With rdept
```

```
    n = .RecordCount
```

```
    For i = 1 To n - 1
```

```
        Printer.Print i; Tab(8); ![Id-NO]; Tab(15); !Name; Tab(30); ![date of  
empl]; Tab(42); !Branch; Tab(60); !Designation; Tab(75); !Course;  
Tab(105); !Duration; Tab(120); !Sex
```

```
        .MoveNext
```

```
    Next i
```

```
End With
```

```
Printer.EndDoc
```

```
End Sub
```

```
Private Sub pRINI_Change()
```

```
End Sub
```

```
Option Explicit
```

```
Dim trtable2 As Database
```

```
Dim txt As String
Dim i As Integer
Dim rdept As Recordset
Private Sub cmdok_Click()
Unload Me
End Sub
Private Sub Form_Load()
Set trtable2 = OpenDatabase("c:\MY DOCUMENTS\training.mdb")
Set rdept = trtable2.OpenRecordset("select *from trtable order by
[name]")

grid1.Row = 0
For i = 1 To 8
    If i = 0 Then txt = "S/No"
    If i = 1 Then txt = "ID No:"
    If i = 2 Then txt = "Name:"
    If i = 3 Then txt = "Date Empl."
    If i = 4 Then txt = "Branch"
    If i = 5 Then txt = "Designation"
    If i = 6 Then txt = "Course"
    If i = 7 Then txt = "Duration"
    If i = 8 Then txt = "Sex"
    grid1.Col = i
    grid1.Text = txt
Next i

With rdept

For i = 1 To (.RecordCount)
    grid1.Row = i
```

```
grid1.Col = 0
grid1.Text = Str(i)
Next i

grid1.Row = 1
Call ass

For i = 2 To (.RecordCount)
    .MoveNext
    grid1.Row = i
    Call ass
Next i

End With
End Sub
Public Function ass()
With rdept
grid1.ColWidth(1) = 500
grid1.Col = 1
grid1.Text = ![Id-NO]
grid1.ColWidth(2) = 1000
grid1.Col = 2
grid1.Text = ![Name]
grid1.Col = 3
grid1.Text = ![date of empl]
grid1.ColWidth(4) = 1200
grid1.Col = 4
grid1.Text = ![Branch]
grid1.ColWidth(5) = 1100
grid1.Col = 5
```

```
grid1.Text = ![Designation]
grid1.ColWidth(6) = 1600
grid1.Col = 6
grid1.Text = ![Course]
grid1.ColWidth(7) = 900
grid1.Col = 7
grid1.Text = ![Duration]
grid1.ColWidth(8) = 700
grid1.Col = 8
grid1.Text = ![Sex]
End With
End Function
```

