

**PERCEIVED CAUSES OF POOR LEARNING ATTITUDE TOWARDS THE
STUDY OF HUMAN KINETICS AND SPORTS SCIENCE IN THE
UNIVERSITY OF BENIN**

BY

OBUKOWHO ELOHOR FAITH

EDU1503185

**A PROJECT RESEARCH SUBMITTED TO THE DEPARTMENT OF
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**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
AWARD OF B.SC (ED) HUMAN KINETICS**

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APPROVAL

I hereby certify that this work was carried out by **Obukowho Elohor Faith** with mat no **Edu1503185** in the Department of human **Kinetics and Sport Science**, University of Benin, in partial fulfillment of the requirement for the Award of B.Sc (Ed) in Human kinetics.

Dr. Aluya
(Project Supervisor)

CERTIFICATION

We the undersigned certify that this project was carried out by **Obukowho Elohor Faith** with Mat No: Edu 1503185 and is adequate in scope and quality in the partial fulfillment for the award of B.Sc (Ed) in Human kinetics in the Department of Human kinetics and sport science.

Dr Aluya
Project Supervisor

Date

Dr (Mrs) Efe Aigbovo
Project Coordinator

Date

Prof. S. O. E. Iyamu
(Dean of Faculty of Education)

Date

DEDICATION

This work is dedicated to Jehovah God for His love, upon me throughout my studying

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The book is dedicated to Jehovah God the giver of life and the provider of every good gift.

To my project supervisor, Dr. (Mrs) J.N Egbri who was been educative, say a big thank you. To my lovely parents Mr and MRs Sunday, you are highly appreciated for you advice and encouragement. Should I have forgotten my siblings and Children, I say no that. you are highly recognized. To my lovely and ever caring husband Mr Oluwaremi Timothy, thanks for your advice and encouragement.

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ABSTRACT

The purpose of this study was to assess the utilization of computer technology for record keeping by secretaries in Delta state civil service. Five research questions were raised to guide the study. Adopted descriptive survey design with population of 96 secretaries in Delta state civil service. The research instrument used for data collection was a structured questionnaire. Mean and standard deviation were the statistical tools for data analysis.

The study reveals that there is low availability of computer technology for record management by secretaries in Government offices, there is low extent to the utilization of computer technology for management by secretaries in Delta state civil service, several problems are associated with the use of computer technology by secretaries. Based on these findings, the following recommendations were made: that government should continually be involved in the full deployment and maintenance of computer technology especially in ministries and parastatals for effective record management. The management should expose office secretaries and personal to constant training on the use of latest technological gadget and adequate infrastructures / resources should continually be made available in order to combat problems associated with the use of computer technology by secretaries in Delta state civil service.

CHAPTER ONE

INTRODUCTION

Background to the Study

The advancement in office technology and management through the use of computer had brought tremendous changes to the performance and development to record keeping in an office. Often times, the application of the computer has resulted in the fast transformation of the ways records are stored and utilized in various organizations and the society in general. This has no doubt contributed to the growth and systematic methods through which cooperate organizations manage records keeping electronically using computer.

Computer is an electronic machine that receives instruction, data as input, translate the data, process it and present it as output to the user. Scottoo Sterom (2001) defines computer as an electronic device, operating under the control of instructions stored in its own memory that accept data, process the data according to specified rules, produced the result and store the result for future use. Similarly, Seema Sirpal (2005) defines computer as an electronic device that stores, retrieves process data, and can also be programmed with instructions. A computer is composed of hardware and software that exist in variety of uses and configurations.

Computer can be seen as one of the most useful modern means of collecting, updating, controlling, recording and storing of information for future usage by any

resourceful organization. In the past, record keeping and management were basically performed on tablets, stones, animal skins and many other forms of record keeping that were also designed (Standford 1983). However, over the years with the advent of modern technology, things have changed tremendously for the better. Science researchers have come up with efficient electronic machine called “computer” that can perform wonders in various capacities and of record management efficiency. No development of record keeping management in an office has had greater influence on record keeping than the advent of computer application. Computers are widely used in many fields such as engineering, medicine, education, automobile technology, agriculture, economic planning among other. Furthermore, the most spectacular growth of the computer has been in the field of business organization. Consequently, tasks such as record management which require repetition for various sets of data are ideally suited for computer system. Computer has many capabilities that make it a special machine; the reason for which it has become very important for everyday use at home or in the office. The computer is faster and more efficient at doing lengthy or complex analysis on data in a very short time including record keeping that is mostly carried out by the office secretary.

