



NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, 91 Cadastral Zone, Nnamdi Azikwe Expressway, Jabi, Abuja
FACULTY OF SCIENCES
2022_2

CIT304: DATA MANAGEMENT
UNIT: 2
TIME: 2 HRS

Answer Question1 and ANY OTHER TWO questions.

Q1. COMPULSORY (30 marks)

- a)
- i) Briefly explain what data is. (7 marks)
 - ii) List **seven** examples of symbols used in data creation. (7 marks)
- b) Briefly describe the data management cycle. (10 marks)
- c) Briefly define the following: (6 marks)
- i) percepts (2 marks)
 - ii) information (2 marks)
 - iii) knowledge (2 marks)

Q2. (20 marks)

- a) Briefly describe five core activities associated with an information system. (10 marks)
- b) Write down five advantages of a Data Policy manual. (10 marks)

Q3. (20 marks)

- a) Distinguish between primary and secondary data. (10 marks)
- b) Briefly describe what data quality control is. (10 marks)

Q4. (20 marks)

- a) Distinguish between **validity** and **accuracy** of data. (10 marks)
- b) Briefly describe what the following are:

- i) Primary Key (2 marks)
- ii) Field width (2 marks)
- iii) Field type (2 marks)
- iv) Composite Key (2 marks)
- v) Field Name (2 marks)

Q5. (20 marks)

- a)
- i) Write a short note on Information retrieval. (5 marks)

- ii) Write down five factors that affect the effectiveness of a search. (5 marks)
- b) Briefly describe each of the following Microsoft Access objects: (10 marks)
 - i) table (2 marks)
 - ii) query (2 marks)
 - iii) form (2 marks)
 - iv) report (2 marks)
 - v) macro (2 marks)