```
Private Sub grdrep_Click()
```

```
End Sub
```

```
Option Explicit
```

```
Dim trtable3 As Database
```

```
Dim txt As String
```

```
Dim i As Integer
```

```
Dim n As Integer
```

```
Dim rsept As Recordset
```

```
Private Sub cmdok_Click()
```

```
Unload Me
```

```
End Sub
```

```
Private Sub cmdcancel_Click()
```

```
End
```

End Sub

Private Sub Cmddone_Click()

Unload Me

End Sub

Private Sub Form_Load()

Set trtable3 = OpenDatabase("c:\MY DOCUMENTS\tr3TABLE.mdb")

Set rsept = trtable3.OpenRecordset("select *from trtable3 order by
[name]")

Printer.Print Tab(5); "GENERAL REPORT"

Printer.Print " ";

Printer.Print "S/no"; Tab(8); "ID No"; Tab(15); "Name"; Tab(30);

"Empl.Date"; Tab(42); "Branch"; _

Tab(60); "Designation"; Tab(75); "Course"; Tab(105); "Duration";

Tab(120); "Sex"

Printer.Print String(125, "~")

With rsept

 n = .RecordCount

 For i = 1 To n - 1

 Printer.Print i; Tab(8); ![id no]; Tab(15); !Name; Tab(30); ![date of
 empl]; Tab(42); !Branch; Tab(60); !Designation; Tab(75); !Course;

 Tab(105); !Duration; Tab(120); !Sex

 .MoveNext

 Next i

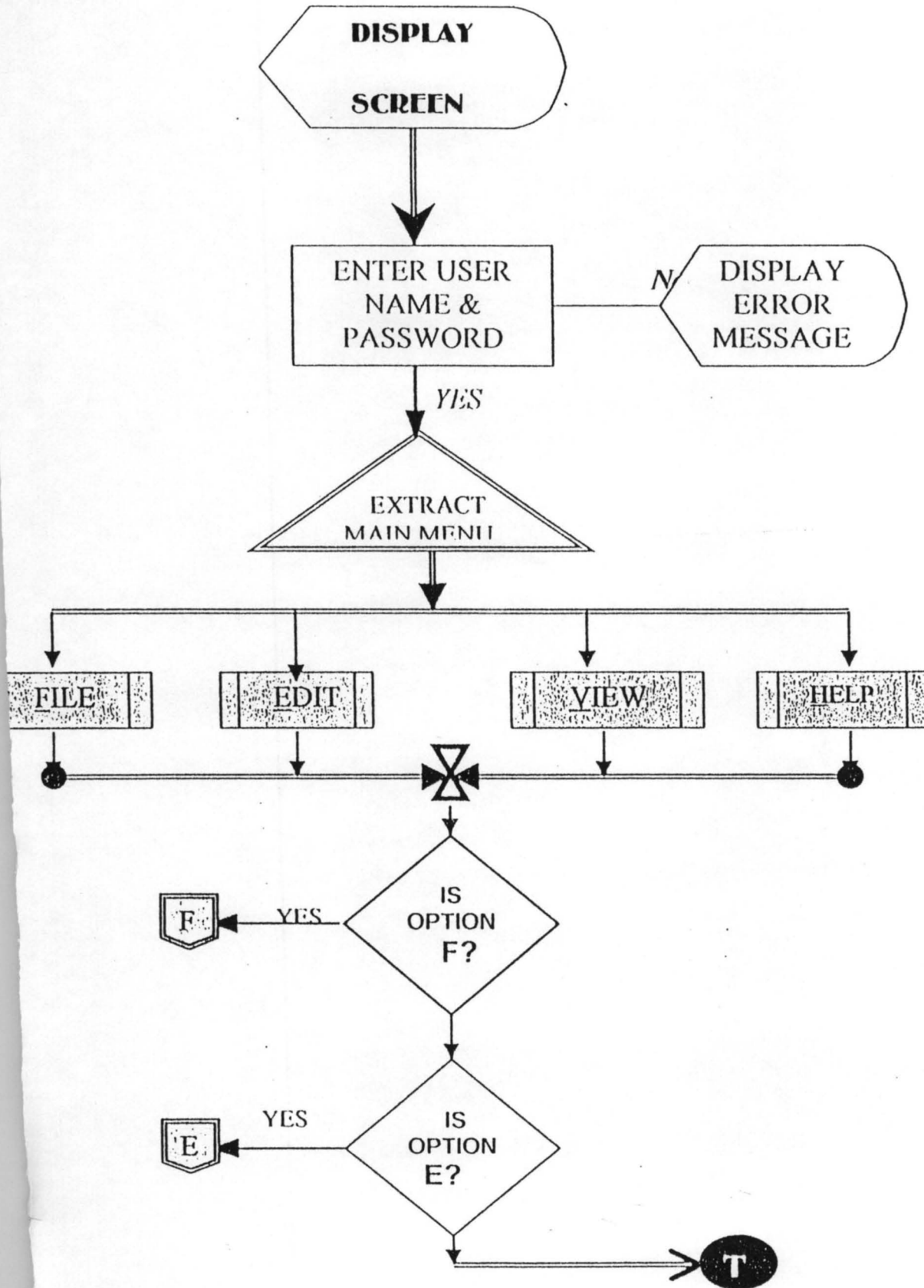
End With

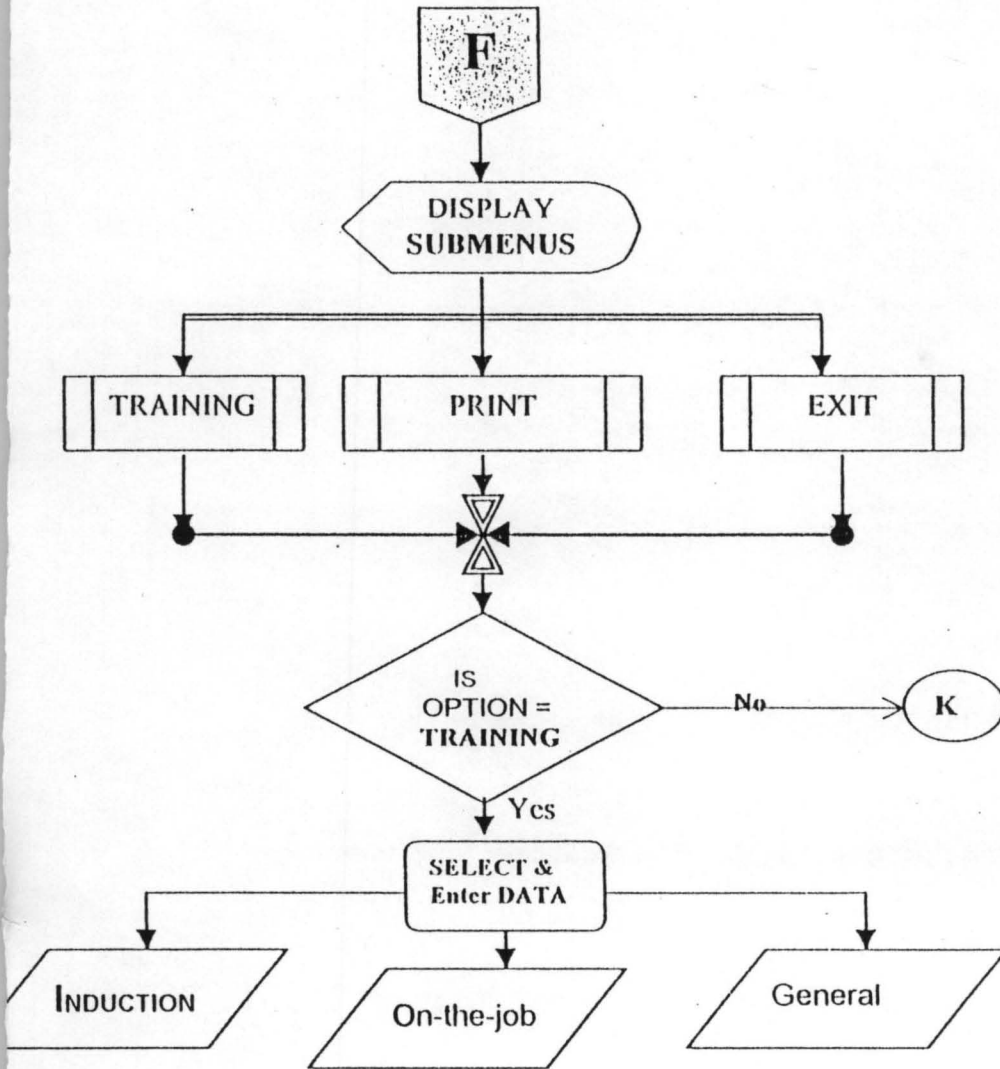
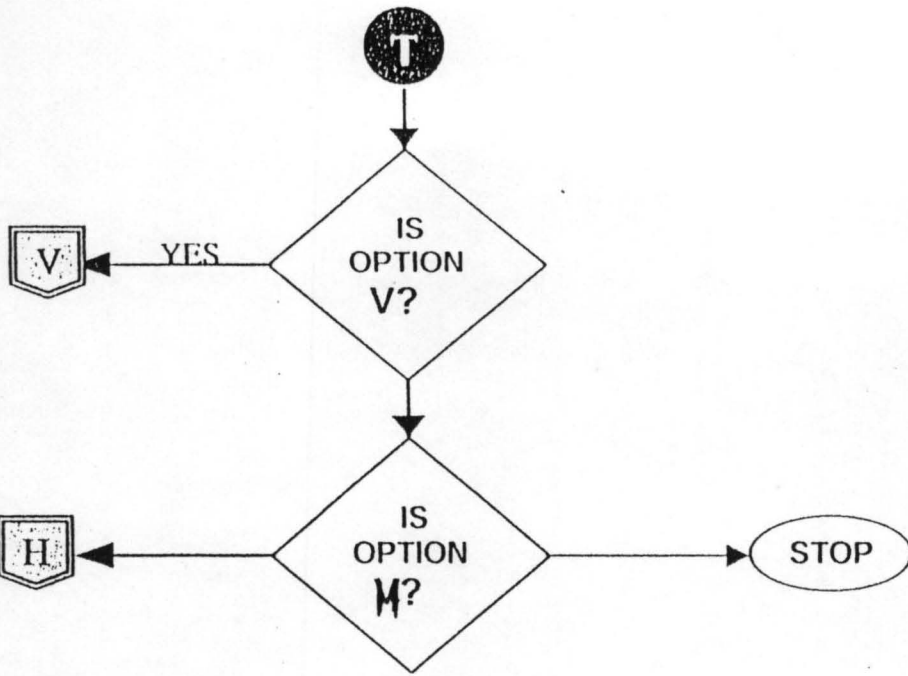
Printer.EndDoc

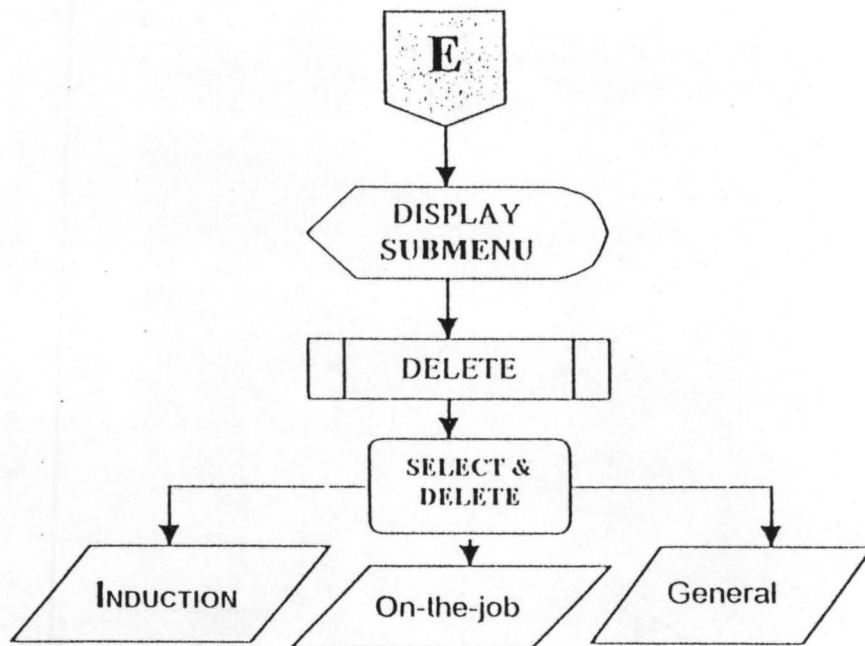
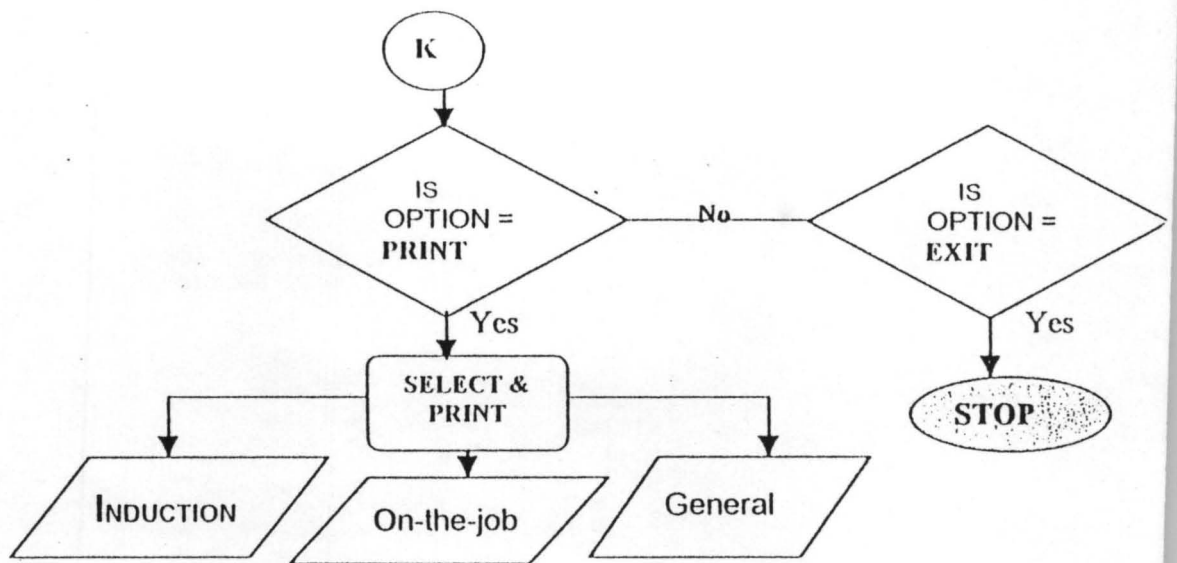
End Sub

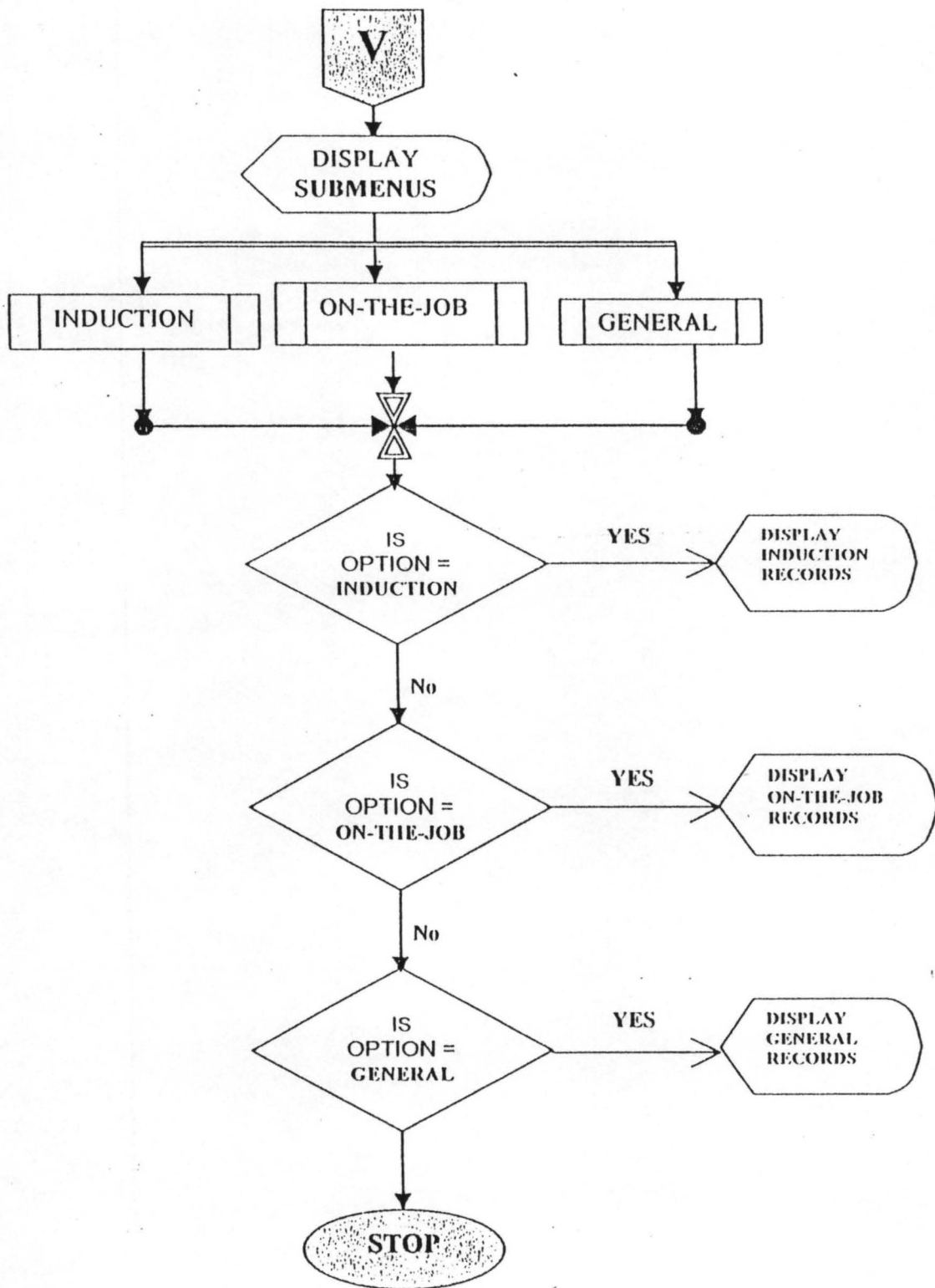
SYSTEM