A secretary is usually an official who is in charge of the records, correspondence, minutes of meetings and related affairs of an organization. Thus,

Onifude (2007) defined a secretary as an assistant to an executive, possessing mastery of office skills and ability, assumes responsibility without direct supervision; someone who displays initiative, exercises judgment and makes decisions within the scope of his or her authority. Idun and Ajmetunmobi (19986) described the secretary as a person employed to deal mainly with correspondence or duties of a personnel or confidential secretary. In the same vein, Airebaumen (2004 and Esene 2007) were in agreement when they saw the secretary as an employee in an office who deals with correspondence, keeps records, and makes arrangements and appointments for a particular member of the staff. From the definitions, the secretary can be seen as a person who performs a wide variety of administrative duties and essentially manages the office as it affects his boss in particular, and the entire establishment in general.

The secretary remains the life wire of any organization. Contributions and effectiveness of a secretary depends on how he or she can cope with the modern technology in record keeping. The secretary is responsible for the variety of administrative and clerical duties necessary for effective running of the organization.

Every office requires and accurate information for quick decision making (Akpomi and ORdu 2009) thereby making the role of a secretary a crucial one in the life and progress of an organization. Consequently, effective performance of a

secretary depends on the availability of office equipment like the computer knowledge and skills in record management. Evans (1980) noted that the secretary role will be supporting but with the aided requirements of technological knowledge which encompasses data administration and record management by allowing the secretary to analyze complex situations and submit practical recommendations. With the introduction of computer technology, people are trained to acquire new skills for operating them. It is therefore noted that proper record keeping makes it easier for information to be retrieved for use with a lot of ease. This of course, tends to reduce the workload of secretaries in their performance of office duties such as record keeping.

Recording management is described as the deployment of storing and retrieval of information for the purpose of providing appropriate information and communication network to all sectors within and outside the organization. Robek (2000) defined record management as a professional discipline that is primarily concerned with the management of document-based information system. The application of systematic and scientific control to organization business. Parker (2000) also defined it as a systematic and consistent control of all records throughout their life cycle.

Keeping of records information is also the life wire of every organization regardless of the type of organization. Therefore, there is need for a modernized,

faster and reliable method of record management than the manual way or system which involves the use of large volume of papers, files and cabinet. In the past, the offices were filled to the brim and store rooms sometimes could not contain any more files. Consequently, there is currently no alternative method of record keeping is a match for computers whose operation is based on impulse moving at a speed of light and reduction of expenses in keeping detail records of personnel, is as imperative as computer.

Statement of the Problem

The technological changes that have taken place in different disciplines or also being witnessed in virtually all the offices today. New technologies like the computer, has been developed to make secretaries more efficient or improve working conditions. The utilization of computer in record management cannot be underestimated, because we live in an era where much can be accomplished with the use of computer in record management. Although the international standard for the management of business record (ISO 15489) emphasizes the need for good record management as effective way for any organization to fulfill the objectives of their stakeholders, however, the level of availability and utilization of computers b secretaries for record management still appears to be very low.

The present state of some offices today is not encouraging. This is because the modern technologies like the computers are not available for record management. The unavailability of computer to manage office or organizational records hampers the efficiency of good record keeping. The cost of purchasing sufficient computers may seem to be high and sometimes the few available ones are not utilized, as parts of them may not function due to lack of maintenance. More so, lack of electricity supply could be another challenging factor to the effective utilization of computer technology in record management by secretaries. Furthermore vandalization of other equipment by hoodlums could also be a militating factor or hindrance to effective use of computer technology by the office secretaries. Most often, there have been incessant cases of thieves breaking into government offices to remove computers away thereby depriving the office secretary's of the use of such computers for record keeping over a period of time. Hence, it is a note that the researcher intends to find out the extent to which computer technology is being utilized for record management by secretaries in Delta State civil service.

Purpose of the Study

The main purpose of this study is to assess the extent to which computer technology is utilized for record management by office secretaries in Delta State civil service. Specifically the stud seeks to;

1. find out the extent to which computer technology is available for record management by office secretaries in Government offices;
2. determine the extent to which computer technology is utilized by secretaries for record management;
3. find out the problems associated with the use of computer technology by secretaries for record management in Delta State civil service.
4. determine the strategies that can be adopted for effective record management with the use of computer technologies in Delta State Civil service.

Research Question

The following research questions were raised to guide the study

1. To what extent is computer technology available for record management by secretaries in Government offices?
2. To what extent do secretaries utilize computer technology for record management in Delta state civil service?
3. What are the problems associated with the use of computer technology by secretaries in Delta State Civil service?
4. What are the strategies to be adopted for effective utilization of computer technology for record management in Delta state civil service?

Hypothesis

The hypothesis was formulated and tested at 0.05 level of significance

1. There is no significant difference between male and female secretaries for the utilization of computer technology for record management in Delta state civil service.

Significance of the Study

The importance of this research work is to enlighten the management of organizations on the utilization of computer technology in record management.

This study will therefore be of a great benefit to the management of organizations, secretaries, individual employees, researchers and the society in general. The work will enlighten management of organizations on the need for availability and adequate provision of computer technology for record keeping which is more advantageous than the manual method of record keeping.