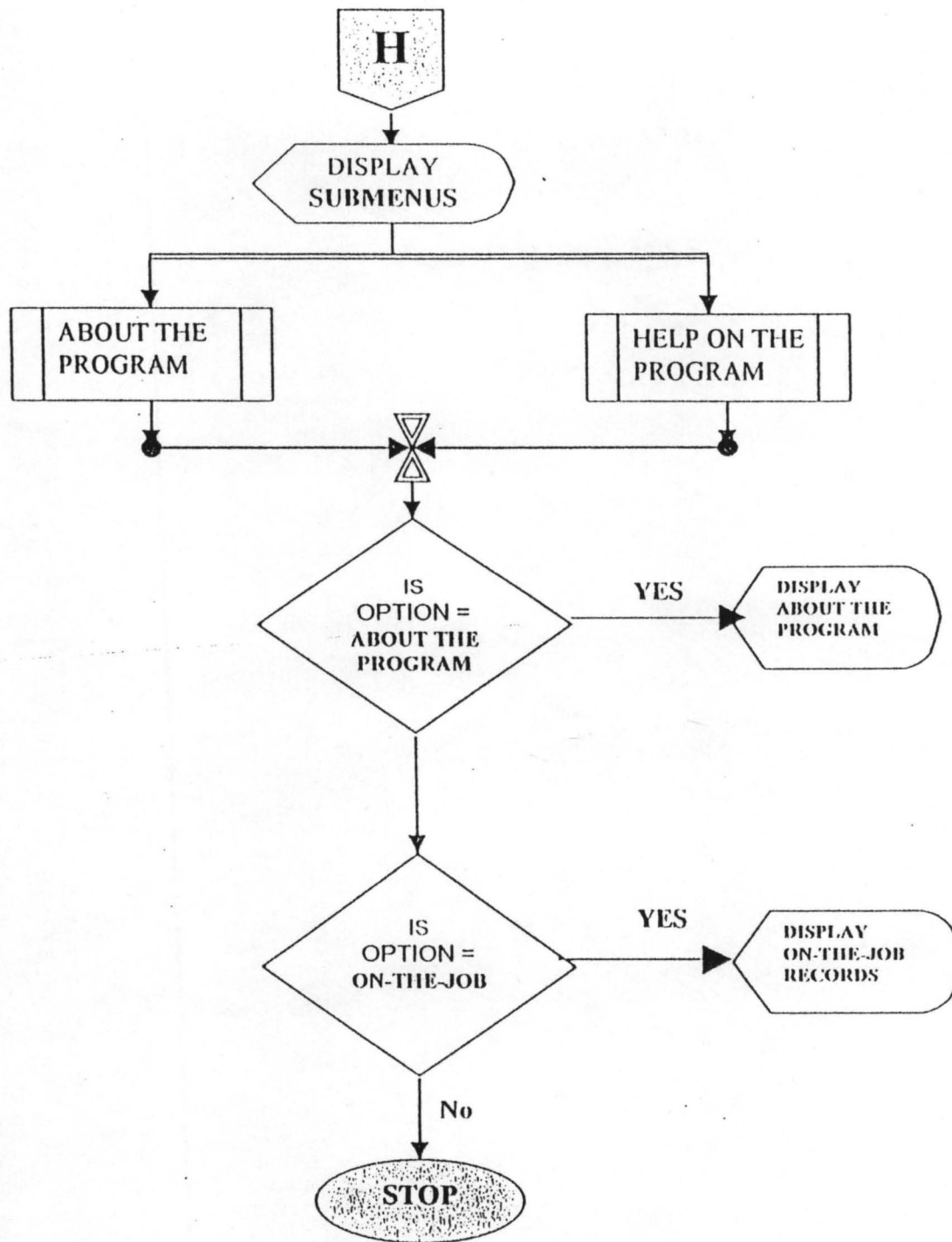
FLOW CHART











PROGRAM

OUTPUTS

IdNo	Name	Date of employ	Branch	Designation	Course	Duration	Sex
0							
1	Audu Bako	1/3/96	Mayo Belwa	Accountant	Accounts	4 months	Male
2	Hajiya Aliyu	3/4/87	Jalingo	Cashier	Insurance	6 months	Female
7	Aliyu Mohammed	1/2/96	Zing	Manager	Taxation		
9	ABUBAKAR AUDU	9/2/00		Cashier	Cashing		
9	audu bako	1/2/89		Clerk	Clerical		

Id-No	Name	Date of Empl	Branch	Designation	Course	Duration	Sex
1	Ali Buba	1/2/98	Jalingo	Cashier	Audit	6	Male

ID No	Name	Date of Empl	Branch	Designation	Course	Duration	Sex
1	Audu Ali	1/2/78	Zaria	Accountant	Accounts	4 months	Male
2	Audu Adamu	1/8/96	Sabo	Cashier	Cashing	3 months	Male

ID No	Name:	Date Empl.	Branch	Designation	Course	Duration
9	Abdoul	1/2/98	ereng	Accountant	Accounting	6 months
9	abdul aliyu	9/2/98	Mayo Belwa	accountant	accountancy	4months
9	Audu Buba	1/8/00	Jereng	Clerk	Account	4months
1	Hajiya Aliko	1/2/99	Mayo Belwa	Accountant	Principle of Accountir	6 months
6	Lawan Baba	1/2/92	Mayo Belwa	Tutor	Maths	4Months
10	Mayo Belwa	9/2/98	Mayo Belwa	Clerk	accountanc	6 months
7	msssk	1/3/04	ereng	qwe	qwe	6 months
8	Musa	2/2/01	Mayo Belwa	Cashier	Accountant	6 months
9	truut	9/23/98	Mayo Belwa	retret	retrelyu	4months

OK

CTION REPORT

No	Name	Empl.Date	Branch	Designation	Course	Duration	Sex
	Abdoul	1/2/98	ereng	Accountant	Accounting	6 months	Female
	abdul aliyu	9/2/98	Mayo Belwa	accountant	accountancy	4months	Male
	Audu Buba	1/8/00	Jereng	Clerk	Account	4months	Male
	Hajiya Aliko	1/2/99	Mayo Belwa	Accountant	Principle of Accounting	6 months	Male
	Lawan Baba	1/2/92	Mayo Belwa	Tutor	Maths	4Months	female
	Mayo Belwa	9/2/98	Mayo Belwa	Clerk	accountanc	6 months	Female
	msssk	1/3/01	ereng	qwe	qwe	6 months	Male
	Musa	2/2/01	Mayo Belwa	Cashier	Accountant	6 months	Female

GENERAL REPORT

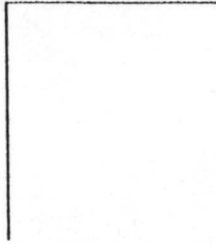
ID No	Name	Empl.Date	Branch	Designation	Course	Duration	Sex
5	Audu Adamu	1/8/96	Sabo	Cashier	Cashing	3 months	Male

**SAMPLE
FORMS**

Welcome to
HABIB NIG. BANK LIMITED TRAINING SCHOOL
(ADAMU BELLO CENTRE)

[Click Me to Continue](#)

PASSWORD SCREEN - 6 X

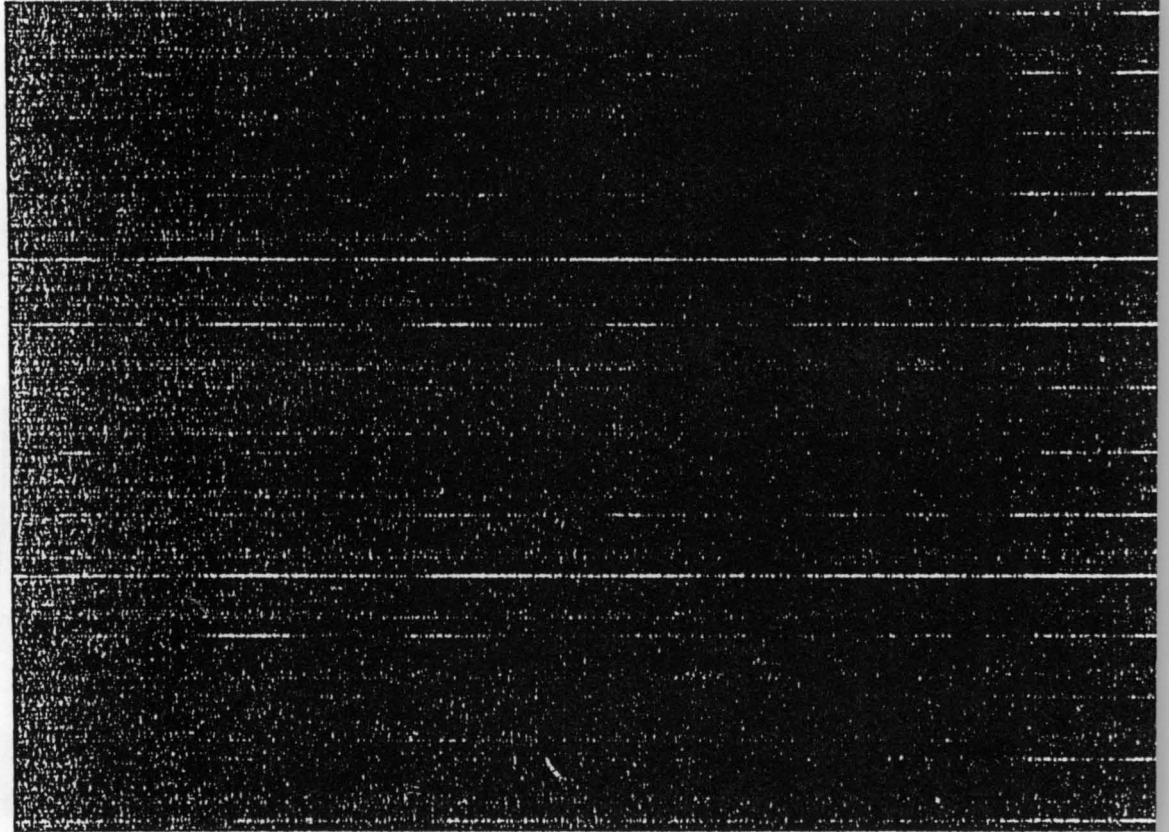


User Name:

Password:

Main Menu

File Edit View Help





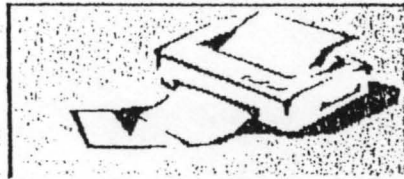
File Edit View Help

Induction

Print ▶

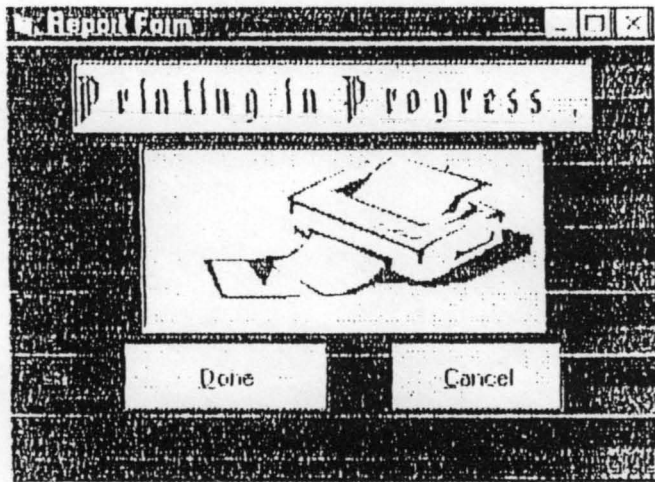
Exit General

Printing in Progress



Done

Cancel



HELP ON THE PROGRAM



HELP

From The Main Menu: Select any of the four options i.e. File, Edit, View.

When FILE is selected, Sub-menus will appear underneath. When you choose Training, three options will appear i.e. Induction, On-The-Job and General.

Any of the options allows you to enter data.

After the Training Sub-Menu then comes Print under it. The Print submit allows you options of printing any of the following: Induction, On-The-Job and General. Lastly, under File Menu is the EXIT to take you back to the Program

On the Menu Bar, Select The EDIT Option, under the EDIT option you select the DELETE option which allows you to Delete records in INDUCTION, ON-THE-JOB and GENERAL

Again on the Menu Bar, Select VIEW to display the records of the TRAINING options stated above

Finally, On the MENU Bar is the HELP Menu which Contains two options i.e. ABOUT THE PROGRAM and HELP ON THE PROGRAM

OK

AUTOMATED
STAFF TRAINING DATABASE



Copyright Law

*This Program is Protected By
International Law on Copyrights*
For More Details Contact:

Alubaker, Sarust

SasGlobe@yahoo.com

OK